

LTDO Bylaws

Lisle Township Democratic Organization
Bylaws As Amended, July 12, 2021

Article I: Name

The organization shall be known as the Lisle Township Democratic Organization (LTDO, or the Organization), a Political Action Committee as defined under Illinois law.

Article II: Purpose

Section 1. LTDO exists for the promotion of the principles of the Democratic Party within Lisle Township (the "*Township*"), DuPage County, the State of Illinois, and the United States. Also to support elected officials and candidates at all levels of elective office who support those Democratic principles. We take ownership of the Township election cycle to select Democratic candidates via caucus or primary.

Section 2. LTDO shall organize, inform, and encourage participation of Democratic voters in the Township, in order to promote the election of Democratic Party candidates, and to best serve all Township residents.

Section 3. LTDO takes political ownership of the aforementioned in the precincts of Lisle Twp. LTDO will accomplish these goals with LTDO teams, Precinct Committeepersons ("*PCs*"), leadership, and members. LTDO will work with the DuPage County Democratic Central Committee (the DCDCC, or DPDC) to define changing needs and issues that are not defined.

Section 4. LTDO shall seek to ensure primary and intra-party election access to all qualified Democrats. (See Article III, Section 3 for intra-party elections.) Therefore, the endorsement of LTDO shall not be given to individual candidates running in either primaries or intra-party elections.

Section 5. LTDO shall elect a delegation ("*Delegation*") to the Executive Committee of the DCDCC, headed by the LTDO chair ("*Chair*"). This delegation shall be the voice of LTDO and of Lisle Township's Democratic voters in the discussion, decisions, and governance by the DCDCC Executive Committee of the Dupage County Democratic Central Committee.

Article III: Membership

Section 1. The membership year runs from January 1 through December 31. Any membership dues paid beginning November 1 will apply toward membership for the following calendar year.

Section 2. Democratic voters are eligible for membership in the Organization. In addition, students fourteen years and older shall be eligible for membership as Student-Democrats. A new member shall become a voting member (“Voting Member”) in all matters except the election of officers, delegates, and alternate delegates upon payment of dues, provided said member has attended at least two (2) prior LTDO meetings. Further, former voting members who paid dues for the prior membership cycle shall qualify as Voting Members upon payment of the current year’s dues without an attendance requirement.

Section 3. Certain current dues-paying members (Voting Members) shall be eligible to vote as “Qualified PC Electors” or “Qualified General Electors” in certain elections of LTDO Officers, Delegates and Alternate Delegates, or LTDO Officers only, according to the following criteria:

- A. The following Qualified PC Electors shall be eligible to vote for LTDO Officers, Delegates, and Alternate Delegates: (1) Elected PCs (2) Appointed PCs and Acting PCs who have served in such capacity for at least six (6) months.
- B. The following Qualified General Electors shall be eligible to vote for LTDO Officers:
 - (1) Democratic election judges;
 - (2) Team leaders and team members, as submitted by team leaders and approved by an Officer of LTDO;
 - (3) General members who are currently paid-up on dues and who also paid dues for the prior membership year and who have attended at least four (4) LTDO membership and/or leadership meetings and/or LTDO events in the preceding twelve (12) months.
- C. Further reference to “Qualified PC Electors” and “Qualified General Electors” as pertains to election of LTDO Officers shall be as “Qualified Electors” only, encompassing both eligible groups for said Officer elections.

Section 4. Dues shall be set from time to time by the Officers of LTDO.

Article IV: Officers

Section 1. The Officers of LTDO shall be the Chair, Vice Chair, Secretary, and Treasurer, (“Officers”). Officers are to be elected by Qualified Electors. The Officers collectively form the Executive Committee.

Section 2. The Chair is responsible for leadership of LTDO, including setting the agenda for and presiding over meetings. The Chair shall designate team coordinators, with the advice of the Executive Committee, and shall fill any Officer positions that are vacated between elections until a special election can be held. The Chair leads Officers, Delegates, team leaders, members and other participants to achieve agreed-upon goals through research, discussion and development of specific objectives and timelines, following through with required actions. The Chair represents LTDO in all matters involving the DPDC, other Township organizations, and other Democratic Party or independent organizations that share common goals and objectives with LTDO. The Chair will serve as representative of LTDO in external media communications, including press inquiries and issuing of press releases. The Chair is authorized to engage in financial transactions on behalf of LTDO, within the limitations described below. In the event that the Chair is not available to attend to his/her/their responsibilities, he/she/they shall designate the Vice Chair if available, or another Officer to act in the capacity of the Chair. The Chair shall create “Teams” and appoint “Team Coordinators” as he/she/they deems appropriate, as outlined in Article V, Section 1 and Addendum A. The Chair must be an elected PC or an appointed LOOP PC (Appointed PC who Lives Outside Own Precinct) or LIP PC (Appointed PC who Lives In Precinct) for more than 1 cycle due to inability to stand for election in own precinct, and a Qualified PC Elector. The chair has the authority to appoint and remove any non-elected PC.

Section 3. The Vice Chair shall act as Chair in the absence of the Chair. The Vice Chair shall assist the Chair with various duties as instructed by the Chair. Vice Chair succeeds to the position of Acting Chair in the event of a vacancy in the office of the Chair until a new Chair is duly elected. The Vice Chair may be designated as one of the Team Coordinators, as appropriate. The Vice Chair shall be a Qualified PC Elector.

Section 4. The Secretary shall inform the membership of all meetings, record the minutes and attendance of all membership, leadership, and executive committee meetings, maintain lists of committees and committee members, as well as lists of election judges and registrars, and shall make such lists available to all members as necessary. The Secretary is the custodian of all LTDO records and archives and shall handle such correspondence as the Chair or other Officer(s) direct. The Secretary shall be a Qualified PC Elector.

Section 5. The Treasurer shall be custodian of all monies belonging to the organization, and shall report the financial status to the membership at LTDO meetings. Treasurer shall deposit monies in a financial institution approved by the Executive Committee, and shall maintain records of all receipts and expenditures. The Treasurer shall assemble a yearly budget, based on projections from LTDO teams and committees for the Organization. The Treasurer shall maintain records of those persons who have paid membership dues. The Treasurer shall file required periodic reports with the Illinois State Board of Elections which are available for inspection, and upon request from the State, shall present documentation for audit, if as required. The Treasurer shall be a Qualified PC Elector.

Article V: LTDO Teams, Team Coordinators, Leadership Team, and Precinct Committeepersons.

Section 1. LTDO hereby creates “Addendum A,” subject to revision by the Chair with the advice of the Executive Committee for the purpose of designating and defining LTDO “Teams.” Addendum “A” shall outline team duties and create the positions of “Team Coordinators” in order to conduct the necessary business of LTDO. All Teams shall provide periodic reports to the Executive Committee and general membership.

Section 2. The LTDO Leadership Team (Leadership Team) shall consist of the Executive Committee, all Team Coordinators listed in Addendum A, and all Delegates and Alternate Delegates. The LTDO PCs, while not formally a part of the “Leadership Team,” are nonetheless a part of Leadership, as they represent and are the voices of the Democratic voters in their precincts. As a part of Leadership, LTDO PCs shall be allowed to vote on Leadership decisions when present at Leadership Team meetings.

Section 3. The Leadership Team will meet on a monthly basis, or at such frequency as desired by the Chair, to determine the agenda for the next general membership meeting and to conduct other necessary business.

Section 4.

LTDO Precinct Committeepersons (PCs) - Powers and Responsibilities:

A. Represent his/her/their Democratic voters at the County Central Committee Convention (Elected PCs only, by state law) in electing the DPDC County Chairperson and officers. The PC casts a total number of Party votes (weighted vote) equal to the number of Democratic votes cast in his/her/their home precinct in the last primary election. For other Central Committee Meetings and issues, elected and appointed PCs (not acting PCs, per DCDCC Bylaws) are eligible to vote on non-election related Central Committee matters. The PC, while not formally a part of the “Leadership Team,” is nonetheless a part of Leadership as they represent and are the voice of the Democratic voters in their precincts. As a part of Leadership, LTDO PCs shall be allowed to vote on Leadership decisions when present at a Leadership meeting.

B. Attend and become involved in LTDO’s Membership and Leadership Team meetings and other activities.

C. Register new voters after becoming a registrar, or help them register online using a Motor Voter form.

- D. Appoint election judges.
- E. Provide candidate, referendum, and election information to the voters from LTDO by canvassing.
- F. Help Democratic candidates by circulating petitions for primary elections.
- G. Elect LTDO officers and delegates when qualified as LTDO electors.
- H. Get to know his/her elected officials and assist in bringing problems and concerns from the voters to the officials.
- I. Talk directly to the people in your precinct about the current election cycle.
- J. PCs shall not collaborate with any opposition party and/or opposition candidates at any level. PCs shall not share any proprietary information from LTDO or any other Democratic Party source with any opposition candidate and/or opposition party. If any PC is purported to violate this clause, then evidence of such violation shall be presented to the next LTDO Leadership Meeting. PCs and LTDO Leadership with the accused PC shall review evidence and a majority-rule vote will take place to decide whether the accused PC is in violation of this clause. Any PC who is found to be in violation of this clause shall be cut off from all LTDO support and communications for 4 years, and activities will be reported to DPDC. Appointed PCs shall be unappointed.

Article VI: Delegates and Alternate Delegates

Section 1. LTDO shall elect: four (4) Delegates and four (4) Alternate Delegates; or elect as many of each as allowed under DPDC Rules. The Delegates and/or Alternate Delegates headed by the Chair shall comprise the LTDO Delegation to the Executive Committee of the Democratic Party of DuPage County.

Each Delegate and Alternate Delegate shall be an elected or appointed Precinct Committee Person. Nominations of Delegates and Alternate Delegates may be received up to the time of the vote at the meeting at which the election takes place. Delegates and/or Alternate Delegates will represent LTDO at all DPDC Executive Committee Meetings. Delegates and Alternate Delegates must be paid-up members of the County Party in order to have voting privileges at DPDC Executive Committee meetings. If fewer than the full complement of Delegates are available to attend a DPDC Executive Committee Meeting, the Chair is responsible for designating Alternate Delegate(s) to attend in their place.

It is the responsibility of each Delegate and Alternate Delegate to apprise the Chair of any situation that prevents him/her/them from attending a DPDC Executive Committee meeting so we can designate a replacement.

Article VII: Elections

Section 1. Elections of Officers shall take place at the LTDO meeting in June or July of each odd numbered year. Except in 2021 the election will take place in August due to the timing of the bylaws being revised. Nominations for Officers shall take place at the meeting where the election is held unless the Qualified Electors deem there is a reason to mandate otherwise in the election rules.

Qualified PCs (elected or appointed, not acting) who wish to stand for election to be an Officer or Delegate are encouraged to contact the LTDO Secretary prior to the monthly meeting at which the election is held, in order to facilitate the informing of Qualified Electors of their candidacies.

Section 2. Only Qualified PCs are eligible to stand for election. The Secretary shall determine which persons in attendance qualify using paid membership information provided by the Treasurer and by verifying from the Chair or the PC Coordinator that they qualify as a PC.

Section 3. Notification of the election shall be sent to Qualified Electors by email and/or posted on the LTDO website not less than ten (10) days prior to the meeting at which the nominations or election shall take place. This notification shall state that nominations will be taken at the upcoming meeting.

Section 4. At the election meeting, each candidate shall be allotted an equal amount of time, as determined by the Chair, to present their platforms and qualifications for office. A simple majority of the Qualified Electors is required for election. Newly elected Officers shall assume the duties of office immediately.

Section 5. Officers and delegates shall be elected by the unweighted vote of Qualified Electors.

Section 6. In the event of contested elections, voting for officer(s) shall be by secret paper ballot or other method approved in the governing rules for said election. for those attending virtually This may be done digitally, should the governing rules so provide.

Section 7. Election of Delegates and Alternate Delegates shall be by ranked-choice voting using secret paper ballot or other method approved in the governing rules for said election.

Section 8. In the event that the Vice Chair, Treasurer, or Secretary cannot serve, the Chair must call for a special election to be held within 60 days of the notice of vacancy to fill the remainder of the term. The Executive Committee is responsible for determining the rules of the special election. The rules set forth above apply to a special election.

Article VIII: LTDO Executive Committee

Section 1. The Executive Committee shall consist of the Officers of LTDO. A Majority of the Executive Committee shall constitute a quorum for Executive Committee Meetings. Should any LTDO Officers be unable to physically attend an Executive Committee or Leadership meeting, said Officer will be permitted to teleconference to the meeting for purposes of a quorum and to

exercise voting privileges while teleconferencing. Executive Committee members must cast votes individually, no proxy voting is allowed. The Chair serves as chair of the Executive Committee.

Section 2. The Executive Committee shall receive committee reports and recommendations, and forward these, when appropriate, to the LTDO membership. The Executive Committee shall meet as often as necessary, as determined by the Chair, but at least once per year.

Section 3. The Executive Committee shall also comprise the budget committee (“Budget Committee”), led by the Treasurer, which will be responsible for developing an annual budget based on projections from the LTDO Officers and Team Coordinators, subject to approval by the Voting Membership. Upon approval of the budget, the Treasurer is authorized to pay for any and all budgeted obligations incurred by LTDO. The Treasurer will be responsible for providing periodic reports to the Executive Committee and LTDO membership on fulfilling LTDO financial goals, as directed by the Chair.

Section 4. Extra budgetary spending. **For expenses not included in the annual budget,** members of the Executive Committee, with the exception of the Treasurer, are authorized to make purchases for goods and services on behalf of LTDO in amounts not to exceed \$150.00 per month, in consultation with the Treasurer, to assure availability of LTDO funds. Purchases by the Treasurer in amounts of up to \$150.00 require prior approval by the Chair; for larger purchases, regular rules for gaining majority approval of voting members at a regular or special meeting for approval shall apply. Purchases of between \$150.01 and \$500.00 require approval of a majority of the Executive Committee, and are contingent on the availability of funds as determined by the Treasurer. Purchases of \$500.01 and higher require majority approval by Voting Members present at meetings where approval is sought. However, printing and postage costs in any amount for brochures and other materials specifically pertaining to LTDO promotion require only a majority vote of the Executive Committee, subject to a limit of 25 percent of available LTDO funds. For higher amounts, such expense is subject to the approval of a majority of the LTDO voting membership present at a meeting.

Article IX: Recall of Officers

Section 1. To remove an LTDO Officer, a petition, signed by the greater of either 10 (ten) or one-third (1/3) of Qualified Electors, shall first be presented to the Executive Committee.

Section 2. The Executive Committee shall notify **Qualified Electors** via email of the petition to remove such Officer and shall schedule a meeting within not less than fourteen (14) nor more than thirty (30) days after the petition is received. At such meeting, the petitioner(s) shall present just cause for the removal of the Officer who, in turn, may choose to offer a rebuttal.

Section 3. Approval by two-thirds (2/3) of Qualified Electors present and voting shall be required for removal of said Officer.

Article X: General Procedures

Section 1. Required communications with the membership may be made via email, website posting, or postal delivery.

Section 2. LTDO shall maintain a website that provides current information about the organization's activities. LTDO shall also strive to use other conventional and social media to reach existing and potential members.

Section 3. Robert's Rules of Order shall govern proceedings at all general membership meetings. A parliamentarian may be appointed by the Chair. Robert's rules may be suspended or the Parliamentarian may be overridden by a majority of Voting Members.

Section 4. Except for the purpose of amending this document, or for the election or removal of an officer, the quorum required to conduct LTDO business shall consist of ten (10) Voting Members, including the majority of the Officers. The quorum required for amending this document shall be twenty-five (25) percent of the Voting Membership. The quorum required for the election or removal of any Officer shall be at least ten (10) percent of Qualified Electors.

Section 5. Regular membership meetings shall be scheduled and held monthly, except when the Executive Committee, by a simple majority vote, decides it is in the best interest of LTDO to dispense with a monthly meeting. Meetings may be held physically or virtually. Voting may be done vocally, by counting, by paper ballot, digitally, or by any other means approved by the voting members.

Section 6. Special meetings may be called by the Chair, or by the Executive Committee's majority vote, or by petition filed with any Officer and signed by at least ten (10) Voting Members. Any special meeting will be held within not less than fourteen (14), nor more than thirty (30) days after the petition is received. Notice of such meeting will be by email and/or posted on the LTDO website not less than ten (10) days prior to the meeting.

Section 7. LTDO Code of Civility: LTDO hereby creates "Addendum B," the "LTDO Code of Civility," subject to revision by a majority of the Executive Committee, for the purpose of limiting rancor and conflict within LTDO.

Article XI: Amendments

Section 1. There shall be two methods available to revise these Bylaws. The first shall be the regular amendment process for any substantive change (anything that changes contextual meaning within the document) to the Bylaws. The second method shall be to correct any minor errors, such as spelling, punctuation, grammar or syntax. These methods are as outlined below.

Section 2. All substantive amendments to this document (i.e. changes any context or meaning within this document) shall be proposed at a duly called meeting of LTDO Voting Members, and shall be debated and voted upon at the next duly called meeting. Copies of the proposed amendments shall be made available to Voting Members via email and/or posting on the LTDO website not less than ten (10) days prior to the meeting at which voting on the amendment(s) shall take place. For any substantive amendments, to become effective, it must receive at least two-thirds (2/3) of the votes cast by Voting Members at said meeting. Duly passed amendments shall take effect the day after they are passed.

Section 3. Any minor errors (non-substantive), such as: spelling, punctuation, redundancy, congruency, grammar or syntax, shall be subject to correction by a unanimous vote of the Executive Committee (Elected Officers) after seeking member comment by notifying the membership of the proposed correction(s) by email and/or posting on the LTDO website at least 10 days before said vote is taken.

Revision History

January, 1967 – Original Document

June, 1967 – Amended

June, 1977 – Amended

April, 1980 – Amended

December, 1983 – Amended

June, 1998 – Amended

March, 2007 – Amended

March, 2013 – Amended

October, 2017 – Amended

March, 2018 - Amended

October 21, 2019 - Amended

April 2020 - Amended

July 2021 - Current, as Amended

Addendum A: LTDO Teams and Coordinators

The Chair, with the advice of the Executive Committee, hereby creates the teams enumerated in Addendum A. LTDO shall maintain the following Teams and Coordinators, subject to periodic revision:

- Campaign Team & Coordinator
- Technology and Data (Tech) Team & Coordinator
- Precinct Committeepersons Team & Coordinator
- Communication Team & Coordinator
- Events and Fundraising Team & Coordinator
- Field Team & Coordinator
- Membership and Hospitality Team & Coordinator(s)
- Outreach Team & Coordinator.

All Teams shall follow their respective guidelines listed below and provide periodic reports to the Executive Committee and general membership.

- Campaign Team & Coordinator will *also* be responsible for all aspects of elections, to include: timely research and preparation early in the election cycle; acting as candidate liaison to provide opportunities for candidates to educate LTDO members of their qualifications and needs; teams creation to support LTDO election goals and objectives; identifying and effectively using election experts in campaigns, petitions, judging, poll watching; facilitating and overseeing communications and making relationships with high school and college students for the purpose of promoting LTDO and the Democratic Party.
- Technology and Data Team & Technology Coordinator (Technology and Data Coordinator) shall head the Technology Team and work with the Executive Committee and Leadership Team including the following leaders and teams: Precinct Committee persons, Field, Membership and Hospitality, Events, Communications Team, and Campaigns - as directed by the aforementioned officers and Leadership. The Technology Manager shall provide the officers, leaders, teams, and any subcommittees with: required walk, phone, mailing and other necessary lists - at times interfacing with campaigns, including: mapping; necessary data collection and analysis by utilizing data obtained from the Dupage County Clerk's Office, the Democratic Parties of Dupage and Illinois, and any other relevant sources of data so to facilitate the goals of LTDO. The Technology Manager shall also assist with the introduction and training of PCs and volunteers in the use of technology, including technologies now being used and new ones that may be introduced, to increase the overall effectiveness of LTDO operations.
- Precinct Committee persons Team (PCs), headed by the PC Coordinator, shall work with all other LTDO Team Leaders to keep the PCs organized and informed and to help them succeed in all areas; including but not limited to: training, canvasses; voter registration drives; literature distribution.
- Communication Team & Coordinator shall promote LTDO and its goals, by: keeping a well-designed website and a vibrant social media presence; publishing email blasts at a minimum of once weekly; providing text and design for flyers and printed literature; costing and ordering printed materials; and by creating and distributing training videos of best practices and other documents, among other things.
- Events and Fundraising Team & Coordinator shall, in coordination with other relevant teams and membership, plan: at least four fundraisers per year; celebratory parties; candidate meet-and-greets; and our participation in other events to promote LTDO and Democratic values.
- Field Team & Coordinator shall: oversee various special projects, utilizing volunteers; appoint project leaders as necessary and coordinate as required with other teams to achieve LTDO goals that may include but are not limited to: helping with orphaned and/or covered precinct canvasses in conjunction with the PC Coordinator; phone banks; post carding; leafleting; bag stuffing; and other special projects that LTDO may take on.

- Membership and Hospitality Team & Coordinator(s) shall: arrange monthly meetings as to venue, setup, cleanup, and refreshments; maintain sign-in sheets, scanning them and providing the scans to relevant team leaders and officers; welcome members and guests, enter them into our email list, establish phone contact, extending an invitation for them to join with us as members; facilitate as seems feasible their possible involvement with one of our teams either during conversation with him/her or by passing their contact info and a short summary of who they are to a targeted team leader who will follow up with the new person.

- Outreach Team will network with other like-minded groups, and ethnic communities, in order to better serve our community. They will work with the Membership and Hospitality Team to reach the 5 township municipalities, to help expand our group reach, to help us continue to grow.

Addendum B (revised): LTDO

Code of Civility

- We value freedom of speech - for all.
- Free speech without equality is privilege.
- Free speech without accountability is impunity.
- We practice common courtesy and polite behavior - use your best judgment.
- We treat each other with equality and respect, no matter the conditions.
- We avoid and condemn bullying and sexual harassment in any form, including on social media.
- We acknowledge the impact of our behavior and speech on others.
- We are approachable, direct, sensitive and honest, and welcome others' feedback.
- We acknowledge the contributions of others and respect their time commitments.
- We address incivility and demand accountability:
 - a. Should a transgression occur at a meeting or event, the Chair or person chairing said meeting or event shall have the option of having the offender(s) removed from said meeting or event.
 - b. Should conflict between members occur, the LTDO Chair will try to mediate between the aggrieved parties, either with support or alone, as he/she/they see(s) fit.
 - c. Should a transgression of a serious nature occur, the Chair has the option of writing a letter of reprimand, that may be made public, after consultation with the Executive Committee.
 - d. Should a transgression of an extreme nature occur, the Chair, together with the Executive Committee, has the option of bringing the accused offender before the membership for a hearing. If found guilty of an extreme transgression, the body of the membership has the option of sanctioning the offending individual(s) with censure, probation, suspension, or expulsion from LTDO. Of course, should a transgression occur that's of a criminal nature, we will have no other choice than to report it to the civil authorities.

