

DECF

Certification / Recertification Guide

Attached are the forms needed to become a certified (or recertified) chapter of the Democratic Environmental Caucus of Florida chartered by the Florida Democratic Party.

Here are a few guidelines for filling out the attached forms:

Checklist

- The Caucus name is Democratic Environmental Caucus of Florida.
- Your chapter name is _____ County Democratic Environmental Caucus of Florida.
- Use the checklist as your guide and checkmark each item as you complete it.
- Send the checklist to me with the rest of your packet when you have completed all items.

Application

- Chapter address should be the address where you can receive mail.
- Attached is a suggestion for the brief statement of your mission, or you may write your own.
- Everything below the Chapter President's signature should be left blank for the next person in the process to fill out.

By-Laws

- The attached By-Laws template will be accepted by the FDP. You may make changes at any point after you become certified.
- Insert your caucus name and address.
- You must submit minutes of your meeting to show that all chapter members voted to approve the By-Laws.

List of Officers, Board of Directors, and Members

- Submit as an Excel file with separate columns headed in the following order:
 1. County
 2. 2019 Paid - for each person put amount pd/month and year paid, i.e. "pd 25/Feb'19"
 3. First name
 - 4.. Last name
 - 5.. Email
 6. Phone #
 7. Street address
 8. City
 9. State
 10. Zip code
 11. Position (for each person insert position i.e. Treasurer, Director, or Member)
- You will need to identify 4 officers: President, Vice President, Secretary, and Treasurer.
- You will need at least 3 Board Directors - officers can share this role, if needed.

Minimum Number of Members Required by By-Laws

- Just write 5 on the checklist.

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Loyalty Oaths

- Each Officer and Director must submit a Loyalty Oath.
- All Loyalty Oaths must be witnessed by two people or notarized.

Bank Account

- All chapters must now obtain an EIN # from the IRS as an IRC 527 Exempt Political Organization, and open a bank account. **You must submit your EIN# and a bank statement.**

When all is completed, please scan and send all to me at b.newett@yahoo.com.

Please don't hesitate to contact me if you have any questions.

Bonnie Newett
Chapter Development
Democratic Environmental Caucus of FL

813-316-5452
b.newett@yahoo.com

Democratic Environmental Caucus of Florida (DECF)

___MARTIN___ COUNTY CHAPTER BY-LAWS

ARTICLE I - Name and Address

The name of this organization shall be the __Martin__ County Democratic Environmental Caucus of Florida, located at **___Martin County Democratic Headquarters; 948 SE Central Parkway; Stuart, FL 34994**

ARTICLE II – Chapters

Regional and County Chapters of Democratic Environmental Caucus of Florida (DECF) exist to identify and elect local and regional Democratic candidates to public office who will enact and support environmental policy consistent with those of the caucus.

A. Chapter Purpose

DECF Chapters should be common network and social connection points between local political and environmental activists, with an eye toward working together to elect environmentally literate Democratic candidates to office, and to support effective policies and legislators. Chapters will identify local and regional environmental issues and candidates for endorsement, endorse, promote and otherwise help elect Democratic candidates who support the goals of the caucus, raise funds, pursue activities to educate the public on environmental issues.

B. Chapter Formation

Local chapters may be established and certified by the State DECF Board of Directors and will be ratified by the Florida Democratic Party Central Committee and State Party Chair. Each chapter must have at least 5 dues paying members to form.

C. Finances, Dues and Fund Raising

Each chapter will collect and remit the currently designated amount of state dues for its members to the state at the time of Chapter formation and on an annual basis consistent with the Caucus fiscal year.

D. Status Reports to the State Caucus

Chapter Chair or designate will provide periodic status reports upon request of the State Caucus President, and an annual report on past and future programs and goals for the coming year by March 1 of each calendar year.

ARTICLE III – Membership

A. Chapter Membership

Chapters may recruit new members. Chapter Chair or designate will provide all new member dues and information, as set forth on current membership form, to the State President or the President's designate, within one month of when the member's membership materials are submitted to the local chapter along with dues. All chapter members are members of the State Caucus and serve at the pleasure of the State Caucus President and Board of Directors.

B. Membership

Any Democrat registered to vote in the State of Florida supportive of the objectives of this Caucus, who wishes to participate actively in the Caucus, and who pays dues as specified by the Board shall be a member.

C. Membership Termination

Board of Directors of the Chapter retains the right to terminate the membership of any members whose actions, at the discretion of the Board, are not consistent with the purposes and policies of the Caucus. Any member termination must be ratified by the State President and a majority of the State Board of Directors.

D. Loyalty Oath

Officers and Board of Directors shall be required to execute the Loyalty Oath in the form included in the By-Laws of the Florida Democratic Party.

ARTICLE IV – Chapter Board of Directors

A. Number of Board Members and Selection Method

The Board of Directors shall consist of the elected officers and at least two (2) elected Directors to serve as the Chapter Board of Directors. Chapter officers may serve concurrently as a member of the Board of Directors.

B. Election Date

Election of Directors shall be held at annual meetings of each year, and as needed to fill

vacancies (Article VI).

C. Duties of the Board of Directors

The duties of the Board of Directors shall be to plan each meeting so as to be organized and transact business of the Caucus in regular or special sessions, and to make recommendations to the Chapter. Each member of the Board of Directors shall serve on at least one (1) standing committee.

D. Meetings

Meetings of the Board of Directors shall be at least one week prior to a scheduled meeting of the Chapter or at the request of the Chair, or at the request of three members of the Board of Directors, or at regular intervals.

ARTICLE V – Chapter Officers

A. Chapter Officers

The Officers of this Caucus Chapter shall be as follows: Chair, Vice Chair, Secretary – Treasurer, and such other officers as deemed necessary by the Chair, membership of the Chapter or the Board of Directors. Officers shall perform the duties prescribed within these By-Laws.

B. Terms

All terms of office shall be for 2 years. Elections shall occur in even numbered years and be held in conjunction with the late Spring meeting of the Florida Democratic Party.

C. Chair

The Chair shall preside at all meetings of the Chapter and Board of Directors, of which the Chair is automatically Chair; be an ex officio member of all committees except the Nominating Committee; appoint all the Standing and Special Committees and their Chairs; represent the Chapter at state functions; give guidance to committee Chairs; and perform all duties pertaining to the office of the Chair. The Parliamentarian shall, upon request of the Chair, read from Robert's Rules of Order book.

D. Vice Chair

The Vice Chair shall be an ex officio member of all committees except the Nominating Committee; and in the event of the absence or inability of the Chair to exercise the duties of that office, become acting Chair of the Chapter with all the rights, privileges and powers as if duly elected Chair.

E. Secretary

The Secretary shall: keep an accurate record of all meetings of the Chapter and Board

of Directors; shall maintain a current list of members with addresses, phone numbers and precinct numbers; shall have a copy of the Caucus By-Laws with any amendments properly recorded; shall post all reports required by the State Caucus President.

F. Treasurer

The Treasurer shall: have the care and custody of all monies belonging to the Chapter and shall be solely responsible for such monies of the Chapter; keep an accurate record of receipts and expenditures; present a statement of all income and all expenditures at each meeting occurring since the previous meeting of the Chapter and at other times when requested by the President , or Board of Directors; and, pay out funds only as authorized by the Board of Directors or the Chapter general membership. Accounting records of the treasurer shall be audited by the Chapter Finance Committee prior to each annual meeting, or at the request of three or more Directors. All Chapter payments shall be signed by either the Treasurer or the Chair, both of whom are authorized by the bank..

G. Combined Positions

At its discretion, the Board of Directors may elect to combine the offices of Secretary and Treasurer into one position, and name an officer to the Board of Directors.

ARTICLE VI – Vacancies

A. Board of Directors and Officer Vacancies

All vacancies in the Board of Directors or among Officers of the Caucus shall be filled by a qualified member in good standing at the request of the Chair, and a majority vote in the affirmative by the remaining members of the Board. Such officers and Directors elected by the Directors shall hold office until the next meeting of the Directors following the annual meeting.

ARTICLE VII – Dues

A. Dues and Collections

The Board of Directors shall establish membership dues for the fiscal year, over and above State Caucus Membership dues. Dues shall be \$20.00 per person, \$10;00 above State Caucus membership dues. All dues shall be payable at the beginning of each fiscal year or when members join the Chapter. An automatic grace period of two (2) months shall be granted to each member and may be extended by resolution of the Board of Directors at its discretion.

B. Waiver of Dues

Membership dues may be waived for any member due to hardship or extenuating circumstances, as determined by the Board of Directors.

C. Purpose of Dues

Dues shall be used to cover the cost of donations to candidates, mailings to members, support administrative responsibilities of the Officers and the Board of Directors, provide funds for activities, programs, and priorities of the Chapter, and for such other purposes as may be determined from time to time by the Officers and Board of Directors.

ARTICLE VIII - Membership Meetings

A. Regular and Annual Meetings

The Chapter will hold regularly scheduled meetings.

B. Special Meetings

Special meetings of the membership may be called at any time by the Chair or by a simple majority of the Board of Directors. Prior to any Special Meeting, a two week advance notice must be provided by email to all Chapter members, and in such a manner, as to assure notice to all interested Democrats in time to have adequate opportunity to participate.

C. Quorum

A quorum shall consist of 20% of the current active members and a simple majority vote of all members present shall decide all questions except changes to Chapter By-Laws.

D. Attendance

Any member absent without prior notification from two consecutive (2) meetings of the Chapter in any calendar year may be removed by vote of the Board.

ARTICLE IX - Standing Committees

The following Standing Committees shall be formed as practicable:

A. Political Planning and Action

The purpose of this Committee shall be to conduct research concerning issues and candidates for office; to recommend positions on issues and candidates to the Board; to provide assistance and education on effective political action; and to recruit, train and support qualified candidates who adhere to the mission statement of the Chapter. Further, this Committee shall research and coordinate the establishment of appropriate entities for the contribution of funds to political candidates.

B. Publicity Committee

The purpose of this Committee is to establish and maintain contact with the media; to issue news releases; to arrange for news coverage; and to coordinate public relations.

C. Finance Committee

The purpose of this Committee is to audit the records of the treasurer prior to each annual meeting, or at the request of three or more Directors.

D. Chapter Standing Committee members shall be considered as associate members of corresponding State Standing Committees.

ARTICLE X - Special Committees

The Special Committees shall be the following or such other committees as may be designated by the Chair or Board of Directors:

A. Nominating Committee.

This Committee shall consist of not more than five (5) members, two (2) of whom shall be nominated from the general membership. All members shall be elected by the Directors. It shall elect its own Chair. This Committee shall nominate one or more members to run for each Director's position as specified in these By-Laws. These nominations shall be submitted to the membership at the time of notice of the annual meeting. However, notwithstanding the above or any other provisions of these By-Laws, the general membership shall have the power to elect Directors at the annual meeting as presented by members other than the Nominating Committee.

B. By-Laws Committee.

The purpose of this Committee shall be to recommend and draft proposed amendments to the By-Laws of the Chapter; and further, to recommend and draft rules and regulations of the Chapter to be utilized in addition to the By-Laws, as deemed appropriate by the Board of Directors, as described herein.

C. Endorsements Committee.

This Committee shall consist of not less than seven (7) nor more than eleven (11) members. These members shall be the officers of the Chapter, the Political Planning Chair, or that Chair's appointee, three (3) members from the general membership as elected by the Board of Directors, and additional Board members as may be elected by the Board of Directors up to the limit of eleven (11). The purpose of this Committee shall be to implement endorsement programs and policies as proposed by the Board of Directors and approved by the general membership. This Committee shall be formed on an as-needed basis prior to elections and primaries, at the discretion of the Board

of Directors.

ARTICLE XI - Fiscal Year

The fiscal year of the Chapter will follow that of the State Caucus, January 1st to December 31st.

ARTICLE XII - Amendment of By-Laws

A By-Laws Committee **will** be appointed by the Board of Directors and shall consist of at least two (2) members of the Board of Directors. The Committee shall recommend changes to the Chapter Membership and Board of Directors for approval by majority vote of general membership. Changes to By-Laws shall be reviewed, and approved by State Caucus and State Party as set forth in State By-Laws and be reviewed at least every five (5) years or more frequently as deemed necessary by the Board of Directors.

ARTICLE XIII – ANTI-DISCRIMINATION PROVISION

The Caucus hereby adopts and shall enforce the following anti-discrimination provisions:

1. No Democratic Loyalty Oath should be used which has the effect of requiring members of the Democratic Party to condone or support discrimination on the grounds of race, color, creed, sex, age, religion, economical status, ethnic identity, national origin, disability, sexual orientation or gender identity and expression.,
2. The time and place for all public meetings of Democratic Party caucuses should be publicized fully in such a manner as to assure timely notice to all interested persons, and should be open to all members of the Democratic Party regardless of race, color, creed, sex, age, religion, economical status, ethnic identity, national origin, disability, sexual orientation or gender identity and expression.
3. In order to fully and adequately inform prospective and current members of a full description of the legal, practical and pertinent procedures for selection of all Democratic caucus representatives and officers, the caucus should publicize fully, and in such a manner, as to assure notice to all interested Democrats in time to have adequate opportunity to participate.

ARTICLE XIV– Parliamentary Authority

The most recent edition of Robert’s Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these By- Laws and the rules of the FDP and National Democratic Party.

ARTICLE XV – – Certification and Dissolution

A. Charter Recertification In July of each odd numbered year the Chapter shall apply to the Certification Committee of the State Caucus and to the State Party for a Certificate of Compliance. Failure to do so shall result in the forfeiture of all rights and privileges of the use of the word Democrat, Democratic, or derivative thereof.

B. Dissolution In the event this Chapter wishes to dissolve, a resolution stating the date of dissolution and the reasons for it shall be adopted by a majority vote of the Chapter after being submitted in writing at the previous meeting. When the Chapter disbands for any reason, the Chapter assets and funds, after all debts are satisfied, shall become the property of the Democratic Environmental Caucus of Florida.

Date of By-Laws Approval _____ Aug. 14, 2019 _____

Date of By-Laws Approval
with Amended Anti-Discrimination Statement, Art. XIII _____ Aug. 15, 2019 _____

Write a brief statement as to why charter should be issued, and relate activities of your caucus, organization or caucus:

**MARTIN COUNTY DEMOCRATIC ENVIRONMENTAL CAUCUS OF FLORIDA (MCDECFL)
STATEMENT FOR RECERTIFICATION**

We were originally certified in 2017 as the Treasure Coast Democratic Environmental Caucus and were very active through February of this year. On February 17, 2019, a meeting was held in which the Chair resigned and an officer moved to create a caucus open to all political affiliations.

Those of us wishing to focus on Democrats, to not be nonpartisan, and to restrict service to Martin County, chose to begin this new chapter, the Martin County Democratic Environmental Caucus of Florida.

On April 25, 2019, we met to form a new chapter, discussed re-organization, and officers.

On May 23, 2019, officers were elected (minutes attached).

On July 10, 2019, revision of bylaws and procedures to open a bank account were discussed, and dues collected.

On August 12, 2019, the chapter's bank account was opened by the Chapter Chair and Treasurer (EIN document and bank statement attached).

On August 14, 2019, the Chapter By-Laws were approved.

May 2019 Meeting Minutes of the Martin County Democratic Environmental Caucus

hb120mc 1 <hb120mc@outlook.com>

Sun, Jun 23, 5:45 AM

to realsquack, b-

realtor@att.net, bonbinifromcal@aol.com, camelottechpet@gmail.com, david.v.cross@gmail.com, d azdes@aol.com, dbbhyatt@yahoo.com, driftwoodjb@comcast.net, me, eileenw@bellsouth.net, ellio tda@att.net, pelahamburg@gmail.com, mgkeyes@bellsouth.net, midiopera@bellsouth.net, mountun ion1978@aol.com, royplacet@gmail.com, rresbit@att.net, samhay@gmail.com, wendyd100@gmai l.com, wmontes64@gmail.com, reginawood@bellsouth.net, rblovelace@aol.com, vsherlock@lshlaw .net

MC Democratic Environmental Caucus members and friends:

**** May 2019 Meeting Minutes of the Martin County Democratic Environmental Caucus ****

The second meeting of the Martin County Democratic Environmental Caucus was held on May 23, 2019. Temporary Chair Jackie Trancynger called the meeting to order at 7:00 p.m. and read minutes from the April meeting. The minutes were approved.

**** Election of Officers: Officers were elected as follows:**

Chair: Jackie Trancynger

Co-chair: Carol Ann Leonard

Secretary/Treasurer: Hank Bonner

**** Rivers Coalition Representative:** Gayle Ryan volunteered to be the Caucus's representative for the monthly Rivers Coalition meetings. Most meetings take place at 11:00 a.m. Currently the October meeting is to be held at 6:00 p.m. Meetings are held at the City Of Stuart Commission Chambers, 121 SW Flagler Ave.

**** Environmental Justice for All Floridians:** Jackie passed around copies of this Florida Democratic Party resolution which identifies general pro-environmental policies that Democrats support. See <https://www.floridadems.org/resolutions/environmental-justice-for-all-floridians> for an online copy. This does not address local issues and is meant as a general guide.

**** Call or write Representative Toby Overdorf (House District 83):** Carol Ann Leonard agreed to write a letter to Mr. Overdorf regarding his sponsorship of House Bill 711, which would have imposed a five-year suspension of local bans of plastic straws. Many consider this a bad bill because it would have allowed the State to overturn local bans on plastic

straws, and it also would have meant less local control over environmental issues. Governor DeSantis vetoed this bill, but our Caucus wants to get the message to Overdorf that his bill was bad for the environment and for local governments that already have plastic straw bans in place. Carol Ann will write letter and send to Jackie or Jon for their input.

****Caucus members are encouraged to email Jackie** with topics they feel the Caucus should address in the coming months. Email Jackie at realsquack@aol.com

****SFWMD meeting attendance:** It was agreed that representation from the Caucus at the SFWMD monthly meetings is desirable. Meetings normally are held in the mornings in West Palm Beach, but sometimes are held in other cities. See SFWMD calendar for meeting days and locations for the Governing Board Monthly Business Meeting: <https://www.sfwmd.gov/calendar/day/today> It was suggested that Caucus members carpool to meeting site. If interested in going, email Caucus members to see if others want to go.

****BOCC meeting attendance:** It was agreed that representation at the BOCC (Board of County Commissioners) is important. Caucus members should try to attend if they can and be ready to speak up to three minutes on the issues in the Public Comments portion of the meeting. Jackie will email Caucus to verify if she is attending and the topic she will be discussing. If speaking at these meetings, introduce yourself as a representative of the Martin County Democratic Environmental Caucus. Meetings are held at 9:00 a.m. in the Commission Chambers located at 2401 SE Monterey Rd.

****Veto HB 7103:** Call or email Governor DeSantis urging him to veto HB 7103. If the Governor signs it, this is the bill that would effectively end growth management within Florida. Citizens or groups who sue developers in order to stop development would be liable for the developer's attorney's fees if the developer wins the lawsuit. This possibility would basically mean fewer challenges to development – and ultimately a worsening environment.

****Indian Riverkeeper:** Go to <https://www.facebook.com/IndianRiverkeeper/> for some good information on our local water issues. (The regular website www.indianriverkeeper.org is not operational at the time of this writing.) Marty Baum is the Indian Riverkeeper. Email him at indianrivguy@yahoo.com

****Jackie Thurlow-Lippisch website and her brother's website:** <https://jacquithurlowlippisch.com/> and <http://eyeonlakeo.com/> both have good info on water issues. Jackie Thurlow-Lippisch is our local representative on the SFWMD.

****WPTV Protecting Paradise series:** If you missed the live TV broadcast of these reports, go to <https://www.wptv.com/news/protecting-paradise> for timely videos on our environmental issues.

**** Caucus member introductions:** Near the end of the meeting, Caucus members introduced themselves. Richard Lerner mentioned his belief that Democrats need to frame environmental issues from a Democratic standpoint, and a discussion ensued. Mary Higgins suggested he take the lead in coming up with a website that discussed water issues from a Democratic perspective and that he re-examine current Facebook and newsletter products authored by Democrats.

A motion to adjourn was made. Jackie adjourned the meeting @ 8:25 p.m.

****Members present** at this month's meeting: Jackie Trancynger, Mary Higgins, Jon Page, Carol Ann Leonard, Gayle Ryan, Hank Bonner, David Cross, Barbara and Ron Ruge, Ben Lovelace, Willie Montez, Irene Gomes, Margaret Cox, Richard Lerner

****Next meeting:** Thursday, June 27 at 7:00 p.m.. *Location is at the Driftwood Motel, 4150 NE Indian River Dr, Jensen Beach....* The meeting is at this location due to the Debate Viewing Party being hosted there by the Democrats of Martin County. Come for the meeting and stay to watch the debates with your fellow Democrats! And thank you, Irene Gomes, for offering your motel for this event.

