

MCDEC (Martin County Democratic Environmental Caucus) Bylaws

REVISION OF MCDEC BYLAWS DONE JULY 2021 IN COMPLIANCE WITH DECF BYLAWS

These are also our Chapter MCDEC Operational Rules as stated by Barbara Klein of the DECF

The Martin County Democratic Caucus changes/additions are highlighted in yellow

Revision in 2023 was done to change donations only to dues of \$15 per year to be an Official Member.

June 13, 2023 hold monthly MCDEC meetings as needed was added to B. Membership Meetings.

No other changes have been made as of Feb. 24, 2025.

ARTICLE I - Name and Affiliation

The name of this organization is the [Subject] County Democratic Environmental Caucus of Florida (the Chapter). The Chapter is affiliated with the Democratic Environmental Caucus of Florida (DECF) and the Florida Democratic Party (FDP).

ARTICLE II – Purpose

The purpose of the Chapter is to engage in education and advocacy to promote candidates, legislation, constitutional amendments, government policy, and public practices that slow climate change and that preserve and protect Florida's natural resources, including, but not limited to, its atmosphere, sea and gulf coasts, aquifers, waterways, wetlands, wild lands, parks, habitats, and wildlife.

The Chapter also pursues environmental justice. Accordingly, the Chapter works towards a just transition to a green economy to promote and sustain the welfare of all Floridians, including indigenous peoples and all of Florida's marginalized communities. We want to empower everyone to effectively contribute to solutions to the climate crisis and other environmental challenges.

ARTICLE III – Membership/Chapters

A. Membership

DECF: Any Democrat registered to vote in Florida who supports the objectives of the Chapter, who wishes to participate in the work of the Chapter, and who pays **dues/donations** as established by the Board or whose dues/donations are waived by the Board, will be accepted as a member of the Chapter. The Chapter must have at least five members. The Board may also admit as Associate Members, persons who share the goals of the Chapter but would otherwise not be able to participate. Associate members are not full voting members, do not count toward a quorum, and cannot hold office.

MCDEC: Associate Members cannot vote and cannot hold office. They can count as a quorum.

B. Membership meetings

The Chapter **holds an annual election in January of each year. A quorum of 20% of Qualified Members, those who have donated/made payment for the year is required for any vote for a candidate.** If the current members are 500 or more, the quorum is 10%. Motions are decided by majority vote of the **Qualified Members** present and voting. Special meetings, when needed, may be called by the Chair or the Board with email notice at least two days, and if possible, at least seven

days prior to the meeting. Except when inconsistent with these Bylaws, the most recent edition of Robert's Rules of Order Newly Revised governs meeting procedure.

Added at the June, 13, 2023 Board meeting, All agreed that the monthly MCDEC meetings will be held as needed. This will be added to our bylaws.

c. Membership Termination

The Board may terminate the membership of any person whose actions are determined to be inconsistent with the purposes and/or policies of the Chapter. No termination shall take place without notice of the grounds for the proposed termination emailed to the member and the Board at least seven days prior to termination.

ARTICLE IV – Board of Directors (Officers and Directors)

A. Board of Directors (Board)

The Officers and additional Directors constitute the Board. Together with the President, the Board plans and implements the work of the Chapter. Expenditures require approval of the Board. The Board may adopt rules for the Chapter that expand on or make more specific the operations of the Chapter as described in these Bylaws. (Operational Rules”). Officers and Directors must execute the Democratic Loyalty Oath prescribed by FDP.

B. Officers

The Officers are President, Vice President, Secretary, and Treasurer, and additional officers, such as Science Officer, that may be established by the Board. Our chapter has two Directors.

President. The President presides at meetings of the Chapter and of the Board; appoints chairs and members of, and is an ex officio member of, all committees except the Nominating Committee; represents the Chapter at DECF meetings; submits reports as requested by DECF; and performs all duties customarily associated with the office of President.

Vice President. The Vice President acts in place of the President when needed, serves as an ex officio member of all committees except the Nominating Committee; and if the President position becomes vacant, becomes President with all the rights, privileges, and powers as the elected President.

Secretary. The Secretary attends Chapter and Board meetings, prepares meeting minutes, preserves Chapter records, including minutes, Bylaws, and other Chapter documents. If the President and Vice-President positions are both vacant, the Secretary becomes President with all the rights, privileges, and powers as the elected President.

Treasurer. The Treasurer has custody of Chapter funds, promptly deposits in the Chapter bank account dues and other receipts, keeps a record of receipts and expenditures, keeps a list of current members with addresses, email addresses, phone numbers, precinct numbers (? good idea), and the date of dues payment, pays out funds as authorized by the board, and presents at each meeting and at other times as requested by the President or the Board a report on the current balance and the income and expenditures since the previous report. If the President, Vice-President., and Secretary positions are all vacant, the Treasurer becomes President with all the rights, privileges, and powers as the duly elected President.

Science Officer (optional). The Science Officer develops and oversees the scientific and technical foundations of Chapter positions and initiatives. The Science Officer should have a scientific or technical background.

Combined Positions.

MCDEC: at its discretion, the Board of Directors may elect to combine the offices of Secretary and Treasurer into one position held by one person.

C. Directors

The number of Directors who are not officers, (at least one) will be determined by the Board. The responsibilities of additional Directors, in addition to serving on the Board, will be determined by the Board. Our chapter has two directors.

D. Elections

DECF: Officers and Directors are elected by the Chapter members at the biennial election meeting. Officers and Directors serve until new Officers and Directors are selected at the next biennial election.

MCDEC: Elections will be held annually in January.

MCDEC: A Special meeting is held to ask for all interested members who wish to run for office to come forth and to create a slate to be voted upon by all members in a coming election. Those wishing to run for office must be Qualified Members, having donated/paid dues to the chapter.

MCDEC: We use **Acclamation** in all our MC Dem groups when voting on elections for officers/boards, etc. Here is the explanation of that procedure:

Voting for candidates for Chapter Officers

According to *Robert's Rules*, **election by acclamation** is reserved for those times **when only one person is nominated**. The chair does have to make sure that in fact only one person has been nominated. **The Chair can do this by asking those present at the meeting if there are any further nominations.** If the [bylaws](#) require elections to take place by ballot, you cannot elect by acclamation. Electing by acclamation is a form of [voice vote](#), and if the bylaws say, "Ballot vote required for elections," then you have to use [ballots](#).

Our elections will allow Acclamation to be used when only one person is nominated. The Chair will ask three times if there are any other nominations. If none, the Chair will say the candidate wins by Acclamation.

E. Vacancies

DECF: When there is a vacancy on the Board, the President appoints a member in good standing to fill the vacancy, with the Board's approval. If the positions of President, Vice President, Secretary, and Treasurer are all vacant, the Board chooses a replacement President. Replacement Officers and Directors serve until the next biennial (MCDEC annual) election.

MCDEC: When there is a vacancy on the Board, the President and the remaining majority of Board members can appoint a qualified member (one who has donated or paid dues) to fill the vacant position. Such Officers or Directors elected by the Board, shall hold office until the completion of the term of the office that they are replacing. When the term is up, an election will be held in January with the annual elections. That person, if desired, may run concurrently for the same office or another office.

F. Board Meetings

Meetings of the Board are held at regularly scheduled times or when called by the President or when requested by a majority of the members of the Board. The quorum is 50% of the Board members (officers and additional Directors). Motions are decided by majority vote of Board members present and voting. Special meetings, when needed, may be called by the President or the Board with email notice at least two days and if possible, at least seven days prior to the meeting. Except as provided otherwise in these Bylaws, the most recent edition of Robert's Rules of Order Newly Revised governs meeting procedure.

G. Attendance

DECF: Board members shall attend Chapter meetings and Board meetings. The Board may remove an Officer or Director who misses two consecutive Chapter or Board meetings.

MCDEC: Our chapter will not remove a Board member who misses two consecutive chapter meetings. The Board may remove an Officer or Director who misses two consecutive Board meetings. The circumstances will be considered by the Board prior to a decision to remove such Board member.

H. Action without a Board Meeting

The Chair may act on behalf of the Board between meetings if notice of the action is emailed to all Board members and consent to the action is received from a majority of all Board members.

ARTICLE V – Dues, Fundraising, and Finances

A. Dues and Other Income

DECF:

The Board sets annual dues for the Chapter. Dues may be waived for any member due to extenuating circumstances, as determined by the Board.

The Chapter accepts donations and conducts fundraising as needed.

The Chapter does not collect DECF dues. Chapter members are encouraged to join DECF. Those who do so submit dues directly to DECF.

MCDEC:

Dues to the DECF (Democratic Environmental Caucus of Florida will be paid directly to them. Members give their name and write that they are a member of the Martin County Democratic Environmental Caucus.

Chapter Dues-Chapter dues of \$15 per year will be needed to become an Official Member. An Official Member can vote, run for office and will be counted to make a Quorum as needed. Donations such as paying extra when paying the \$15 dues or donations of any amount are appreciated.

Associate Members are urged, but not required to make donations/dues but are not allowed to hold office or vote. They may be considered in a quorum for certain things, such as chapter meetings. They may receive the e-mails regarding issues of importance and information. They are not required to be Democrats.

The monies remaining from not having to pay the DECF memberships for the Chair and Vice Chair (if they donate on their own) will remain in the Chapter Treasury.

Donations may be made for future expenditures as deemed necessary by the Board of Directors.

Donations may be made to Chapter fund raising events.

B. Use of Dues and Other Funds

Chapter funds may be used for donations to candidates, mailings, administrative costs, activities, programs, and otherwise as determined by the Board consistent with the purposes of the Chapter and DECF. The Board may adopt additional controls or restrictions on spending. The Board will review the Treasurer's records for the previous year no later than March 31.

C. Fiscal Year

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

ARTICLE VI - Committees

The Chapter will have a Nominating Committee and an Endorsement Committee, and such other Committees as deemed necessary by the Chair or the Board.

A. Nominating Committee.

DECF: The Chair appoints the members of the Nominating Committee prior to the biennial (annual for MCDEC) election. Members of the Nominating Committee choose the Nominating Committee Chair. The Nominating Committee establishes a list of qualified members who are willing to run for each Office and Director position at the next biennial election meeting. The Nominating Committee's report is submitted to the membership with the notice of the biennial election meeting. Nominations may also be made from the floor. Members of the Nominating Committee may not run for office.

MCDEC: does not have a need for this committee at this time. The President sends out a notice to all the members asking if anyone is interested in running for office. In order to run for office a member must be a Qualified Member, having made a donation/dues to the chapter.

To Repeat: A Special meeting is held to ask for all interested members who wish to run for office to come forth and to create a slate to be voted upon by all members in a coming election. Those wishing to run for office must be Qualified Members, having donated/paid dues to the chapter.

B. Endorsement Committee

DECF: The Endorsement Committee develops and carries out the Chapter's endorsement process as approved by the Board. Chapter endorsements are limited to candidates and issues being voted on entirely within [the county of the Chapter]. Endorsements of specific candidates and issues must be approved by the Board or the membership. The Endorsement Committee may also assist DECF in developing endorsements of candidates and issues not limited to [the county of the Chapter].

MCDEC: does not have a need for such a committee at this time. Candidates running for office either locally, state, nationally, have already declared they are running. The President and other Board members will evaluate the environmental knowledge of each candidate. Environmental information will be given to each candidate. The President, and majority of the Board and members of the caucus will agree to support all candidates in their bid for office. Such candidates' names will then be submitted to the DECF for their survey and subsequent endorsement by DECF's Endorsement Committee. Once a candidate wins in a primary race with two candidates running for the same position, further promotion of such candidate will be sent to the chapter. In the future if the need arises to develop a candidate via our chapter, we will follow the Endorsement Committee DECF rules.

C. Bylaws Committee

Members of the Bylaws Committee shall be Board Members and members of the chapter. 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 "Operational Rules for the chapter" attached to the DECF Bylaws as stated by Barbara Klein of the DECF. The Bylaws will be approved by the Board. Chapter members may request changes they want made to the Bylaws Committee.

ARTICLE VII – Prohibition of Discrimination

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

No Democratic Loyalty Oath may be used which has the effect of requiring members to condone or support discrimination on the grounds of race, color, creed, sex, age, religion, economic status, ethnic identity, national origin, disability, sexual orientation, or gender identity and expression.

The time and place for all public meetings of Chapter shall 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, economic status, ethnic identity, national origin, disability, sexual orientation, or gender identity and expression.

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 Chapter Officers and Directors, the caucus shall publicize fully, and in such a manner as to assure notice to all interested members in time to have adequate opportunity to participate.

ARTICLE VIII – Certification and Dissolution

A. Charter Certification

DECF: The Chapter will comply with the requirements of DECF and FDP to become and remain a certified chapter.

MCDEC: Each Chapter is to be allowed to make their own "Operational Rules" to allow them to have some differences between DECF Bylaws and Chapter Bylaws. Per Barbara Klein of the DECF.

B. Dissolution

DECF: Upon dissolution, the Chapter assets, after debts are satisfied, will be transferred to DECF.

MCDEC: In the event this Chapter wishes to dissolve, they will first decide on what donation of funds, if any, will be made. A resolution stating the date of dissolution and the reasons for it shall be submitted to the chapter. A special meeting will be held and the resolution adopted by a majority vote of the chapter. Upon dissolution, the Chapter assets that remain after any donations they have made and after debts are satisfied, will be transferred to DECF.

ARTICLE IX - Amendment of Bylaws

DECF has mandated that all DECF chapters use these Bylaws. If these Bylaws need to be changed, the Chair of this Chapter will confer with DECF. If DECF agrees to the change, the Chapter will submit

specific language implementing the change, approved by the Chapter Board, subject to approval of DECF and FDP.

Refer to the C. Bylaws Committee for the MCDEC for additional information.

Date of Bylaws Acceptance: _____ July 25, 2021 _____

Revision by the Officers/Board on the implementation of dues of \$15 was changed in 2023.

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Revision by the Officers/Board that monthly MCDEC meetings to be held as needed was added in 2023.