



The Bylaws of the Ada County Democrats

**Revised and Amended
Approved May 18th, 2021
Ada County Democratic Central Committee**

Article I: Name, Purpose and Authority

1. The name of this organization shall be the **Ada County Democratic Party** and is affiliated with the Idaho State Democratic Party.
2. The Ada County Democratic Party is an IRC § 527 political party consistent with Idaho Code, local, state and federal laws and Bylaws of the Idaho State and National Democratic Party.
3. The purposes of the Ada County Democratic Party are:
 - a. To serve as the governing body for all the members of the Democratic Party who are residents of Ada County.
 - b. To fulfill the promise of creating a more perfect county and community through organizing, education, and participation in elections.
 - c. To educate the public about our dedication to the values of care, freedom, happiness, wellness, life and worth for all members of our communities. We will pursue the policies that fulfill those values; policies that ensure equitable and quality education, health care and housing for all; fair and sustainable wages; safe working conditions; criminal justice reform; justice before the law; environmental stewardship and the right to vote without hindrance.
4. The Ada County Democratic Party shall strive for the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of Party affairs on the basis of race, gender, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion, or physical disability shall be prohibited.

Article II: Organization

1. The elected officers of the Central Committees are Chair, two (2) Regional Vice Chairs, Secretary, Treasurer and two (2) State Committee Persons who shall be of different gender identities.
2. Ada County Democrats function through 3 committees:
 - a. District Legislative Committees consist of elected precinct captains and State Legislators who represent the District
 - b. Ada County Central Committee consists of precinct captains, District Chairs of all the legislative districts in Ada County, the Executive Director, and elected State Legislators of Ada County.
 - c. The Ada County Executive Committee consists of the officers of the Ada County Central Committee, District Chairs of all the legislative districts in Ada County, the Executive Director, and State Legislators of Ada County.
3. There are 3 Standing Committees:
 - a. Bylaws and Policy Committee
 - b. Finance and Budget Committee
 - c. Candidate Recruitment and Training Committee
4. Special Committees may be appointed to carry out the mission of the Ada County Democratic Party.

Article III: Elections

Elections of Precinct Captains, Legislative District Chairs and officers, and Central Committee officers are held at times mandated by Idaho Statute and Ada County Democratic Party Bylaws.

Election of Ada County Central Committee and the Legislative District officers are held during the biannual organizational meetings held 10 days after the Idaho primary elections.

Article IV: Procedural Authority

1. The procedural authority of the Central Committee and the Executive Committee shall be the County Chair or the designee.
2. The procedural authority of the District Legislative Committee shall be the District Chair or designee.
3. Voting members of all Committees are Precinct Captains, elected officers, and Legislative District chairs
4. Non-voting members are The Executive Director, Vice-Precinct Captains, Vice District Chairs if they are not precinct captains, and Democratic Senators and Representatives representing Ada County, and Democratic Ada County office holders.
5. If a member holds more than one voting position, they have only one vote.
6. Vice-Precinct Captains have a valid vote when acting in place of a Precinct Captain at Central Committee meetings.

Article V: Duties

All members and officers of the Ada County Democratic Party shall perform the duties delegated to the office as outlined in the Ada County Democratic Party's **Bylaws** and the **Policies Handbook**.

Article VI: Meetings

1. Meetings of the Central Committee and the District Legislative Committees shall be held at least once a month.
2. Meetings of the Executive Committee shall be held at least once a month and when action is needed in between times of the monthly Central Committee meetings.

Article VII: Voting

A quorum of 25% of all voting members and proxies present at a meeting in order to vote on a measure and a simple majority vote is needed for it to pass.

Article VIII: Staff

Rules and policies governing staff shall be outlined in the Policy Handbook

Article IX: Amendments to the Bylaws

1. Only a voting member of the Central Committee may propose an amendment to these **Bylaws**. The proposal must be submitted to the County Chair who will send it to the Bylaws committee for consideration.
2. The Bylaws Chair will present its recommendation regarding the passage of the proposed amendment to the Central Committee.
3. The Central Committee will follow the voting procedure outlined in the Ada County Democratic Party **Policies Handbook** to approve or reject the proposal at the next meeting of the Central Committee.
4. A quorum of 25%, but a majority vote of not less than 60% of voting members and proxies present of the Central Committee are needed to approve an amendment to these **Bylaws**.



POLICIES & RULES

Approved May 18th, 2021

Ada County Democratic Central Committee

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Policies Governing Article II: Organization

(Article II)

P2.1 Central Committee Officers

The officers of the Ada County Central Committee are the Chair, two (2) Regional Vice-Chairs, Secretary, Treasurer, and two (2) State Committee Persons

P2.2 Rules Governing Functional Committees

a. Legislative District Committee Officers

The officers of the Legislative District Committees are the Chair, Vice-Chair, Secretary, and Treasurer

b. Eligibility

- i. Any person qualified to be a precinct captain in Ada County may be a candidate for an officer position.
- ii. Exceptions to the above are incumbents or candidates for the United States Congress or incumbents or candidates for Idaho State Government for a state-wide office. (Ex: Governor, Attorney General) or employees of the Ada County Democrats unless the candidate resigns from their employment upon election.
- iii. Candidates for officer positions of the central committee should present a letter of candidacy to the officer election committee, as outlined here in policy P3.2b, one month before the elections to screen for eligibility. The election committee will distribute prospective candidates' letters to members of the central committee.
- iv. There are no term limits for officer positions on the central committee or the legislative district committee. Central committee incumbents who wish to run for election must also submit a letter of application as to why they wish to maintain the position.
- v. Regional vice chairs must run from the regions they reside in and be elected by the central committee. The two regions, East and West Ada, shall be divided at Maple Grove Road and extending to both the North and South to the county boundary. The first vice chair shall be the regional vice chair who is longest tenured in their position. One regional vice chair is elected every other year to maintain continuity in the leadership. Gender diversity in the chair and vice chair positions shall be pursued.

c. Election

- i. Nomination and election of all officers except one regional vice chair shall occur at the organizational meeting which is held 10 days after the State primary election.
- ii. Each officer shall be elected by a majority vote of all voting members and valid proxies of the central committee or legislative district committees present.

- iii. Terms of office for each of the central committee officers and legislative district committees shall be two (2) years commencing on the date of the organizational meeting until their successor is elected.

d. Vacancies

- i. In the event of a vacancy in any of the offices of the central committee or legislative district committees, the nomination and election of a successor shall take place at the next meeting of the committee.
- ii. In the event of a vacancy of the county chair, the first regional vice chair shall become county chair. In the event of a vacancy in any of the other offices of the central committee, the county chair may appoint an interim officer until the next regular meeting when nominations and elections take place.
- iii. In the event of a vacancy of a legislative district chair, the legislative district vice chair shall become chair

e. Process of Removal for an officer of the Ada County Democratic Party

- i. A motion and second for removal of an officer of the Ada County Democratic Party by voting members of the central committee must be made at a regular or special meeting of the central committee.
- ii. The motion for removal shall be held until the next regular meeting of the central committee and listed as an item of business in the next meeting notice and in the agenda.
- iii. Removal of an officer shall take place with a majority of voting members present at the meeting and valid proxies.
- iv. The nomination and election for the vacated position shall take place at the same meeting unless no eligible person is available. If no eligible person is available, the chair may appoint an interim officer and/or the election committee will begin the search for new candidates..
- v. If the removal process is for the county chair, the first vice chair, as described in policy P2.2b-v, shall conduct the meeting.
- vi. Precinct captains may not be removed from office as they are elected officials, but they may be censured.

f. Censure

- i. Members may be censured for misconduct at meetings, working against the organization, violating the civil rights of any person, discrimination of any kind, intimidation of others or attempt to suppress freedom of another.
- ii. A motion and second for censure must be made at a regular or special meeting of the central committee. A majority vote is required for approval.
- iii. Censure is made to give warning to a member to rectify behavior.

- iv. Failure to rectify behavior can result in removal from office except as noted above for precinct captains in policy P2.2f-vi.

P2.3 Standing Committee Responsibilities

a. Bylaws and Policies Committee

- i. Review the bylaws at least once during the 2-year term for consistencies with Idaho Code, State and National Democratic Party bylaws.
- ii. Review the Policy Handbook at least once during the 2-year term for updates to policies approved by the Executive Committee and central committee.
- iii. Review any proposed amendment to the bylaws submitted to the chair of the Ada County Democrats and make recommendations to the central committee
- iv. The bylaws chair or designee shall serve as parliamentarian to meetings of the central committee and the executive committee.
- v. The bylaws chair or a designee may serve on the Idaho Democratic Party's bylaws Committee.

b. Finance and Budget Committee

- i. Review and make recommendations on the annual budget submitted by the Ada County Chair and make recommendations to the central committee.
- ii. Periodically review the financial records of the central committee kept by the Treasurer or designee.
- iii. Call for an independent review of the financial records of the Ada County Democratic Party by an independent agency or person certified to audit.

c. Candidate Recruitment, Training and Support Committee

- i. Maintain a list of all elected or appointed Ada County public offices paid or unpaid, requirements, dates of current term, paid or unpaid, date of next vacancy.
- ii. Identify and recruit Democrats residing in Ada County who may be qualified to run or be appointed.
- iii. To provide training and support with information on potential campaign workers, voter data base information, fundraising advice and campaign manager recommendations.

P2.4 Special Committees' Responsibilities

Special committees are appointed by the chair of the Ada County Democratic Party to carry out either temporary or continuing activities of the central committee.

a. Events Committee

Purpose: To plan and implement all officially sanctioned fundraising and/or friend-raising events including the biannual JFK banquet, Boise Pride, Western Idaho Fair, Holiday Party, Harvesting Change, and other events as directed by the chair and the central committee.

Meetings of the committee will be on an as-needed basis, and members of the committee will vary depending on the event.

The committee will work closely with the executive director and the county chair to follow approved event budgets.

b. Communications Committee

Purpose: To facilitate and execute communications from the party and its members to the general public. This includes the management of both traditional and social media channels and strategy.

Manage and work to increase the number of letters to the editor and guest opinion pieces in local media channels.

c. Field Committee:

Purpose: To plan, and execute the field strategy for the Ada County Democrats. This includes the management of the strategy that the field staff works on, and the hiring and management of the field staff in consultation with the chair.

Works in concert with other field operations in Ada County to coordinate and make for the most efficient voter outreach effort from all groups.

Policies Governing Article III: Elections

(Article III)

P3.1 Precinct Captain Elections

a. Eligibility:

- i. Any registered Democrat 18 years of age who has resided in the precinct for at least 6 months preceding the election is eligible to be elected as a Democratic precinct captain.
- ii. Each candidate for the office of precinct captain shall file a declaration of candidacy with the Ada County Clerk. No fee is charged.

b. Election

- i. Precinct captains are elected by the Democratic voters in their respective precincts in the Idaho State Primary.
- ii. The term of office for all precinct captains shall be two years and begin and end on dates determined by Idaho State code.

c. Vacancies

- i. In the event of a vacancy in the position of precinct captain, any member of the respective legislative district committee may nominate at a regular or special meeting any eligible Democratic member who lives in that precinct. With a vote of the majority of those present, that person shall serve as precinct captain until the next regular State election of precinct captains. (Idaho Code 34-503)
- ii. The legislative district committee chair shall notify the chair of the Ada County Democratic Party of the appointment.
- iii. The appointed precinct captain must file for candidacy at the next election to continue serving in that position.
- iv. The chair of the Ada County Democratic Party shall have the authority to appoint legally qualified persons to vacant precinct captains should the legislative district committee be unable to do so.

P3.2 Officer Election Committee

a. Purpose

The purpose of the committee is to act as a clearing house for applications for officers for the Ada County Democratic Party: chair, two (2) regional vice chairs, secretary, treasurer, and two (2) state committee persons who shall be of different gender identities.

b. Responsibilities

- i. About two months before the biannual organizational meeting, the election committee chair shall announce elections and solicit letters of candidacy and letters of support for the offices. Incumbents should follow the same procedure if they wish to run again:
 - 1) Letters should contain name, address and reasons for running for the position.
 - 2) Committee should check each candidate's qualifications on VAN: age, party of registration, precinct and length of residency in precinct.
- ii. Recruit candidates for offices for which there seem to be no applicants.
- iii. Send each candidate (except incumbents) a copy of the Ada County Democratic Party handbook of bylaws and policies.
- iv. Distribute application and support letters to all members of the Ada County Democratic Party central committee the month previous to the election. This process shall be used in every other year for election of the other regional vice chair.
- v. Candidates must be nominated and seconded at the organizational meeting; they may speak to the central committee and answer questions about their candidacy before the vote is held.
- vi. Persons who do not submit letters may be nominated at an organizational meeting, but should be checked before voting for eligibility by the chair of the election committee.

Policies Governing Article V: Duties Central Committee and Executive Committee Officers

P5.1 Responsibilities of Ada County Democratic Party

a. County Chair

- i. Preside at all meetings of the central committee and all meetings of the executive committee.
- ii. Appoint the chairs of all standing committees and special committees.
- iii. Submit an annual budget to the finance committee.
- iv. Signs or countersigns all corporate contracts or instruments authorized by the committees.
- v. Review personnel contracts annually.
- vi. Assign duties to personnel as necessary
- vii. Perform any such duties as may be necessary and lawful consistent with the bylaws and policy document of the Ada Democratic Party

b. Regional Vice Chairs (2)

- viii. If functioning as first vice chair, shall preside at meetings in the absence of the chair.
- ix. Maintain and report to the Secretary of State and Ada County Clerk updated precinct captain lists.
- x. Work in concert with the chair on necessary tasks and responsibilities to further the party in accordance with bylaws and policies.

c. County Treasurer

- i. Be the custodian of any funds and property acquired by the Ada County Democratic Party and maintain accurate records pertaining to the Party.
- ii. Pay any legal obligations of the Party approved by the Executive Director.
- iii. Oversee the preparation of all financial disclosure and Sunshine reports on behalf of the Ada County Democratic Party as may be required by federal, state or local law.

d. County Secretary

- i. The County Secretary's main responsibility is the maintenance of a public record of the Ada County Party's meetings, members, and activities.
- ii. Record the minutes of all meetings of the Central and Executive Committee and all attendees.
- iii. The Secretary is obliged to record all motions, the proposer, the second and the final vote. If there is not a unanimous decision, the ayes and nays shall be counted and recorded in the minutes.
- iv. Distribute minutes of the prior meeting and the agenda of future scheduled meetings.
- v. After the organizational meeting of the central committee and the legislative district committee and at the beginning of each year, the secretary shall add to the public file a list of all officers of the Ada County Democratic Party and the legislative district committees.
- vi. The secretary shall maintain a list of all voting and non-voting members of the Party's central committee which list shall be filed in the secretary's file at the end of each year.
- vii. The Executive Director may be directed to perform the above duties, but the County Secretary is responsible for signing off on the minutes and for overseeing the maintenance of the file.

e. State Committee Persons (2)

- i. Represent the Ada County Democratic Party at the Idaho Democratic Party's State Central Committee.
- ii. Report to the Ada County Party's central committee regarding the Idaho Democratic Party's activities.
- iii. Maintain a list of Idaho Democratic Party State Central Committee (SCC) members from Ada County and update the Idaho Democratic Party of any changes in membership to the SCC.
- iv. Before a meeting of the Idaho Democratic Party State Central Committee (SCC), track and verify SCC members from Ada County who will attend a meeting of the SCC or their designated proxies.
- v. Attend IDP communication calls to report to the state party on any Ada affairs.

P5.2 Responsibilities of Legislative District Members and Officers

a. Legislative District Chair

- i. Schedule and preside at all meetings of the Legislative District Committee, which consists of the Legislative District Officers, Precinct Captains, and the Precinct Vice-Captains.
- ii. Attend all meetings and activities of the Ada County Democratic Party central committee, executive committee, and their legislative district committee.
- iii. Recruit and affirm eligibility of precinct captains and precinct vice captains for each precinct in the legislative district. Send names and information of persons elected to fill vacant precinct captains to the chair of the Ada County Democratic Party.
- iv. Before the Primary Elections provide application for candidacy forms for precinct captains and if possible, a notary to witness signatures.
- v. Assist the Precinct Captains with coordinating and cooperating with all Democratic candidates on the ballot in that Legislative District.
- vi. Recruit and affirm eligible candidates for the Idaho State Legislature.
- vii. Recruit and affirm eligibility of three (3) alternate candidates to present to the Governor, with the help of Precinct Captains, in the event a Legislative District elected official leaves office.
- viii. Maintain lists of volunteers and donors, retain Sunshine Reports and other pertinent material, and keep records easily organized for next Legislative District Chair.

b. Legislative District Vice-Chair

- i. Perform the duties of the legislative district chair at legislative district, executive committee, and central Committees when the acting chair cannot.
- ii. Fill the acting chair position when a vacancy occurs until the next election.
- iii. Assist the legislative district chair in all activities of the legislative district committee.

c. Legislative District Treasurer

- i. Be the custodian of any funds collected by the legislative district committee.
- ii. Distribute funds approved by the legislative district committee.
- iii. Keep an accounting of all funds and report to the legislative district committee at monthly meetings.
- iv. File financial disclosures as required by law.

d. Legislative District Secretary

- i. Record the names of all persons attending any meeting of the legislative district committee.
- ii. Determine if a quorum of voting members is present and the majority needed to pass the motion.
- iii. Record the author and second of any motions proposed at the meeting and the final number of votes for and against by members and proxies.
- iv. Record a summary (minutes) of the meeting, attendance, motions and results.
- v. Distribute a copy of the minutes to all members of the committee.
- vi. Maintain a file with lists of officers, minutes and treasurer's reports.

P5.3 Responsibilities of Precinct Captains

a. Precinct Captains

- i. Familiarize self with the physical and demographics of their precinct through canvassing and/or VAN database.
- ii. Encourage and support residents to register to vote.
- iii. Provide election information on absentee ballots, voting centers, etc.
- iv. Cooperate with Legislative District candidates and with Democratic candidates for county, city offices whether it be through canvassing, lit drops, data entry, delivery of campaign signs, etc.
- v. Attend all meetings of the legislative district committee and the central committee.

- vi. Build teams of volunteers in their precincts to strengthen the infrastructure of the party.

b. Vice-Precinct Captains

- i. Perform the same duties as precinct captains and assume an acting position if precinct captain is unable

Policies Governing Article VI: Meetings

(Article VI)

P6.1 Meetings of the Central and Legislative District Committees

a. Regular Meetings.

The central committee shall meet at least one time each calendar month at a location to be designated in advance by the County Chair.

b. Special Meetings.

A special meeting of the central committee may be called at any time upon notice to all members of the central committee by the County Chair

P 6.2 Executive Committee Meetings

- a. The Executive Committee may meet at any time at the request of the County Chair and may act for the Central Committee prior to any regular or special meetings of the Central Committee, provided that any actions taken by the Executive Committee on behalf of the Central Committee shall be subject to the approval of the Central Committee at its next regular or special meeting. A quorum of 60% of all Executive Committee voting members or their proxies must be present for such vote to be taken. Such actions shall be explained at the next regular meeting of the Central Committee, excepting only those actions regarding the distribution of funds to individual candidates of campaigns.
- b. They may also establish and change policies for the smooth functioning of the Ada County Democratic Party.
- c. The most recent edition of Robert's Rules of Order shall govern the procedures of all meetings.

P6.3 Organizational Meetings.

The Central Committee shall also meet within ten (10) days following the state primary election pursuant to Idaho Code § 34-502. This meeting shall be the organizational meeting of the Ada County Democratic Party to elect officers for the Central Committee and for the Legislative District Committees.

Policies Governing Article VII: Voting

(Article VII)

P7.1 Quorum

A quorum consists of 25% of voting members present at the meetings of the Central Committee, the Legislative District Committee, or the Executive Committee.

P7.2 Voting

- a. Only those voting members of the Central Committee or their proxies who are present shall be eligible to vote at any regular or special meetings of the Central Committee.
- b. An officer of the Central Committee who is also a Precinct Captain shall have only one committee vote.
- c. Vice Precinct Captains and Vice District Legislative Chairs may exercise the right to vote while in an acting capacity.

P7.3 Proxies

- a. Any voting member of the Central Committee may vote by proxy.
- b. A proxy shall be in writing; signed by the voting member giving the proxy that specifically refers to the meeting by date and the name of the person to whom the proxy is given.
- c. A person voting a proxy must be a member of the Central Committee.
- d. No person attending the Central Committee meeting shall have more than one proxy vote.
- e. Proxy forms are obtained from the Executive Director.

Policies Governing Article VIII: Staff

(Article VIII)

P8.1 Enumeration of Employees and Staff

- a. Full-time salaried employees: The Ada County Democratic Party, to further its mission and longevity as an organization, shall have and maintain two full-time salaried employees as follows:
 1. Executive Director
 2. Field Director
- b. Additional staff: The Ada County Democratic Party, to further its electoral goals as an organization, may hire additional staff, the number of which must be approved by the Executive Committee and ratified by the Central Committee. Those positions are as follows:
 1. Field Organizer (full-time salaried)
 2. Field Fellow (part-time salaried)

P8.2 Procedures to Hire Employees and Staff

- a. The Chair, Regional Vice Chairs, and other individuals designated by the Chair will design the process to advertise the position, solicit applications, and interviews. The Ada County Democratic Party is an equal opportunity employee.
- b. The Chair will make a recommendation to the Executive Committee on who to hire. The Executive Committee must approve or deny the recommendation of the Chair. All proposed employees must be ratified by the Central Committee.
- c. Upon hire of an employee, the Ada County Democratic Party shall enter into an employee agreement as agreed upon by the Ada County Democratic Party and the proposed employee. The Chair shall have the authority to approve the agreement on behalf of the Ada County Democratic Party and designate an effective start date.
- d. All employment agreements between the Ada County Democratic Party and an employee shall have and maintain the following definitions and provisions:
 - i. define compensation and benefits,
 - ii. define the term of employment,
 - iii. define termination of the employment agreement,
 - iv. provide a clause for non-disclosure,
 - v. provide a clause for non-competition,
 - vi. provide a clause for indemnification,
 - vii. provide a clause for compliance with the Foreign Corrupt Practices Act, and
 - viii. not contradict the policies or bylaws of the Ada County Democratic Party nor the laws of the State of Idaho, nor the laws of the United States of America, nor the

constitution of the State of Idaho, nor the Constitution of the United States of America.

P8.3 Eligibility of Employees and Staff

- a. Employees shall not be officers: Employees shall not be an officer of the Ada County Democrats, nor of a Legislative District Committee, nor a Precinct Captain, nor Vice Precinct Captain. Should an employee run for election as an officer of the Ada County Democratic Party, the employee must submit a letter of resignation to the Chair of the Ada County Democratic Party upon election.
- b. Officers shall not be employees or staff: Should an officer of the Ada County Democratic Party, an officer of a Legislative District Committee, a Precinct Captain, or Vice Precinct Captain be hired as an employee of the Ada County Democratic Party as outlined in P8.2, they must submit a letter of resignation to the Chair of the Ada County Democratic Party upon hiring.
- c. Compliance with FCPA: All employees and staff shall covenant and agrees that they will: (1) not make, offer or agree to offer anything of value to any government official, political party or candidate for government office in violation of the FCPA; and (2) comply with all laws and regulations of the United States, including, without limitation, the FCPA.

P8.4 Duties of Employees and Staff

- a. Duties of the Executive Director (ED) shall be as follows:
 - i. Administration & Governance: Support the Ada County Chair, Officers, and Executive Committee to fulfill the Ada County Democratic Party mission. The ED shall help to develop programs and policies to further that mission.
 - ii. Financial Performance and Fundraising: Develop and execute a fundraising plan and monitor financial systems to provide and assure necessary resources for the Ada County Democratic Party.
 - iii. Public Relations and Outreach: Advise the Chair and coordinate all public communications from the Ada County Democratic Party and manage social media.
 - iv. Event & Volunteer Coordination: Develop, administer, maintain, and review policies and procedures to guide volunteer programs and services and to reflect the values of Ada County Democratic Party. Responsible for oversight and development of all fundraising events.
 - v. Candidate Recruitment and Training: Coordinate and develop training materials and events
 - vi. Other projects as assigned
- b. Duties of the Field Director shall be as follows:
 - i. Develop & Implement the Field Programs: Develop a comprehensive data-driven field plan, advise and at times lead candidate voter targeting and contact goals,

- build and manage field leadership teams to execute the field plan, establish a strong professional culture within the field organization focused on accountability, specific goals, innovation and sense of purpose, and build robust network of neighborhood teams. At times this may include a significant portion of time spent making phone calls, sending text messages, and door knocking.
 - ii. Data Management: Design and standardize best practices for data management using VoteBuilder and other Ada County Democratic Party softwares and tools as appropriate.
 - iii. Build Party Infrastructure: Coach, train and build-up Legislative District and County Party leadership to further the ACD mission. The FD shall help build a long-term progressive fabric in Ada County.
 - iv. Coordinate with Senior Staff: Manage the field program budget and logistics in collaboration with senior staff and coordinate field organizing with fundraising, communications, and other operations.
 - v. Other Projects as assigned
- c. Duties of the Field Organizer(s) will be designed and placed here
 - d. Duties of the Field Fellow(s) will be designed and placed here

P8.5 Policies on Compensation and Benefits

- a. Base Salary: As a part of the employment agreement, the Ada County Democratic Party and the employee will agree upon a base salary. All payments shall be subject to mandatory employment deductions (state and federal taxes, social security, Medicare, FUTA, and other taxes as required by law).
- b. Base Salary Increases: As a part of the employment agreement, employee base salaries shall increase at an annual rate in proportion to, but not less than, the one-year percent change in the United States Consumer Price Index, as defined by the United States Bureau of Labor Statistics, for the immediately prior year or such greater increase as may be deemed appropriate by the Executive Committee.
- c. Reimbursements for Health Insurance: As a part of the employment agreement, full-time salaried employees may enter into an individual coverage health reimbursement agreement (ICHRA) with the Ada Democratic Party. As a part of the ICHRA, the Ada County Democratic Party shall provide a monthly stipend in addition to the employee's base salary as agreed upon in the employment agreement, equal to the cost of monthly health insurance premiums, monthly dental insurance premiums, and monthly vision insurance premiums that the employee may incur during the term of employment. As a part of this policy, employees opting into an ICHRA must:
 - i. attest to having purchased individual health insurance(s),
 - ii. submit proof of insurance(s), and
 - iii. submit a request for reimbursement under this policy provision.

- d. Vacations and Sick Time: As a part of the employment agreement, the Ada County Democratic Party will approve full-time salaried employees four-teen (14) days for vacation or personal time every calendar year, seven (7) days for sickness, and bereavement leave where necessary.
- e. Bonuses: As a part of the employment agreement, full-time salaried employees may be eligible to receive monetary bonuses as outlined in the employment agreement or other bonuses as approved by the Executive Committee or Central Committee.

P8.6 Policies Reimbursements

- a. Reimbursements for work related expenses: Employees may request reimbursement for all reasonable and necessary expenses incurred while carrying out the duties and responsibilities outlined in the employment agreement and under the provisions of these policies, provided, that all such expenses are:
 - i. approved in advance in writing and subsequently confirmed by invoices and receipts delivered by the employee to the Chair and Treasurer of the Ada County Democratic Party, or
 - ii. subsequently approved for reimbursement by the Chair of the Ada County Democratic Party provided the expense do not exceed \$50.00 USD unless otherwise approved by the Executive Committee.
- b. Reimbursements for travel related expenses: When traveling 25 miles or greater in a single round trip, employees may request reimbursement for travel related expenses including gas while carrying out the duties and responsibilities outlined in the employment agreement and under the provisions of these policies. Reimbursement for travel shall be equal to, but not less than, the Standard Mileage Rate as issued by the IRS for businesses every calendar year, or as otherwise approved by the Executive Committee. The Executive Committee may also grant stipends for lodging and food as necessary when traveling outside the legal borders of Ada County, Idaho.

P8.7 Policies on Sexual Harassment

- a. The Ada County Democratic Party is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Ada County Democratic Party will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including termination from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.
- b. Definition of sexual harassment
 - i. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well

as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

- ii. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:
 - Physical conduct
 - Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
 - Physical violence, including sexual assault
 - Physical contact, e.g., touching, pinching
 - The use of job-related threats or rewards to solicit sexual favors
 - Verbal conduct
 - Comments on a worker's appearance, age, private life, etc.
 - Sexual comments, stories, and jokes
 - Sexual advances
 - Repeated and unwanted social invitations for dates or physical intimacy
 - Insults based on the sex of the worker
 - Condescending or paternalistic remarks
 - Sending sexually explicit messages (by phone or by email)
 - Non-verbal conduct
 - Leering
- iii. Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The Ada County Democratic Party recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.
- iv. The Ada County Democratic Party recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.
- v. Anyone, including employees of the Ada County Democratic Party, officers, members, volunteers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this policy.
- vi. All sexual harassment is prohibited whether it takes place within the Ada County Democratic Party workspace or outside, including at social events, trips, training sessions, or the like sponsored by the Ada County Democratic Party.
- vii. Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The Ada County Democratic Party recognizes that sexual harassment may occur in unequal relationships (i.e., between a supervisor and employee) and that it may not be possible for the victim to inform the alleged harasser.
- viii. If a victim cannot directly approach an alleged harasser, they can approach one of the designated staff members or officers responsible for receiving complaints of sexual harassment.
- ix. When a designated person receives a complaint of sexual harassment, they shall:

- immediately record the dates, times and facts of the incident(s)
 - ascertain the views of the victim as to what outcome they want
 - ensure that the victim understands the company's procedures for dealing with the complaint
 - discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
 - keep a confidential record of all discussions
 - respect the choice of the victim
 - ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework
- x. Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. The Ada County Democratic Party will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. The Ada County Democratic Party recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. The Ada County Democratic Party understands the need to support victims in making complaints.
- c. Informal complaints mechanism
- i. If the victim wishes to deal with the matter informally, the designated person will:
- give an opportunity to the alleged harasser to respond to the complaint
 - ensure that the alleged harasser understands the complaints mechanism
 - facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
 - ensure that a confidential record is kept of what happens
 - follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
 - ensure that the above is done speedily and within 7 days of the complaint being made
- d. Formal complaints mechanism
- i. If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.
- ii. The designated person who initially received the complaint will refer the matter to the Chair or a Regional Vice Chair of the Ada County Democratic Party to instigate a formal investigation. The senior human resources manager may deal with the matter themselves, refer the

matter to an internal or external investigator or refer it to a committee of three others in accordance with this.

- iii. The person carrying out the investigation will:
 - interview the victim and the alleged harasser separately
 - interview other relevant third parties separately
 - decide whether or not the incident(s) of sexual harassment took place
 - produce a report detailing the investigations, findings and any recommendations
 - if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
 - follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
 - if it cannot determine that the harassment took place, the investigator may still make recommendations to ensure proper functioning of the workplace
 - keep a record of all actions taken
 - ensure that all records concerning the matter are kept confidential
 - ensure that the process is done as quickly as possible and in any event within 7 days of the complaint being made
- e. Outside complaints mechanisms: A person who has been subject to sexual harassment can also make a complaint outside of the organization.
- f. Sanctions and disciplinary measures
 - i. Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:
 - verbal or written warning
 - adverse performance evaluation ← reduction in wages
 - transfer
 - demotion
 - suspension
 - dismissal
 - ii. The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.
- g. Implementation of this policy
 - i. The Ada County Democrats will ensure that this policy is widely disseminated to all relevant persons. All new employees must be trained on the content of this policy as part of their orientation into the organization.

- ii. Every year, the Ada County Democratic Party will require all employees to attend a refresher training course on the content of this policy.
- iii. It is the responsibility of every manager to ensure that all employees are aware of the policy.
- h. Monitoring and evaluation
 - i. The Ada County Democrats recognize the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether it is effective.
 - ii. Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

P8.8 Policies on Discipline

If at any time an employee or staff violates the policies as enumerated in this section of the Policy Handbook, their employment agreement with the Ada County Democratic Party, or if an employee violates the general mission of the Ada County Democratic Party, the Chair of the Ada County Democratic Party will be invested with the authority to discipline the employee or staff. Disciplinary actions may not violate the employment agreement or the policies and bylaws of the Ada County Democratic Party.

P8.9 Policies on Ethics

As a part of the employment agreement, employees and staff agree to conduct themselves in a professional manner and conform to those standards of ethical conduct as are generally expected from those performing such services in the relevant business community. To uphold these standards, any misuse or abuse of alcohol or drugs, or other misconduct while on the clock may result in disciplinary actions as outlined in P8.8.

P8.10 Policies on Termination

It is the intention of the Ada County Democratic Party and the employees and staff to form a long and mutually profitable relationship. However, the relationship may be terminated under the following policies:

- a. Causes for termination:
 - a. Violations of the employment agreement
 - b. Violations of sexual harassment policies
 - c. Misconduct that is detrimental to the Ada County Democratic Party
- b. Process for termination by the Ada County Democratic Party: All final decisions to terminate employment by the Ada County Democratic Party shall be vested solely in the Executive Committee. The process for termination by the Ada County Democratic Party shall be as follows:
 - i. A member of the Executive Committee must move for termination at a meeting of the Executive Committee.

- ii. The Executive Committee shall review reasons and causes for termination.
 - iii. The Executive Committee shall give time for the employee in question to explain their side of the story.
 - iv. The Executive Committee will vote on the motion for termination. A simple majority will approve termination.
 - v. Upon termination, the Chair will provide the employee with written notice of termination at which time, the term of employment will end. The Chair will ensure all records, files, keys, documents, passwords, lists of donors, vendors, forms, handbooks, printouts, surveys, technologies, other properties, and the like be returned to the Ada County Democratic Party upon termination.
- c. Termination by an employee: An employee may terminate their employment with the Ada County Democratic Party at any time provided they follow the procedure as outlined in the employment agreement.
- d. Ada County Democratic Party officers, legislative district committee officers, precinct captains, vice-precinct captains, volunteers and the like shall not solicit nor induce, or attempt to solicit or induce, any employees or staff to cease employment with the Ada County Democratic Party.

P8.10 Policies on Employees and Staff Protection

To provide a healthy work environment for employees and staff, Ada County Democratic Party officers, legislative district committee officers, precinct captains, vice-precinct captains, volunteers for the Ada County Democratic Party, and the like shall hold true to these policies and not solicit, tempt, goad, drive, or urge employees and staff to violate these policies or an employment agreement.

P8.11 Miscellaneous Policies & Procedures

- a. Payroll: The Ada County Democratic Party will use Surepay to administer payroll in addition to checks written on behalf of the Ada County Democratic Party. Payroll will be administered on the 15th and last day of each month or the earliest business day.
- b. The Workplace: The Ada County Democratic Party will designate the District 15 office (located at 3085 N Cole Rd Suite #105 Boise, ID 83704) as the workplace.

Changes To This Policy Handbook

P10.1 Executive Committee Authority

- a. Changes to this Policy Handbook shall be approved by a majority of the Executive Committee.
- b. The Procedure for changing this Policy Handbook shall be as follows:
 - i. Only a voting member of the Ada County Democratic Party may propose an amendment to this Policy handbook. The proposal must be submitted to the County Chair who will send it to the bylaws committee for consideration.
 - ii. The bylaws Chair will present its recommendation regarding the passage of the proposed amendment to the Executive Committee.
 - iii. The Executive Committee will follow the voting procedure outlined in this Ada County Democratic Party Policies Handbook to approve or reject the proposal.

APPENDIX

Relevant Idaho Statutes

34-503. LEGISLATIVE DISTRICT CENTRAL COMMITTEE -- MEMBERSHIP -- OFFICERS.

The legislative district central committee of each political party in each legislative district shall consist of the precinct committeemen representing the precincts within the legislative district, and the legislative district chairman elected by the precinct committeemen. The precinct committeemen within each legislative district shall meet within the legislative district or at a convenient location in a legislative district contiguous to the legislative district, or at a convenient location in a county in which any portion of the legislative district sits, within eleven (11) days after the primary election, the meeting time and place to be designated by the incumbent legislative district chairman. At this meeting the precinct committeemen shall organize by electing a chairman, vice chairman, a secretary and such other officers as they may desire, who shall hold office at the pleasure of the legislative district central committee or until their successors are elected.

34-502. County central committee — Members — Officers — Duties of chairman — Notice to chairman.

The county central committee of each political party in each county shall consist of the precinct committeemen representing the precincts within the county and the county chairman elected by the precinct committeemen. The precinct committeemen within each county shall meet at the county seat within ten (10) days after the primary election and at the time and date designated by the incumbent county chairman, and shall organize by electing a chairman, vice chairman, a secretary, a state committeeman, a state committeewoman, and such other officers as they may desire shall hold office at the pleasure of the county central committee or until their successors are elected....