BY-LAWS OF THE DEMOCRATIC PARTY OF WISCONSIN

ARTICLE I - Administrative Committee

Section 1 - A quorum for Administrative Committee meetings shall consist of one-half of its total membership at any particular time.

Section 2 - All meetings of the Democratic Party of Wisconsin, the Administrative Committee and all official party committees, commissions and bodies shall be open to the public with the exception for closed sessions on matters of personnel, campaign and party strategy and finance.

Section 3 - The state chair shall appoint an Executive Committee composed of the elected state party officers, the elected national committee members and two other members of the Administrative Committee. The chair of the County Chairs Association or their designee from the elected leadership of the CCA shall also serve on the committee. Should a designee of the CCA Chair be named, they shall serve through the remainder of the current term for the state party chair or until they leave elected leadership of the CCA. The function of the Executive Committee shall be to act in an advisory capacity to the state chair in making decisions with which the chair has been entrusted by the Administrative Committee, and to conduct other business as enumerated elsewhere in the Bylaws.

Section 4 - Those appointments made by the state chair which are subject to the approval of the Administrative Committee shall serve at the pleasure of the chair until removed by a majority vote of the committee or until a successor is appointed, whichever shall occur first.

Section 5 - The time and place of the Administrative Committee meeting shall be set by the state chair unless previously set by the committee itself.

Section 6 - Rules regarding information on members and contributors of the Democratic Party of Wisconsin shall be as follows:

a. A list of party officers shall be available to anyone on request

b. Various lists of financial contributors to the Democratic Party of Wisconsin shall be available only to the organization itself. Other lists shall be available to requesters under policies established by the state Executive Committee within guidelines set by the state Administrative Committee. Such guidelines shall be on file and available for review at state headquarters.

c. County, unit and congressional district chairs may receive membership lists of their county, unit, or congressional district free of charge in whatever media form would be most useful.

d. All incumbent Democratic officeholders and declared Democratic candidates as well as candidates for Democratic Party office at any level, who are members of the Democratic Party of Wisconsin or their designated representative may purchase the appropriate list of party members, in whatever media form would be most useful, except where a county unit requests that its list be withheld. The procedures for obtaining such lists shall be set by the staff so there is not unreasonable burden on the facilities and personnel in state headquarters and the chance for indiscriminate circulation of the names and addresses is minimized. The lists shall be provided at no expense to the state party and with actual cost to the individual requesting such list. Elected officials and candidates will be required to sign a statement promising, warranting, and covenanting that they will only utilize the list for their political purposes, and will not sell or transfer the list to anyone else.

e. Candidates for non-partisan office may purchase membership lists if they are members of the Democratic Party of Wisconsin prior to the circulation of nomination papers (if such membership is not prohibited by law) and were not members of any other political party during that time period. List requests must be made through a county, unit or congressional district chair, except in the instance of statewide non-partisan races in which case requests are to be made directly to the state chair or executive director. Candidates will be required to sign a statement promising, warranting, and covenanting that they will only utilize the list for their political purposes, and will not sell or transfer the list to anyone else.

f. The Wisconsin Voter file which is administered by the Democratic Party of Wisconsin (DPW) will be made available to all the following individuals/groups in good standing with the DPW and legislative caucuses: all incumbent Democratic Party officeholders, Democratic nominees for public office, Democratic legislative campaign committees, and county, local unit, and congressional district affiliates of the Democratic Party of Wisconsin. A substantially similar voter file will be made available to all Democratic challengers of an incumbent.

The Wisconsin Voter file will be made available to non-partisan candidates who are in compliance with the membership requirements detailed in Article 1, Section 6(e), contingent upon the recommendation of their county party leadership. In the case of multi-jurisdiction or statewide races, such recommendations will be made by the state chair, subject to review by the Executive Committee. Multiple recommendations for a specific office are allowed.

All other requests made by individuals, candidates, groups, organizations, or political committees not specified above, must be approved by the state chair, subject to review by the Executive Committee. All appeals for reversals or exceptions are subject to review by the Executive Committee of the Democratic Party of Wisconsin.

The Wisconsin Voter file and other Democratic Party list access fees will be determined by the Executive Committee established fair market value, as required by state regulation.

Section 7 - The newly elected state officers, district chair and district representatives shall be seated at the first Administrative Committee meeting after the first state convention following their election. The Milwaukee County chair and the College Democrat's representative shall be seated at the first meeting following their election. The chairs of the officially designated caucuses of the Democratic Party of Wisconsin shall be voting members of the Administrative Committee. The national committee members shall become members of the Administrative Committee at the same time they assume their seats on the Democratic National Committee.

The state chair will report to the members of the Administrative Committee 30 days following the adjournment of each state convention on the demographic composition of the Administrative Committee by county, congressional district, and affirmative action categories.

No less than ten (10) days prior to the following Administrative Committee meeting the state chair shall inform the members of the Administrative Committee of a proposed slate made up of individuals which will meet all the necessary requirements. At-large nominations shall be limited to a sufficient number to reach the gender balance and other affirmative action goals. Such a slate will be reviewed and confirmed or modified by the Administrative Committee. Nominating or seconding speeches will not be allowed and a simple majority of a quorum of the Administrative Committee members present will prevail. The at-large representative will serve a term beginning the day of election until the first Administrative Committee meeting following the next state convention.

Individuals selected by the chair to meet the affirmative action goals should be selected first from those districts that are underrepresented in addition to meeting affirmative action goals. Should there be any conflict between Democratic Party of Wisconsin and Democratic National Committee rules, Democratic National Committee rules shall supersede those contained herein.

At-large representative positions are open to any current paid member of the state party. The state party through its newsletters, events, and other communications will solicit applications from party membership for the possible positions.

The state chair may make additional nominations to the Administrative Committee during the course of the year for any stated reason. Such nominations will be subject to the requirements of gender balance and the process for approving at-large slates after the state convention, with the exception that these individual appointments cannot be modified, only voted to be confirmed or rejected.

Section 8 - Residence for purposes of serving on the Administrative Committee shall be defined as the place where the person is presently living and intends to continue living continuously for three months or more.

If a question of seating a member on the Administrative Committee occurs at any time, it shall be settled by a majority vote of the Administrative Committee.

Only a defeated candidate for party office may challenge any election. Such challenge shall be filed in writing with the state headquarters and a copy sent to the person being challenged, within ten days of the election. The challenge must state the reason therefore and must be made by a defeated candidate who may reasonably expect to replace the person being challenged, if the challenge is upheld. Such a challenge must be considered by the Administrative Committee at its next regular meeting.

In all elections for the Administrative Committee, to be conducted by rank choice voting, the candidate receiving a majority of votes shall be declared the winner. The provision applies to all state party officers, district chairs and district representatives. National committee members elected in convention shall win by most votes.

No member of the Administrative Committee shall receive any compensation for attendance at Administrative Committee meetings.

Section 9 - Minutes of all Administrative Committee meetings shall be distributed no later than 21 days after said meeting to all Administrative Committee members and all county chairs.

Section 10 - The state chair shall receive compensation commensurate with executive leadership in comparable organizations in the state plus usual expenses and benefits. In the winter and spring of odd-numbered years, the Executive Committee shall conduct a study of such comparable positions to establish a salary range and job description, based upon the budget and responsibilities, and determine a base salary for the next regularly scheduled term of the chair within that range and recommend such salary to the Administrative Committee for non-debatable vote. The base salary shall be determined no later than 90 days prior to the state convention. The Administrative Committee may, at its discretion, make additional recommendations for performance-based compensation at any time during the term of the office.

Section 11 - Any action about urgent matters of personnel, campaign and party strategy, and finance that may be taken at a meeting of the Administrative Committee may also be taken without a meeting and voted on by email subject to the policies developed and approved by the Administrative Committee.

ARTICLE II – Finances

Section 1 - The state chair shall appoint, prior to the expiration of each fiscal year, a budget committee, which shall have the responsibility for preparing a budget for the next fiscal year. The budget as prepared shall then be presented to the Administrative Committee for approval at the last meeting prior to the new fiscal year. The budget committee shall be comprised of the state chair and the state treasurer and three additional members.

Section 2 - At the end of each presidential election year, the state chair shall engage the services of a public accountant to perform an independent audit of the financial records and books of the party. Upon completion of the audit, it shall be presented to the Administrative Committee. At the end of fiscal years not following a presidential election a three-person committee will be appointed by the chair to conduct an internal review. Upon completion of the internal review, it shall be presented to the Administrative Committee.

Section 3 - The party shall maintain employee dishonesty coverage as a portion of their general liability insurance.

Section 4 - The party treasurer shall be empowered to invest such excess party funds as deemed advisable in securities insured by a recognized governmental agency.

Section 5 - Checks drawn upon the funds of the party shall not be valid unless such checks bear two signatures, at least one of them original, of any two of the following: state chair, state treasurer, first vice-chair, executive director, or executive director designee.

Section 6 - The post-primary debt of any party candidate shall not be assumed unless such debts shall have been duly authorized and approved by the Administrative Committee prior to the time that such debts are contracted. Under no circumstances shall the party assume debts incurred in a primary election.

Section 7 - The majority responsibility for any recount lies with the candidate and the candidate's committee. The state Administrative Committee will lend financial assistance where warranted in contests from the state legislative level up under conditions outlined. Counties are to accept financial responsibility for recounts at that level and below in a form they individually determine.

The state chair is authorized to appoint a committee of volunteer attorneys who will act as a legal counsel recount committee, which will select its own officers. The committee will be of no predetermined size, and members will serve at the pleasure of the chairperson.

The legal counsel recount committee will provide the state party with an outline summary of recount laws and procedures and will update this information as requested. This information is to be distributed by state headquarters to all party officers from the county and ward level up, and to all Democratic candidates at those levels prior to each general election.

The committee is to further give advice and assistance on a voluntary basis in a recount in whatever form is necessary at all elective levels.

The state chair will have authority to authorize payment in recount situations upon determination of need. In the event the chair is not available, the first vice chair and one other Executive Committee officer will act.

The above provisions shall apply to general elections only.

Section 8 - No expenditure shall be reimbursed to party officers or employees without the presentation of itemized vouchers. Such vouchers will be honored only if submitted no later than three months after the expenditure has been incurred. Democratic National Committee members are encouraged to absorb any expenses they can, but reimbursement for attendance at meetings pertaining to official Democratic National Committee business shall be allowed as follows:

a. Round-trip plane fare (coach), or mileage at the rate established in the annual budget, or a combination of both.
b. Lodging at the most economical rate offered at the hotel at which the meeting is being held. Such lodging shall be limited to nights required to attend official Democratic National Committee business.
c. Any registration fee required to be paid for meeting attendance.

Section 9 - Employees may be issued an organization expense card when the nature of their job requires such use. Any expense card the Democratic Party of Wisconsin issues to an employee must be used for approved and budgeted organizational purposes only, and for purposes in conjunction with the employee's job duties. Employees issued an expense card will be required to sign an Employee Acknowledgement of Responsibilities and Obligations for the Use of Expense Card policy and will be required to provide complete documentation/receipts of all expense transactions using an expense card. An employee who makes unauthorized charges will be responsible for reimbursing the party for those expenses.

ARTICLE III - Membership & Dues

Section 1 - Membership dues for the Democratic Party of Wisconsin and the division of said dues between state party and local party units shall be set by the Administrative Committee by September 1 of each year.

Section 2 - The purpose of the statement on residence in the constitution is to define place of residence and not the length of time required to establish residence. Therefore, residence shall be in that county where the person has taken up residence and is presently living. There shall be no minimum period of residence in the state or county required for membership in the Democratic Party of Wisconsin. A county may provide for membership of people living in contiguous counties. Such an arrangement shall be in writing between the chairs of the two counties, and a copy of the agreement shall be filed with state headquarters. No person shall be a member of more than one county unit.

Section 3 - If a member changes residence from one local unit to another, membership may be transferred to the local unit of the new residence without further payment of dues by applying in writing to the state party headquarters which shall then notify both the new and the old unit of

the change. The old unit will retain its share of the membership dues. The change of residency is effective on the date the application is received by the state party headquarters.

ARTICLE IV - Conventions

The state convention is a function of the state organization. Its purpose is to promote party unity, form the party platform in election years, to consider state party finances, elect state party officers, and conduct any other appropriate business. The Administrative Committee shall set the delegate/alternate quotas, date, site, and fees.

Section 1 - CALL TO CONVENTION: The call to convention must be sent to all congressional district, county and unit chairs by state headquarters no less than 90 days prior to the convention and shall include the date, purpose of convention, site, delegate/alternate quotas, registration fees, all cut- off dates, hours of registration, and date, place, starting time of platform and/or resolutions committee meetings, and a notification of any officer or Democratic National Committee elections to be conducted at the convention. The deadline for filing a declaration of intent for officer or Democratic National committee elections shall be 5:00 p.m. 21 calendar days prior to the start of the convention.

Six months prior to the convention date, all county and district chairs shall be sent a copy of Article IX, Amendments to the State Constitution and a copy of the Bylaws, Article IV, section 5 - Committees

Section 2 - DELEGATES: To be eligible to serve at the state convention, all delegates or alternates must be members in good standing of the Democratic Party of Wisconsin 14 days before the opening date of the convention. Lists of county delegates must be received at that state party headquarters no later than 5:00 pm 21 days prior to the convention.

Only properly certified delegates or alternates may vote. Delegates are certified by being registered as delegates, or by being raised from registered alternate to delegate status.

Unless the Administrative Committee shall provide otherwise before the Call to Convention is issued, the quota of delegates and alternates shall be based on the following formula:

a. One delegate for each fifteen, or major fraction thereof, members in good standing using the previous calendar year's total membership; and
b. One delegate for every one thousand votes, or major fraction thereof, cast in the county for the Democratic U.S. Senate candidate in the last general election.
c. Each county chair, Administrative Committee member, U.S. Representative, U.S. Senator, State constitutional officer, and state legislator shall be an automatic delegate in addition to the regular delegate quota for a county and shall have no alternate. All individuals designated as automatic delegates to the state and district conventions must be members in good standing of the Democratic Party of Wisconsin 14 days before the opening date of the district and state conventions.

The state headquarters shall prepare a quota sheet, a copy to be sent to each county before the district and state conventions, showing the quota for each county. The quota sheet shall show the following: name of county, number of members, number of delegates based on membership, vote for U.S. Senator, number of delegates based on vote for U.S. Senator. A statement should accompany quota lists repeating section 2 a-c above.

Only those memberships received at state headquarters at least 14 days prior to the opening day of the state convention shall be counted toward county delegate totals for the state convention. Those persons selected to serve as delegates and alternates to the congressional district convention shall serve as delegates and alternates to the state convention.

The delegate and alternate vacancies which may occur between the time of the congressional district convention, and the state convention may be filled by anyone of the following methods:

a. By motion at a duly called meeting, the county membership may authorize the county chair or their designee to make necessary changes in the delegate/alternate lists.
b. The county chair may call another meeting for the purpose of filling the delegate/alternate vacancies. (Another ten days' written notice would have to be sent to all county members and headquarters.)
c. For those counties having a nominating committee, the nominating committee may be authorized by motion at a duly called meeting to fill the vacancies.

Counties which are divided among two or more congressional districts shall have their delegate/alternate quota apportioned among each district based upon county membership in each district. Delegates and alternates representing that portion of the county within each district must reside within that district.

Additions to the delegate/alternate list subsequent to the congressional district conventions due to growth or vacancies shall be filed in time to be received by the state headquarters not less than 21 days prior to the opening of the state convention.

The method for filling vacancies for delegates and alternates at the state convention shall be as follows:

a. The county organization shall pass a motion authorizing the county chair or their designee appointed by the county chair, either of whom shall make whatever changes are necessary to fill the delegate/alternate lists at the state convention from their respective congressional districts.

b. The credentials committee is authorized by the Administrative Committee to authorize or make changes in any delegate/alternate lists where the county chairperson, or a properly designated person, is not present at the convention. Preferably, the credentials committee should authorize another county officer from said county. No other person but the properly authorized county person, or the credentials committee, or a credentials

committee member designated by the credentials committee shall make any changes in the delegate/alternate lists.

c. All delegate/alternate quotas are by county. Only party members of the county unit whose membership were received at state headquarters at least 21 days prior to the opening day of the state convention shall be used in filling any vacancies in that county's list.

d. All changes in the delegate/alternate lists must be initialed clearly by the person making the changes.

Along with the call to convention, the following sample authorization shall be sent to the county chair and the congressional district chair. If this authorization is not sent, the Credentials Committee then has the authority to make any necessary changes.

_____County authorizes the County chair or _____or, _____, designated by the County chair, anyone of whom is authorized to make changes in the delegate/alternate list at the time of the state convention.

_____
County chairperson or secretary

Registration dates, times and location of the state convention shall be set in the call to convention. Registrar's duties are:

1. Accept the receipt showing registration fee has been paid.
2. Check off names in the proper column of the delegate/alternate lists.
3. Prepare the official credentials.
4. Hand out the convention folder containing official convention material.

The registrars shall make no changes in the delegate/alternate lists, nor allow anyone but authorized persons to make such changes. If there is any dispute, the Credentials Committee chair or designated Credentials Committee person on duty shall be called. If there is an appeal of the decision, the Credentials Committee chair must be called.

There shall be no political signs of any sort, either for party office or for city, county, state or national office displayed in the registration room or on the persons of the registrars or other workers in the registration room.

Only members of the Democratic Party of Wisconsin may challenge a delegate or alternate certified to the congressional district or state convention. The challenges shall be sent in writing to the state headquarters with copies to the challenged person's county unit at least one week before the congressional district or state convention. The challenge shall be in writing and contain the name, address, and county of the challenged person, and must state the grounds for the challenge. The challenge must contain the signature and address of the challenger.

State headquarters shall forward a challenge to the credentials committee for the congressional district or state convention immediately. The chair of the congressional district or state Credentials Committee shall convene the committee at the least two hours before the congressional district or state convention opens for the purpose of considering relevant statements from the challenger, challenge, or any other member of the Democratic Party of Wisconsin who wishes to make a statement on the challenge. The credentials committee shall make a decision which shall be final unless appealed to the floor.

Section 3 - DATE AND SITE:
All conventions shall be held in June unless special action is taken by the Administrative Committee. The state headquarters staff shall investigate potential convention sites and the chair shall present their recommendations to the Administrative Committee for action at least 18 months before the convention opens. The sites should take into account the geographic diversity of the state and in no case is the convention to be held in the same county more than once every four years.

Section 4 - FINANCES:

A budget for the convention shall be prepared by state headquarters staff. It shall include projected income and expenses of the convention.

The host county shall assist the state in coordinating with the convention facility as well as with recruiting volunteers for registration and security and shall receive $1.00 for each delegate, alternate or visitor who registers and attends the convention.

Section 5 – STANDING COMMITTEES:

A. A standing **Platform and Resolutions Committee** shall be composed of three members from each congressional district and one alternate elected at the district conventions. The delegates shall be elected for three-year staggered terms with one delegate elected each year. The alternate shall be elected each year for a one-year term. Terms for members of the committee will begin at the adjournment of the state convention. The committee shall elect its chair from its membership for a two-year term at its first meeting following the even-year state convention.

   In addition, up to three state representatives and two alternates elected from the Democratic Assembly Caucus, one state senator and two alternates elected from the Democratic Senate Caucus, and one representative selected by the Democratic members of the Wisconsin delegation to the U.S. House of Representatives and the U.S. Senate, one representative of the highest elected Democratic State Constitutional Officer, and a representative selected by the College Democrats, a representative selected by the Young Democrats of Wisconsin, and a representative selected by the High School Democrats of Wisconsin may participate as voting members of the platform and resolutions committee but shall not be counted for quorum purposes. In the event of a vacancy of one of the elected members, the Congressional District Executive Committee shall appoint a replacement to serve until the next district convention at which time a

representative to the Platform and Resolutions Committee shall be elected to complete the term of the vacated seat. A member of the Platform and Resolutions Committee is deemed to have resigned if they miss two consecutive meetings of the committee without prior notice to its chair or secretary or miss three consecutive meetings of the committee with or without such notice. This committee shall promptly notify district executive committees of these vacancies and all other vacancies of which it may be aware. A quorum for Platform and Resolutions Committee meetings shall consist of one- half of its total membership. No member of the Platform and Resolutions Committee may be represented by proxy other than the duly elected district alternate.

It shall be the duty of the Platform and Resolutions Committee to write and revise the state platform and to manage resolutions before the annual convention.

The platform shall be presented to the annual convention in even numbered years. When no revisions arise from the Platform and Resolutions Committee, the district conventions, or from the convention floor, a vote shall be taken to reaffirm the platform as written.

The Platform and Resolutions Committee shall hold hearings and consult with any person or groups necessary to write a platform. This platform shall communicate a positive expression of those principles and policies which provide the foundation for the political program of the Democratic Party of Wisconsin. The platform itself shall be no more than 2500 words in length. The Platform and Resolutions Committee shall present an initial draft of the platform or revisions thereof to the Administrative Committee by January 15th of even numbered years, or fifteen (15) days prior to the first Administrative Committee meeting after February 1, whichever is later.

Upon review of the initial draft, the Administrative Committee shall make such recommendations as it deems appropriate and return it to the Platform and Resolutions Committee within forty- five (45) days for its second draft. The second draft of the platform shall be submitted to each member of the Administrative Committee, each county chair, each Democratic state legislator, each Democratic U.S. Representative and Senator from Wisconsin, each Democratic statewide elected official, and to each district convention, no later than March 15th of even numbered years.

Recommendations for changes to the second draft of the platform shall be made at the district conventions and submitted in writing to the Platform and Resolutions Committee in care of state headquarters no later than two days after the last congressional district convention of even numbered years. The Platform and Resolutions Committee shall then prepare a final draft of the platform to be included in each convention packet for consideration at the convention. Adoption of the entire platform as drafted by the Platform and Resolutions Committee shall take a majority vote of those delegates present and voting at the convention. A sixty percent (60%) vote of those delegates present and voting is required to amend the platform from the convention floor.

The Platform and Resolutions Committee shall be responsible for any resolutions to be presented for adoption at the annual convention. Resolutions may be considered annually. Resolutions must be reasonable in length, but no more than one hundred (100) words in length; must be a standardized format, that is each resolution must start with a paragraph beginning "Whereas," and end with a paragraph "Resolved," with each line being numbered; and must derive from the following procedure:

1. Each must be passed by the county unit. Each such unit may submit no more than ten (10) resolutions and shall forward them to the district chairperson at least ten days prior to the district convention.
2. The congressional district convention shall consider all resolutions submitted and shall adopt and forward no more than ten (10) to the Platform and Resolutions Committee in care of state headquarters no later than two (2) days after the last congressional district convention.
3. The Platform and Resolutions Committee shall consolidate and edit the district resolutions and shall submit them to the annual convention for adoption.
4. The annual convention may adopt additional resolutions from the floor after review by the Platform and Resolutions Committee and debate and voting has occurred on the above resolutions. Except in exceptional circumstances, such resolutions shall address relevant timely issues and shall not have been considered and not included in the 10 resolutions forwarded by the congressional district convention. Such resolutions shall be in writing with a minimum of fifty (50) copies available to the delegates on the floor. Resolutions from the floor must also be in the standardized format noted above and must be presented to the chairperson of the Platform and Resolutions Committee a minimum of three hours prior to the start of the convention. The Platform and Resolutions Committee shall meet a minimum of two hours before the convention convenes to review all proposed floor resolutions. They shall reject those that do not meet the above criteria. They may make a recommendation for approval or rejection of floor resolutions.
5. Any resolutions not acted upon at the state convention shall be directed to the Platform and Resolutions Committee for review and recommendations to be made within 60 days. These shall be presented to the Administrative Committee for final action at its next meeting.
6. Every resolution adopted by or on behalf of a state party convention expires as may be specified in the resolution but not later than the call-to-order of the annual convention in the fourth year after the state party convention by or on behalf of which the resolution was adopted.

B. Constitution and Bylaws Committee

Section 1 – Establishment and Composition

There shall be a Standing Constitution and Bylaws Committee composed of five (5) members, including one (1) chair.

Section 2 – Appointment and Confirmation

Members of the committee, including the chair, shall be appointed by the state chair, subject to confirmation by the Administrative Committee. The state chair may replace any member of the committee at any time, subject to confirmation by the Administrative Committee.

Section 3 – Terms of Service
Members shall serve terms of two (2) years beginning July 1 of odd-numbered years and continuing until their successors are appointed and confirmed.

Section 4 – Meetings
The committee shall endeavor to meet at least once per month. The chair shall be responsible for scheduling meetings and ensuring timely notice to committee members.

Section 5 – Submission and Review of Items
Amendments, governing documents, or other items submitted to the committee for review, where no timeline is otherwise specified in the constitution or bylaws of the Democratic Party of Wisconsin, must be received no later than fourteen (14) days prior to a scheduled committee meeting. The committee shall consider all properly submitted items in a timely manner with requested information from the submitting entity.

Section 6 – Approval Standards and Actions
a. The committee shall approve any submitted item that is consistent with the Constitution and Bylaws of the Democratic Party of Wisconsin.
b. If a submitted item is not consistent with the governing documents of the Democratic Party of Wisconsin, the committee shall:
- **1**. Return the item to the submitting subunit with a written explanation of the inconsistencies; and provide recommendations for modifications necessary to achieve consistency.
- **2.** In providing such recommendations, the committee shall indicate whether the required changes:
  - **a.** Constitute major changes requiring approval by the membership of the submitting subunit; or
  - **b.** Constitute minor changes that may be approved by the executive board of the subunit without requiring resubmission and reapproval by the full membership.

Section 7 – Advisory Opinions
Subunits may request guidance from the committee regarding interpretation of the constitution or bylaws. The chair may issue an advisory opinion or may refer the request to the full committee for consideration. Advisory opinions shall not constitute preapproval of any proposed amendments or governing documents.

Section 8 – Reporting

The committee shall report its activities to the Administrative Committee at regularly scheduled meetings. The committee shall also provide a written report for the state convention.

Section 6 - State Convention Committees

A. A Rules Committee composed of one representative from each congressional district, and chair(s), shall be appointed no less than sixty (60) days prior to the annual convention by the state chair with the approval of the Administrative Committee. It shall be the responsibility of the Rules Committee to draft and submit to state headquarters the annual convention rules at least twenty-one (21) days prior to the convention.

B. A Credentials Committee composed of one representative from each congressional district, and chair(s), shall be appointed no less than thirty (30) days prior to the annual convention by the state chair with the approval of the Administrative Committee.

The role of the Credentials Committee shall be as follows:

1. The Credentials Committee shall meet no less than two hours before registration opens. Any congressional district not represented waives the right to challenge decisions made at this meeting. The state organization shall hand over the complete delegate/alternate lists for the state to the chair(s) of the credentials committee at that time.
2. The Credentials Committee shall check the delegate/alternate lists to see they are not over quotas and shall approve them. If the list is over its quota of delegates, the Credentials Committee at its discretion may register delegates until the quota is full or until a properly designated person arrives to correct the list or make other necessary decisions in regard to registration. Registration cannot open until the Credentials Committee has passed on the delegate/alternate lists and turned them over to the registrars with instructions as to the registrar's duties.

3. The Credentials Committee is in full charge of the delegate/alternate lists and the chair(s), or someone authorized by the chair(s), shall pick up the lists promptly when registration closes each evening: return them to the registrars fifteen minutes before opening each morning; and collect them and turn them over in good order to the chair of the Election Commission at the permanent closing of registration.

C. An Elections Commission shall serve as stated in the constitution. The duties of the Elections Commission are to conduct elections, ensure that all ballots are properly handled, and report the results of the election to the state chair. Any questions of eligibility for party office must be referred to the Administrative Committee when the report is presented. The Elections Commission shall consist of five members serving for five-year staggered terms with one member appointed or reappointed each year by the

state chair, and approved by the Administrative Committee. In the case of a vacancy, a member shall be appointed to fill the unexpired term. The Elections Commission shall submit the procedures for conducting elections to the state headquarters at least 21 days before the annual convention. Elections include any convention vote which requires a written ballot.

Section 7 - CONVENTION QUORUM: A quorum for conducting business at a state or congressional district convention shall be 25% of the total registered and accredited delegates.

ARTICLE V- Congressional District Convention

The congressional district executive committee shall set the time and place of the congressional district convention and shall see that sixty-day's written notice thereof is sent to the chair of each county unit or authorized subdivision in the congressional district and all members of the congressional district's executive committee.

Section 1 - CALL TO CONVENTION: The call to convention must be sent by the congressional district chair no less than sixty days prior to the convention and shall include date, purpose of the convention, site, delegate quotas, registration fees (if any), cut-off dates, and any other appropriate information.

Section 2 - DATE: The congressional district convention must be held not less than 21 days, but not more than 90 days prior to the annual state democratic convention.

Section 3 - SITE: The congressional district conventions must be held within congressional district boundaries unless the congressional district constitution shall provide otherwise.

Section 4 - DELEGATES AND ALTERNATES:

A. Only currently paid members shall be eligible to serve as delegates and alternates.
B. Only properly registered delegates may vote. The state headquarters shall send to each district chairperson a copy of the final county delegate list for the counties in the congressional district to be used to check off the delegates and alternates as they register. For Milwaukee County, see DPW Constitution, Article V, Section 2.
C. Unless the Administrative Committee provides differently, delegates and alternates shall be chosen as in Article IV, Section 2 of the DPW bylaws.
D. The cut-off date for memberships to be in state headquarters to be counted toward the county quotas for the congressional district convention shall be fourteen days prior to the date of the congressional district convention.
E. Notice of meetings to select delegates and alternates shall be given to members and state headquarters as provided in the DPW Constitution, Article V, Section 2.
F. Delegates and alternates to congressional district conventions shall be selected on a fair and equitable basis of representation within quotas set by the Administrative Committee in accordance with the state constitution. However, where part of a county with one or more congressional districts shares a district with another county, the single

county follows the same rules as other counties; that is, the county chair is in charge of the delegates and alternates of the county and fills vacancies in the same manner as for all other counties except Milwaukee.

G. A credentials committee shall be appointed by each congressional district chair at least thirty days before the congressional district convention. It shall consist of five members. To the extent possible, not more than one person per county party unit shall be appointed to the committee. A chair or co-chair shall be designated at the time the committee is appointed. If a congressional district chair neglects to appoint a credentials committee thirty days before the convention, within one week, the state chair shall make the necessary appointments. State headquarters shall be notified in writing of the appointments. Congressional district credentials committee shall meet at least one hour before the congressional district convention opens to check delegate/alternate lists and consider any challenges presented to it.

ARTICLE VI – County

Section 1 - Adoption of a county constitution or bylaws shall take place only after two successive readings at either regular county meetings or meetings especially called, with appropriate written notice being sent to all members. Adoption shall be by majority vote. Amendments to such constitutions shall require two readings and the affirmative vote of two-thirds of the members present at the meeting called for that purpose. Notice of the meeting shall follow the same requirements as an election meeting.

Section 2 - Notices of election meetings shall be in written form and post marked or sent electronically no later than ten days before the scheduled meeting. A county constitution may provide for a cut-off date not to exceed five days prior to the election for paying memberships in order to vote at an election. Otherwise, memberships may be sold until the time of the meeting, but sales must cease at the previously announced time of the meeting, except to those waiting in line at the time to buy a membership. Arrangements should be made and sufficient personnel appointed to sell memberships at the meeting until the cut-off time. One person representing each candidate may be appointed by the presiding officer to stand at the end of the line at the cut-off time to assure compliance. All memberships must be turned in to the secretary when the meeting begins and shall be used as a registration list for the election. A person's legal or voting residence shall be used to determine eligibility for voting membership in the county.

Section 3 - Persons may be nominated from the floor or by a nominating committee. Nomination must have prior consent of the nominee. Failure to obtain prior consent shall invalidate the election of a person so nominated. Nominations may be reopened at any time by a majority vote.

Section 4 - If there is more than one candidate for an office, the secretary shall prepare ballots, and election shall be by secret ballot. Votes shall be tallied by a committee including one representative chosen by each candidate for the office in question.

Section 5 - Election of a county party officer shall require a majority of those members present and voting. Such an officer must be a paid party member prior to election.

Section 6 - In case of dispute, objections raised or appealed to the Administrative Committee must be properly made at the meeting at which the violation occurs; and a written protest must be submitted to the Administrative Committee within ten days of the election.

Section 7 - Members shall be given written notice of meetings; the advance notice necessary shall be set by a majority vote unless included in the county constitution. The meeting time shall be set by majority vote unless discretion is granted to the county chair by the same vote. If no action has been taken by the members to set a time for notice, ten days' written notice shall be given.

Section 8 - Regularly scheduled meetings for which notice has been sent shall not be canceled arbitrarily by the chair without consent of the executive committee.

Section 9 - Robert's Rules of Order shall be used unless other rules have been adopted by a majority vote. Questions shall be decided by voice vote, show of hands, division of the house, or secret ballot. Anyone of these may be demanded by a member. New business shall be in order at every business meeting.

Section 10 - Vacancies shall be filled by the executive committee unless otherwise provided for.

Section 11 - The county chair and/or the executive committee of a county shall have the power to create committees for specific purposes unless otherwise stated in the county constitution, whose chair shall be appointed by the local county chair with the approval of the executive committee. Such committee chair may be a voting member of the executive committee of the county which shall serve to approve the committee activities.

Section 12 - All expenses for all committees must be approved and paid for by the county organization. Any funds raised by a committee must be turned in to the treasury.

ARTICLE VII – Conduct & Conflict Resolution

Section 1 - The DPW Executive Committee shall assist with conflict or misconduct complaints that arise from party units, exercising authority short of those powers allocated to the Administrative Committee by the constitution.

Section 2 - If the Executive Committee determines that a member of a party unit has engaged in misconduct, as defined by the state party or relevant party units, it shall have the power to vote to suspend that member from party units and/or leadership positions for a period no longer than two years. At the committee's discretion, suspensions could be lifted more rapidly contingent on specific conditions being met.

Section 3 - In the event of imminent or ongoing harm, the Executive Committee may, by majority vote, temporarily suspend one or more members from party units and/or leadership positions during the pendency of an investigation into conduct issues or conflicts. Such temporary suspension shall be no longer than the shorter of a) the length of time necessary to complete the investigation and resolution or b) one month after the resolution of the next regularly scheduled fall general election, including recounts or other delays.

Section 4 - If a person involved in a conduct issue or party unit conflict chooses, they can request a review of the Executive Committee's determination by the Administrative Committee within thirty days or, if it comes within that time, at its next regularly scheduled meeting. Determinations by the Executive Committee may be appealed to the Administrative Committee as long as one third of the members of the Executive Committee determine that at least one of the following criteria have been met:

A. The Executive Committee misapplied party policies, the bylaws, or the constitution
B. The Executive Committee acted in excess of their jurisdiction or abused their power
C. The Executive Committee considered evidence that should not have been considered, or did not consider evidence that should have been considered
D. New evidence has been discovered that could potentially change the outcome of a previous decision.

ARTICLE VIII - Open Participation

Section 1 - All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party of Wisconsin regardless of race, color, creed, sex, national origin, or economic status.

Section 2 - No test of membership in, or any oaths of loyalty to, the Democratic Party of Wisconsin shall be required or used that has the effect or requiring prospective or current members of the Democratic Party of Wisconsin to acquiesce in, condone, or support discrimination on the grounds of race, creed, sex, color, national origin, or economic status.

Section 3 - The time and place for all meetings of the Democratic Party of Wisconsin on all levels shall be publicized fully and, in such manner, as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4 - The Democratic Party on all levels shall support the broadest possible voter registration without discrimination on grounds of race, color, creed, sex, national origin, or economic status.

Section 5 - The Democratic Party of Wisconsin shall publicize fully and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party officers and representatives on all levels. Publication of these procedures shall be done in such fashion that all prospective and current members of the Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party organization.

Section 6 - The Democratic Party of Wisconsin will publicize fully and in such manner as to assure notice to all interested parties a complete description of the legal and practical qualification for all officers and representatives of the state Democratic Party. Such publication shall be done in a timely fashion that all prospective candidates or applicants for any elected or appointed position within the state will have full and adequate opportunity to compete for office.

Section 7 - It shall be the duty of the state chair and all other party officers at every level by affirmative steps to encourage young people, women, and minority groups to seek election as delegates to party conventions and as members of the party in reasonable relationship to their presence in the state.

Section 8 - In the selection of delegates to any convention or members of any committee of the Democratic Party at any level within the state, there shall be insofar as possible equal representation of the sexes. A good faith effort shall be made to ensure that no more than 60% of the delegates to any convention or members of any committee of the Democratic Party be of the same sex.

ARTICLE IX - National Convention Delegates

National Convention delegates shall be selected in accordance with the rules of the Democratic National Committee and the Democratic Party of Wisconsin.

ARTICLE X - Congressional District & County Constitutions

All congressional district and county constitutions and by-laws and amendments thereto shall be submitted in writing to the standing Constitution and Bylaws Committee through state headquarters and then forwarded to the standing Constitution and Bylaws Committee. As soon as possible thereafter, the standing Constitution and Bylaws Committee shall present its recommendations for or its approval of the suggested amendments to the congressional district or county party seeking amendment. Once their approval has been given, they will forward the updated documents to the submitted entity and copy the state party.

ARTICLE XI - County Chairs Association

Section 1 - Adoption of the County Chairs Association (CCA) constitution shall take place only upon 2/3 vote of the members present and voting at duly convened meeting, with prior

appropriate written notice having been sent to all members. A quorum for all meetings shall be 1/5 the total membership. Amendments to the CCA constitution also require a 2/3 vote for adoption. The County Chairs Association constitution and amendments thereto shall be submitted in writing to the standing Constitution and Bylaws Committee through state headquarters. As soon as possible thereafter, the standing Constitution and Bylaws Committee shall present its recommendations for its approval of the suggested amendments to the County Chairs Association.

Section 2 - Notices for all meetings shall be in writing and sent to all members postmarked no later than ten days prior to the scheduled meeting. No member of the CCA may be represented by proxy.

Section 3 - Officers of the CCA shall include as a minimum, a chair, vice-chair, and secretary/treasurer. Election shall be by majority vote. In cases of an election dispute, objections raised or appealed to the Administrative Committee must have first been properly raised at the meeting at which the dispute arose and a written protest must have been submitted to the Administrative Committee within 15 days of the election.

Section 4 - Vacancies in the CCA offices shall be filled by vote of the Executive Committee of the CCA, with the exception of the chair who shall be replaced by the vice-chair. In the event that an officer is no longer a member of the CCA by virtue of no longer being a county unit/subunit chair or 1st vice-chair, such CCA office shall be deemed vacated.

Section 5 - The CCA shall meet at least twice a year, one of which shall be at the annual state convention, to conduct such business as will advance the financial, organizational, and political goals of the county unit/subunit parties. The CCA chair shall represent the interest of CCA membership on the Administrative Committee.

ARTICLE XII – Caucuses

Section 1 - Caucuses representing traditionally underrepresented groups or societal interests may be formed. Caucuses shall be responsible for developing membership among their target member group, developing programming to increase Democratic participation, and presenting resolutions to the Resolutions Committee of issues of concern to the group. Prior to formation the Administrative Committee must approve the group as belonging to one of the identified caucus types and having a positive impact on the direction, strength and sustainability of the party.

Section 2 - Upon attainment of at least 50 members, the caucus shall, in a properly noticed meeting adopt a constitution and by-laws, subject to the state party constitution. Such constitution and by-laws and amendments thereto, and all caucus constitutions, by-laws and amendments thereto shall be submitted in writing to the standing Constitution and Bylaws Committee through state headquarters. As soon as possible thereafter, the standing

Constitution and Bylaws committee shall present its recommendations for or its approval of the suggested amendments to caucus seeking amendment.

Caucuses shall meet at minimum one time per year to develop or continue work on their strategic plan. In the odd numbered years this meeting can be included with the meeting at the DPW State Convention. In the even numbered years, the caucus may meet in person or through other electronic means that allow direct participation of caucus members. The meetings require reasonable written notice of at least fourteen (14) days of the election meeting must be given by the secretary/treasurer of each caucus to the state headquarters and to all paid members of the caucus.

Section 3 - The officers of each caucus shall include a chair or co-chairs as defined by each caucus, vice-chair, and secretary/treasurer. The offices of secretary and treasurer shall be held by the same person. Officers of a caucus shall be elected for a term of two years in odd numbered years. Members may serve as an officer in only one caucus in any given term. Elections shall take place at a properly noticed meeting in odd-numbered years. Reasonable written notice of at least fourteen (14) days of the election meeting must be given by the secretary/treasurer of each caucus to the state headquarters and to all members of the caucus. At each caucus election, only current members of the DPW in good standing, who have registered as a member of that caucus at least five (5) days prior to the start of the election shall be eligible to vote.

Caucus elections must take place between one month prior to the annual DPW state convention and the end of the caucus meeting held at the annual DPW state convention. Each caucus may choose its own method of election and that method must be codified in the caucus's bylaws at least 4 (four) months prior to the election. Each caucus may determine the starting date of its new officers and that date must be, at the latest, the end of the caucus's meeting at that year's state convention. The starting date of the new officers must be codified in the caucus' bylaws at least 4 (four) months prior to the election.

Caucuses shall not endorse or support candidates in intraparty elections for offices of the county, congressional district, state or national Democratic parties.

Section 4 - Within ninety (90) days after the caucus elections, each caucus shall submit, to the state party chair, a biennial strategic plan which includes a membership growth plan, caucus goals and a report on progress towards caucus goals. The state party Executive Committee shall review each strategic plan in collaboration with the state party staff. Within thirty (30) days of receiving each strategic plan, the state party Executive Committee shall determine whether or not to certify the caucus.

Caucuses that are not certified shall not be permitted to continue activity until their strategic plans have been revised and approved by the state party Executive Committee.

Section 5 - Caucuses shall be categorized in one of the following ways and shall function within the definition for the selected category.

a. Constituent Caucuses
    i. This group includes but is not limited to traditionally underrepresented or traditionally defined minority peoples such as African American/Black, Latino, LGBTQ+, Women, American Indian, Veterans, DisAbility, Asian American/Pacific Islander, Jewish, Muslim.
    ii. The Administrative Committee should take its lead from the DNC in deciding which groups fall under this definition.
b. Issue Caucuses
    i. This group includes but is not limited to issue related groups such as Labor, Rural, Environment, Progressive.

Section 6 - The Administrative Committee, may in its discretion, take such action it deems appropriate to assure the caucus and its officers are functioning in a manner consistent with the caucus constitution and the policies of the party. If it is found that the caucus is not functioning in a manner consistent with the caucus constitution and the polices of the party than dissolution of the caucus may be considered by the Administrative Committee.

Section 7 - A quorum of 5% of the registered caucus members shall be required for any meeting in which elections for caucus officers are held or changes to the caucus constitution and/or bylaws are to be voted on.

A quorum of 2% of the registered caucus members shall be required for general business meetings or other meetings not involving elections or changes to the governing documents of the caucus.

ARTICLE XIII – Arms of the DNC

Section 1 – The Young Democrats of America and the College Democrats of America are recognized as official arms of the Democratic National Committee; therefore, the Young Democrats of Wisconsin and the College Democrats of Wisconsin are hereby recognized as official arms of the Democratic Party of Wisconsin.

Section 2 – These named groups shall, in convention, adopt a constitution and by-laws, subject to the state party constitution and such constitution and by-laws and amendments thereto shall be submitted in writing to the standing constitution committee through state headquarters. As soon as possible thereafter, the standing constitution committee shall present its recommendations for or its approval of the suggested amendments to the organization seeking amendment.

Section 3 – The Young Democrats of America and the College Democrats of America shall each select one representative to serve as a voting member on the state Administrative Committee.

Section 4 – Membership in any named group in this category shall be open to any person eligible for membership in the state party, provided they meet any additional requirements defined by the constitution of the respective named group.

Section 5 – The Administrative Committee may in its discretion take such action it deems appropriate to assure that these named groups and their officers are functioning in a manner consistent with their respective constitution and by-laws. No such action may be taken by the Administrative Committee unless the named group affected shall have been given an opportunity to appear at a meeting of the Administrative Committee.

Section 6 – The Democratic Party of Wisconsin recognizes the High School Democrats of Wisconsin (HSDWI) as a de facto arm of the Democratic National Committee, and as such requires the HSDWI to be governed by the bylaws defined in Article XIII of the DPW bylaws. The HSDWI shall select one member to serve as a voting member on the DPW Administrative Committee.

ARTICLE XIV - Transfer of Party Property

Section 1 - All officers of the Democratic Party of Wisconsin, the Administrative Committee and districts, county parties and caucuses shall upon the end of each officer's respective term of office transfer to the succeeding new officers and make known the location of any and all property of the respective party unit or subunit within five (5) calendar days of such transition.

Section 2 – In the event an officer referenced in Article XIV Section 1 hereof shall be terminated prior to the end of such officer's term of office, such termination occurring pursuant to the provisions of these bylaws due to malfeasance, misfeasance or nonfeasance in the performance of the duties of such office, such officer shall immediately transfer all property of the respective party unit or subunit to the Administrative Committee for disposition to the incoming officer of the party unit or subunit. Such transfer of property shall in no event preclude further action by the Administrative Committee including, but not limited to, directing appropriate legal action be taken against such officer.

Section 3 – As used in this Article XIII, property includes, but is not limited to, all property, real, personal or mixed, which is owned, leased, rented, loaned, shared or otherwise used by the party unit or subunit for the conduct of its business. By way of illustration but not limitation, property includes cell phones, computers, copying machines, bank accounts, cash, checks, debit cards, credit cards, receipts and accounting documents, GAB reports or copies thereof (including those of any successor agency of government), governing documents, membership lists, volunteer lists, donor lists, meeting minutes, graphic and logo files, communications of any kind whether written, audio or video, party paraphernalia including political signs, buttons, and stickers, rental, lease and storage details, keys, security codes, and party and private passwords for use of party software whether owned or leased by the party.

Section 4 – Property of the party unit or subunit shall not be for the personal use of the officer and shall only be used by the party unit or subunit in the course of its operations.

Article XV – State Party Administration

Section 1 – DPW Shall follow proper business processes as outlined in DPW Fiscal Policy and Procedure Manual and the DPW Employee Handbook.

Section 2 – DPW chair shall meet with the DPW Executive Committee yearly to review generally accepted business practices as outlined in the documents identified in Article XV, Section 1 and update the committee on any changes made based on the recommendation of lawyers or staff.

Article XVI - Emergency Measures

Section 1 - The DPW chair may be authorized by a two-third vote of the Administrative Committee to propose necessary temporary measures that may conflict with the Democratic Party of Wisconsin's constitution or bylaws, in response to a state or federally declared emergency. Any proposed emergency measures must be approved by the DPW Executive Committee or the Administrative Committee, at the discretion of the chair, and would be subject to review at the next regularly scheduled meeting of the Administrative Committee.

Section 2 – Emergency powers or any emergency measures would expire one year after this emergency measures article is invoked, subject to extension or repeal by a vote of the Executive Committee or Administrative Committee.

Article XVII - Endorsements in Local Non-Partisan Elections

Section 1: County parties and other party units are empowered to make endorsements in local non-partisan elections and local referenda and are responsible for establishing guidelines outlining endorsement proceedings within their bylaws. The procedures must ensure fairness, transparency, and equal opportunity for all candidates seeking endorsement in primary and general elections.

Section 2: In the event a local elected office or referenda encompasses multiple county party boundaries, an endorsement can be made by the corresponding congressional district party or by all county party units that the boundary encompasses. In the event boundaries encompass multiple congressional districts, endorsements must be made by all congressional district parties or by the DPW Administrative Committee.

Section 3: Endorsements in non-partisan races must be based on the candidate's alignment with the principles and values of the Democratic Party of Wisconsin, their qualifications, and their conduct. Party membership or other contributions do not automatically invoke rules around partisan primary neutrality unless the candidate holds a current elected partisan office.

Section 4: Endorsements in local non-partisan offices may be appealed to the DPW Executive Committee by a candidate's campaign if the campaign feels that local party units have not executed endorsement proceedings properly with regards to the party bylaws or constitution or local party unit governing documents. Endorsement decisions may only be overturned by a two-third vote of the Executive Committee.

Amended: 7/23/18, 12/8/18, 2/23/19 via conference call, 6/2/19. 7/22/19 via conference call, 12/7/19 in Madison, 3/1/20 in Wisconsin Dells, 3/18/20 via conference call, 12/12/20 via conference call, 6/26/21 via conference call, 6/26/22 in La Crosse, 9/17/22 via conference call, 12/10/22 via conference call, 12/16/23 via conference call, 6/9/24 via hybrid meeting, 9/8/24 via hybrid meeting, 9/14/25 via hybrid meeting, 12/07/25 via conference call, 6/14/26 via hybrid meeting.