

# State Committee 101

# State Party Structure

- Arizona Revised Statutes Title 16, Sections 16-821-828 delineate how a political party is structured
  - Precinct committee
  - Legislative district committees
  - County committees
  - State committee



# Precinct Committeemen



- ARS 16 – 822
- Any member of a recognized political party who is a registered voter in the precinct is eligible
  - Must file nominating petition signatures with county recorder
    - Number of signatures required: 10 or fewer
    - Must be filed by same date as partisan petitions for other elected positions
  - Number of eligible PC positions determined by number of registered voters in each party residing in precinct

# Precinct Committeemen

- PC positions are voted upon and elected during the primary
- If there are a fewer number of individuals running than positions available, election is automatic and names do not appear on the ballot
- The minimum statutory duties of a Democratic PC shall be to assist in voter registration and to assist Democratic voters on election days

# Legislative District Committees

- ARS 16 – 823
- Comprised of elected PCs residing in district
- Re-organize between second Saturday after general election and first Saturday in the following December; elect chair, 2 vice chairs, secretary, and treasurer
- Chair – ex officio member of county committee



# County Committees



- ARS 16 – 821
- County committee comprised of all PCs in that county
- Only a PC elected at the primary election prior to the date of a state or county committee organizing meeting shall be permitted to vote at such meeting
- Vacancies in the office of PC shall be filled by the board of supervisors from a list submitted by the county chair

# State Committee



- ARS 16 – 825
- The state committee of each party shall consist of the county chairs plus 1 member of the county committee for every 3 elected PCs in that county
- State committeemen shall be chosen at the first meeting of the county committee from the committee's elected membership
- Vacancies are filled by appointment by the state chair on advice and consent of appropriate county/district chairs

# Committees

## Precinct

- PCs elected in September (primary)

## LD/County

- Comprised of all elected PCs

## State

- Comprised of 1 member from a county for every 3 elected PCs from that county



# State Committee Re-organization

- ARS 16 – 826
- State committee shall meet no earlier than 10 days after the last county meeting of the party and in any event no later than the 4<sup>th</sup> Saturday in January following a general election
- Organizes by electing from its membership a chairman, a secretary and a treasurer
  - These 3 are the only statutory officers required
  - DNC also requires 1<sup>st</sup> Vice Chair

# Executive Board

- Per ADP bylaws, all elected officers plus chair of council of county chairs constitute Executive Board
- Besides statutory officers (chair, treasurer, secretary), ADP officers include
  - 1<sup>st</sup> Vice Chair (different gender/county from chair)
  - Senior Vice Chair (same gender/different county from chair)
  - 3 Vice Chairmen and 3 Vice Chairwomen
  - Educational Coordinator
  - Affirmative Action Moderator
  - National Committeemen/women



# Executive Committee

- ARS 16 - 827
- Comprised of the elected officers of the State Committee, the national committeemen/women, the county chairman and first and second county vice-chairmen from each county, and 3 members at large from each congressional district
- Bylaws may provide for additional voting or ex officio members of the Executive Committee of the State Committee
  - ADP also includes presidents of YD's and AZ Federation of Democratic Women's Clubs

# Democratic National Committee



- DNC = governing body of the Democratic Party
  - Responsible for the affairs of the Democratic Party between national conventions
  - Established in 1848 by the National Convention to “promote the Democratic cause,” the DNC is the oldest continuing national party committee in the U.S. and in the world
- Besides national activities, DNC provides technical and financial support to state parties and candidates

# Democratic National Committee

- Various national committees
  - Democratic Congressional Campaign Committee (DCCC)
  - Democratic Senatorial Campaign Committee (DSCC)
  - Democratic Legislative Campaign Committee (DLCC)



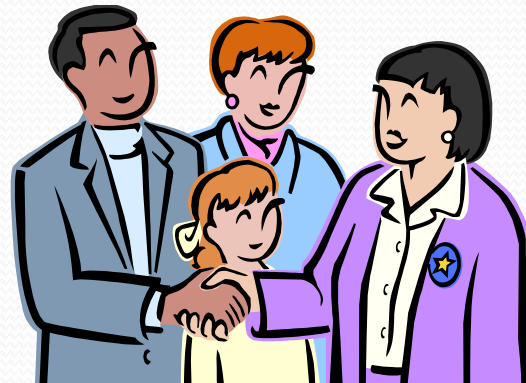


**Back to Arizona**

So what do all  
our committees do?

# Precinct Committees

- Work on behalf of party, candidates, issues
  - Walks/canvasses
  - Open houses
  - Phone banks
  - Picnics
  - Whatever works in your neighborhood to get the word and vote out!



# LDs/Counties

- Legislative district and county parties foster and promote the aims of the Democratic party and work to elect Democrats to local, county, state, and federal offices as well as register voters and get out the vote
- District and county committees have to register and file financial reports with the Secretary of State
- Although “membership” on the committee is limited to PCs (i.e., individuals who can vote on matters), meetings are open to all interested parties



# State Committee



- Duties of state committee persons
  - Canvass and campaign only on behalf of Democratic candidates
  - Assist in registration programs and in turning out a maximum Democratic vote
  - Support the permanent state party organization as well as their county and district committees
  - Encourage financial support of the state democratic party, their county committees, and their districts
  - Protect and defend the Constitution and laws of the United States and the State of Arizona

# State Committee

- Governing body of the ADP
- Bylaws cover operation and organization of State Committee and other committees
- State Committee holds authority over actions of other committees
- Officers oversee different aspects of governance
  - ADP and other political parties – “527” organizations
    - Not a political action committee
  - Must follow state and federal laws regarding organization and finances

# Chair



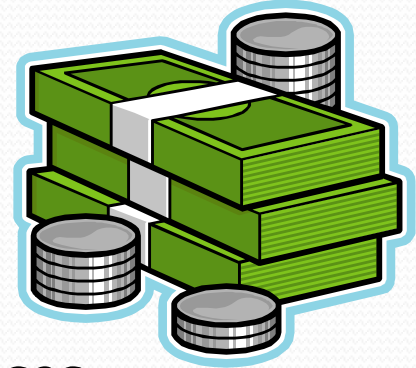
- Directs the party's affairs
- Party spokesperson
- Presides over all meetings of the State Committee, the Executive Committee, the Executive Board, and party conventions or meetings as may be held
- Appoints such committees as required by these bylaws or deemed necessary by the Chair to carry out the programs and policies of the party
- Directs the central office of the party and other offices that it may establish
- Submits a proposal for approval for an annual budget to the Executive Committee

# Vice-Chairs

- First Vice-Chair
  - Assists the Chair in the performance of his/her duties and serves as Chair in the absence of the Chair
  - DNC member
- Senior Vice-Chair
  - Next in seniority of vice-chairs
- Vice-Chairmen and Vice-Chairwomen
  - Serve as liaisons to geographic regions and to caucuses

# Treasurer

- Custodian of all funds and securities
- Maintains records pertaining to ADP finances
- Files all required federal and state reports
- Responsible for ADP's financial affairs
- Prepares annual and quarterly reports
- Serves as a member of any committee pertaining to finance or that receives or disburses funds
- Pays bills as expenditures are authorized by law
- Processes revenue and expenditures as dictated by Federal and State statute (“safe harbor” laws reduce liability)



# Secretary

- Keeps records of all meetings of the State Committee, the Executive Board, and the Executive Committee
- Keeps a roll of members of the State Committee
- Keeps a copy of formal reports of State Committee officers, committees, and sub-committees
- Keeps a copy of all resolutions adopted by the State Committee



# Educational Coordinator

- Assists with and directs the implementation of the party platform
- Assists with and directs implementation of a program for multicultural outreach

# Affirmative Action Moderator

- Assists with and directs the implementation of the party Affirmative Action Program



# National Committeemen/women

- Attend meetings of the DNC

## Sergeant-at-Arms

- Maintains order at all meetings of the State Committee and the Executive Committee
- Keeps an inventory of equipment that belongs to the State Party



# Executive Committee

- Approves the budget and amendments to the budget
- Approves specific contracts extending beyond the Chair's term
- Acts as the final board of arbitrators for state committee persons seeking reinstatement after removal

# Executive Board

- Acts on behalf of the State Committee between State Committee meetings
  - Board status formalized to create a more cohesive working board to better support ADP
  - Supports Chair, in whom many duties are vested

# Council of County Chairs

- Serves as a support group for training and working with county chairs
  - Finance
  - Media relations
  - Other administrative areas
- Serves as an adjunct to the state party Chair to facilitate the aims and goals of the state party organization

# Standing Committees

- Affirmative Action Committee
- Bylaws Committee
- Communications Committee
- Credentials Committee
- Election Integrity Committee
- Finance Committee
- Resolutions Committee
- Members appointed by Chair

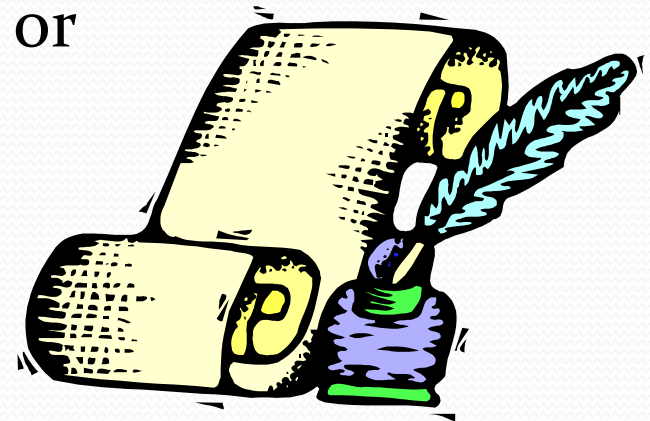


# Bylaws Committee

- Committee reviews and/or proposes suggested changes to bylaws
- Bylaw amendments must be accompanied by statements of purpose and rationale for the change
- Amendments should further the purpose and mission of the ADP and be consistent with the aims and policy of the party
  - Bylaws are “laws” of party organization, should reflect policy not procedure

# Resolutions Committee

- Resolutions
  - Honor or memorialize individuals
  - Allow the ADP to take a stand on issues (for or against)
  - Potentially call for action
- Committee reviews for appropriateness and recommends approval, rejection, or amendment



# Special Committees

- Coordinated Campaign Committee
  - Membership determined in conjunction with DNC
- Delegate Selection Committee
- Platform Committee
- Others as needed
  - Strategic Planning Committee
  - Blue Ribbon Committee
- Members appointed by Chair



# Platform Committee

- Platform states mission and vision of party
- 2012 Platform built on values and principles:  
**Responsibility – Justice – Community**
  - Preamble: *We the People....*
    - The Arizona Democratic Party believes that government is an essential institution that plays a positive role in protecting individual liberties, facilitating economic development, ensuring equality of opportunity, and helping to meet the basic needs of vulnerable individuals and families.
    - We are committed to make government at all levels more responsive, more accountable, more transparent, and more cost effective while upholding the rights and responsibilities set forth in *The U.S. Constitution*, its Amendments, the “Bill of Rights,” and *The Arizona Constitution*.

# Clubs

- State Committee shall certify any Democratic club that has been recognized by the Democratic County Committee in which the club members reside, under rules established by the bylaws of their Democratic County Committee

# Caucuses

- A group of Democrats whose members join together to organize the communities they represent within the ADP for activities, goals, and purposes consonant with the overall activities, goals, and purposes of the ADP and the DNC



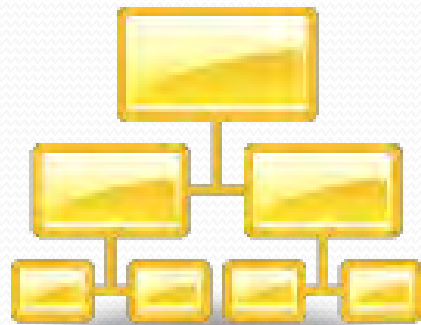
# Caucuses – Recognition



- Apply to the Executive Board
- Applications must be signed by a minimum of 20 current State Committeepersons
- If all criteria for caucus recognition are met, the Executive Board shall recognize an applicant Caucus as a Caucus of the ADP, unless, upon the vote of 2/3 of all the members of the Executive Board, the activities, goals, and purposes of the Caucus are found to be specifically detrimental to the activities, goals, and purposes of the ADP

# Staff

- Chair appoints staff (including counsel)
  - Per bylaws – “as may be helpful to carry on the duties of the organization”
- No such appointment shall extend beyond the term of the Chair



# Staff

- Executive Director serves as chief administrator of headquarters staff
- Staff serves to support ADP, volunteers, and candidates
  - Finance
  - Communications
  - Research
  - Elections/legislative caucus
  - Outreach

# Division of Duties

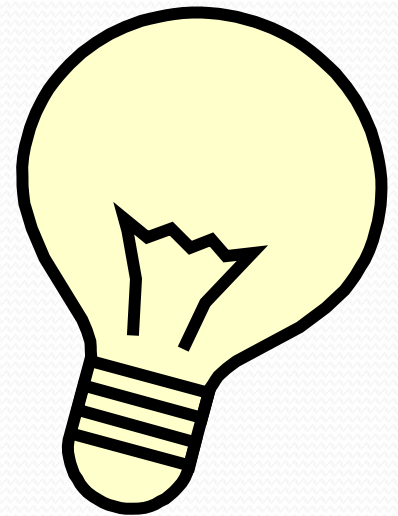
- Typically in an organization, boards approve policies and direct actions of organization
- Staff carry out actions, help set and follow procedure

## *Question:*

How many board members does it take to screw in a light bulb?

## *Answer:*

None. The board says, “Let there be light” and staff screws in the light bulb....



# Questions?

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