

[Adopted March 3, 2007]

## **Kansas Progressive Caucus Bylaws**

(The Progressive Caucus of the Kansas State Democratic Party is also referred to simply as the "Caucus" in this document.)

### **Article I: Definition and Mission**

Section 1. The Kansas Progressive Caucus is the Kansas State Democratic Party's official state organization for progressives.

Section 2. Our Mission is "to advocate for progressive solutions to the challenges confronting Kansas, America and the world." We define "progressive" in the Caucus Preamble to these Bylaws.

Section 3. Our Mission comes from the current Caucus Preamble to these Bylaws and will be automatically changed, if the Mission in the Caucus Preamble is amended.

### **Article II: Caucus Organization**

Section 1. The Caucus Board is the final decision-making authority of the Caucus within the constraints described elsewhere in the Bylaws.

Section 2. The Caucus Board shall consist of two elected Co-chairpersons, one man and one woman; one Secretary; one Treasurer; the filled positions for Kansas United States Congressional District (USCD) Caucus Representative; the filled positions for chairperson from each of the Standing Committees.

#### **Caucus Officers**

**Co-Chairs** (One woman and one man) convene and preside over meetings of the Caucus Board and Caucus Membership, serve as liaisons to the state and national party, shall regularly attend caucus and appropriate Kansas Democratic Party meetings and are the primary spokespeople for the caucus.

#### **Treasurer**

The Treasurer sits on the Finance Committee, receives dues payments, notifies the Membership Committee of their payment, and records the transactions in the database. The Treasurer ensures that the Financial Guidelines of the Caucus adhere to all applicable laws.

#### **Secretary**

The Secretary records, distributes, and maintains an archive of the minutes and all other important Caucus documents.

Section 3. The Standing Committees consist of the following: Rules Committee, Membership Committee, Finance Committee, and Communications Committee.

- a. The **Rules Committee** shall:
  1. Review existing Bylaws and make recommendations for amendments or revisions to the Caucus Board for action.
  2. Receive in writing, determine the suitability of any proposed changes to the Caucus Bylaws, and report their findings to the Caucus Board for action.
  3. Make their recommendation to the Caucus Board.

- b. The **Membership Committee** shall:
  1. Maintain the Caucus member database.
  2. Furnish the required membership information to the Kansas Democratic Party annually as set forth in the State Party Bylaws.
  3. Facilitate member involvement in Caucus activities.
  4. The Recruitment Subcommittee of the Membership Committee recruits new Caucus members and recruits and advocates for qualified candidates for elected and appointed positions within the caucus, the party, and Kansas State government.
  5. The Organizational Outreach Subcommittee of the Membership Committee shall identify and develop working relationships with groups and organizations inside and outside the Kansas Democratic Party that share the Caucus Mission.
- c. The **Finance Committee** shall:
  1. Organize fundraising events, mailings and other efforts for or related to the needs of the Caucus.
  2. Will turn receipts over to the Treasurer within five business days.
- d. The **Communications Committee** shall:
  1. Provide notice of all meetings as set forth in the Caucus Bylaws and as directed by the Caucus Board.
  2. Be responsible for the maintenance and content of the Caucus website, subject to the oversight of the Caucus Board.
  3. Implement communications with the media, such as press releases, and other communication functions, subject to the oversight of the Caucus Board.

Section 4. If any chairperson position of a non-standing committee is not filled, the Caucus Board may appoint the Chairperson of that Caucus Committee.

Section 5. Additional committees, task teams, or other groups within the Caucus may be formed subject to the approval of the Caucus Board.

### **Article III: Membership**

Section 1. Persons eligible for membership must be Kansas residents and be committed to the Mission of the Caucus.

Section 2. The Caucus shall not discriminate on the basis of race, color, religion, sex, ethnic or national origin, age, disability, veteran status, social or economic status, marital status, sexual orientation, gender identity, or any other factor unrelated to membership and the mission of the Caucus.

Section 3. Membership is conferred to all persons as qualified in Article III, Section 1 upon receipt of the current annual dues for this Caucus. Membership is suspended if the current annual dues are not paid within 60 days from the last Kansas State Democratic Party's Washington Days annual meeting, unless the member's dues are waived by the Caucus Board-as detailed in Article IV, Section 2.

### **Article IV: Dues**

Section 1. The annual membership dues of the Caucus shall be set by the Caucus Board.

Section 2. The payment of dues shall not be obligatory for any member to whom it constitutes an economic hardship, and is so certified by any member of the Caucus Board.

Section 3. Annual dues for all members are due on or before the date of the Washington Day annual meeting. Persons with unpaid dues may not vote.

## **Article V: Meetings**

Section 1. There shall be an annual meeting of the Caucus membership to be conducted at the Kansas State Democratic Party's Washington Days meeting of each year. The Caucus Board shall provide at least 30 days notice of the annual meeting to the membership of the Caucus.

Section 2. Other special meetings of the entire Caucus will be held as determined by the Caucus Board.

Section 3. Whenever a special meeting of the full Caucus is called, the Caucus Board shall provide at least 20 days notice of the special meeting to the membership of the Caucus.

## **Article VI: Procedures and Processes**

Section 1. Robert's Rule of Order: Except as otherwise provided in these by-laws, Robert's Rules of Order (the most recent revised edition), shall be the rules of procedure in all meetings of the Caucus and all other committee meetings at all levels of the Caucus, provided that debate on any question may be limited or closed by a majority of those voting.

Section 2. Consensus decision making: A Caucus board or committee may use consensus for a particular decision or meeting. The following process will be used to pursue consensus: the members make a good faith effort to reach agreement on the decision by all the members of the committee. If consensus decision-making fails to reach a decision after a good faith effort, the procedures and processes referenced in Article VI, Section 1. will apply.

Section 3. Redress of grievances: Any Caucus member who has an unresolved complaint or concern may request a place on the agenda of an upcoming Caucus Board meeting to express that complaint or concern and be heard.

Section 4. Caucus Voting Procedure (CVP): Please see Addendum One (attached)

## **Article VII: Resolutions and Endorsements**

Section 1. The Caucus shall adopt resolutions as follows:

- a. Any proposed resolution shall be submitted in writing to the Caucus Board.
- b. The Caucus Board shall review and make a recommendation by majority vote on the proposed resolution.
- c. The proposed resolution with the Caucus Board recommendation shall be presented to the Caucus members for final determination by simple majority vote, of those members participating, at either the annual meeting, a special meeting, or for online voting.
- d. If there is not sufficient time to present the proposed resolution to the membership because of the timeliness of the resolution, the Caucus Board will decide.

Section 2. The Caucus shall endorse candidates and positions as follows:

- a. Selected Democratic candidates filing for State office shall be sent a Caucus Questionnaire that shall be developed by the Recruitment Committee and approved by the Caucus Board.
- b. The Recruitment Subcommittee shall tabulate the various questionnaires that are returned and report their findings and recommendations to the Caucus Board.
- c. From the available candidates for a given election, the Caucus Board will decide upon a group to present to the Caucus Membership for endorsement.
- d. Any candidate that receives a majority vote of the Caucus membership participating in the online voting shall receive a Caucus endorsement, subject to the online voting rules established in Article XII, Section 3.

## **Article VIII: Election of Officers**

Section 1. Each member of the Caucus Board, except the USCD Caucus Representatives, is to be elected by the membership for two year terms.

Section 2. The Officers and the chairpersons of each Standing Committee shall be elected by secret ballot at the Washington Day annual meeting, or via a Caucus Online Vote if such a vote is authorized by the Caucus Board at least 30 days prior to the Washington Days annual meeting. The requirement of 30 days notice by the Caucus Board is waived at the first Washington Days annual meeting election where these Bylaws are first adopted.

Section 3. The procedure for balloting at the Caucus Annual Meeting is:

- a. Nominations shall be called for and seconded from the attending members.
- b. Nominations must be accepted by the nominee in person or in writing received at the annual meeting.
- c. All candidates or their appointed representatives shall be permitted a similar amount of time to speak on behalf of their candidacy.
- d. Voting shall be done on written ballots unless there is only one candidate for the position where a motion to elect can be received from the attending members.
- e. The written ballots shall be counted by the Rules Committee except for the position of Rules Committee Chairperson that shall be counted by two of the other attending officers or Standing Committee chairpersons.
- f. Interpretation of these balloting rules is the sole responsibility of the Rules Committee under the direction of the Rules Committee Chairperson.

Section 4. The procedure for online balloting is:

- a. Nominations shall be called for from the entire Caucus membership with a specific deadline for the close of nominations.
- b. Nominees must be contacted by the Recruitment Subcommittee to assure understanding of the responsibilities of the position and the consent of the nominated to run as a candidate.
- c. Candidates shall be given five days to supply a written statement that shall be sent to all the members.
- d. Caucus members shall be allowed 15 days to post comments regarding any race or candidate with each candidate allowed five days to respond to any comments or questions raised by the members.
- e. After posting and notifying the Caucus members on the start of the Caucus Online Vote, the members shall have 15 days to cast their ballots.
- f. The counting of ballots will be done directly by or overseen by the Rules Committee.
- g. Interpretation of these balloting rules shall be the sole responsibility of the Rules Committee under the direction of the Rules Committee Chairperson.

Section 5. United States Congressional District Caucus Representatives may be annually elected by the Caucus members who reside in each respective US Congressional District prior to the Caucus Annual Meeting each year. The USCD Caucus Representative is expected to attend at least two Caucus Board or Membership meetings annually.

## **Article IX: Term of Office**

Section 1. In the first election of officers and committee chairs after adoption of these Bylaws, One co-chair, one other officer, and two committee chairs will be elected for one-year terms. The other co-chair, the other officer, and two committee chairs, will be elected for two-year terms. The co-chair and officers who received the most votes shall be elected to two-year terms. The remaining shall serve one-year terms. In case of a tie, a coin flip will decide. Subsequent to the first election, the term of office for all members of the Caucus Board shall be two years from the time of election or to the scheduled next election for their position.

Section 2. No person may hold the same office in the caucus for more than eight consecutive years.

### **Article X: Removal from Office or Membership**

Section 1. The Caucus Board may remove an elected or appointed board member or any other Caucus member from office or from membership by a vote at a Caucus Board meeting with at least a three-quarter super majority vote of those Caucus Board members in attendance in favor of such removal. Notice of a proposed vote to remove a Caucus Board member, appointed board member, or any other Caucus member from office or from membership must be provided in writing to all Caucus Members at least 10 days prior to the Caucus Board meeting at which the vote is scheduled.

Section 2. The Caucus Membership may remove an elected member of the Caucus Board from office via the following process: If 25 percent of the then-current Caucus Membership signs a petition to remove a Caucus Board member, then the Caucus Board shall authorize a Caucus Online Vote. The quorum for this Caucus Online Vote shall be 40 percent of the then-current Caucus Membership. If a three-quarters super majority votes in favor of removal, then the Caucus Board member is removed from office.

### **Article XI: Replacement of Caucus Board Members**

Section 1. The procedures to replace Officers, Standing Committee Chairpersons, and USCD Caucus Representatives whose positions become vacant shall be as follows:

- a. The Caucus Board shall notify the Caucus Membership of such vacancy within 30 days, explain the duties of the position, and request recommendations for a replacement.
- b. Any member can recommend a replacement to fill the open position.
- c. The Caucus Board, or a delegated subcommittee, shall interview, by telephone, e-mail, or in person, all proposed replacement candidates prior to the next scheduled Caucus Board meeting.
- d. If a delegated subcommittee is used, it shall make a report in writing to the entire Caucus Board prior to the next scheduled meeting.
- e. At the next Caucus Board meeting the Caucus Board shall elect a replacement.

### **Article XII: Quorum**

Section 1. Quorum for Caucus Board meetings shall be one Co-chair and one other officer, to include a majority of the filled positions of the Caucus Board.

Section 2. At the Caucus Annual Meeting and any Caucus Special Meeting, the number of Caucus members present, and thirty percent of the Caucus Board members to include one of the Caucus Co-chairs, shall constitute a quorum.

Section 3. For any Caucus online vote, 20 percent of the then-current Caucus members shall constitute a quorum.

Section 4. In the event of an online vote that fails to achieve a quorum of 20 percent of the then-current Caucus members, a second online vote shall be scheduled and announced at least 10 working days in advance of the vote. For this second round online vote, the then-current Caucus members voting shall constitute a quorum.

Section 5. Other special quorums for voting in this Caucus may be specified elsewhere in these Caucus Bylaws.

### **Article XIII: Bylaws Amendments and Revisions**

Section 1. Any proposed changes to these Bylaws must be submitted in writing to the Caucus Board by any Caucus member and seconded by a second Caucus member. The Caucus Board shall then submit the proposed changes in writing to the Rules Committee. The Rules Committee will then review the proposed changes and provide a written report to the Caucus Board summarizing their recommendations regarding the proposed changes.

Section 2. Once the Caucus Board decides to put the final version of the proposed Bylaws changes to a vote, they may do so in these ways only:

- a. In the event of a vote at the Caucus Annual Meeting or a Caucus Special Meeting, the proposed changes must be submitted in writing to the Caucus Membership a minimum of 30 days in advance. A decision to make the proposed changes to the Caucus Bylaws requires a majority of two-thirds of the vote of the Caucus members present.
- b. In the event of a Caucus Online Vote, the proposed changes must be submitted in writing to the Caucus Membership a minimum of 30 days in advance of the beginning of the online voting process. A decision in favor of the proposed changes requires a majority of two-thirds of the Caucus members voting. Twenty percent of the then-current Caucus membership shall constitute a quorum. If a quorum is not achieved on any Caucus Online Vote a second Caucus Online Vote shall be scheduled, and the rule for the second-round online vote in Article XII, Section 4, shall apply.

Section 3. The same rules and procedures for amending these Bylaws shall also apply to amending the Caucus Preamble to these Bylaws.

### **Article XIV: Effective Date of these Caucus Bylaws**

Section 1. The effective date of these Bylaws shall be when they are approved by a simple majority of the Caucus members present at a Caucus Annual Meeting, a Caucus Special Meeting, or a Caucus Online Vote.

### **Addendum One: Caucus Voting Procedure**

- a. In cases where *only one* candidate, resolution, motion or choice is before a Caucus Board, Caucus committee, Caucus subcommittee, or the Caucus Membership, those voting will vote “yes” or “no,” and any ballot will offer a choice of “yes” or “no” on the question of favoring or not favoring, and a simple majority will decide the question, given the quorum established for that vote.
- b. In cases where *only two* competing candidates, resolutions, motions or choices are before a Caucus Board, Caucus committee, Caucus subcommittee, or the Caucus Membership, those voting will vote to approve one or the other, and any ballot will offer a choice of one or the other, on the question of favoring or not favoring, and a simple majority will decide the question, given the quorum established for that vote.
- c. In cases where *three or more* competing candidates, resolutions, motions or choices are before a Caucus Board, Caucus committee, Caucus subcommittee, or the Caucus Membership, those voting will rank the candidates, resolutions, motions or choices, and any ballot will offer a choice to rank them, on the question of favoring or not favoring, and “Instant Runoff Voting” (IRV) will decide the winner or winners, given the quorum established for that vote. IRV will proceed according to the accepted norms of “Instant Runoff Voting” such as this procedure: In the event no candidate, resolution, motion or choice receives a majority vote in the first round, the one with the least votes is eliminated and the second choice vote of those choosing that candidate, resolution, motion or choice is added to the total votes. These rounds continue until a winner or winners are decided.
- d. Web or other polling services may be used to implement the CVP with the approval of the Caucus Board under the oversight of the Rules Committee.
- e. When using the CVP, the Rules Committee will count and announce the results of any Caucus decision to the Caucus Membership. In any dispute of the results, the Caucus Board will make the final decision.