



BYLAWS

Amended and Approved by ACDP Membership

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ARTICLE I. NAME

This organization shall be known as the Alpena County Democratic Party (HEREINAFTER REFERRED TO AS "ACDP").

ARTICLE II. PURPOSE

The purpose of the ACDP is to promote the philosophy of the Democratic Party and to elect Democrats who support this philosophy; and further, to unite and to aid in the activities of all Party members, precinct delegates, committees, officeholders, candidates and all other Democrats working to promote wide and active participation in the Democratic Party.

The ACDP shall be a non-profit organization and upon its dissolution, all assets and real and personal property of the ACDP and its committees shall revert to the benefit of the Michigan Democratic Party. No part of the income or assets of the ACDP shall inure to any of its members, except for the reimbursement of actual expenses, reasonable compensation for services if the ACDP approves, or a contribution for electing a member to office if the ACDP approves.

ARTICLE III. FUNDAMENTAL PRINCIPLES

Section 1. All meetings of the ACDP shall be open to the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance, or disability. However, ACDP units may hold meetings limited to ACDP members only in cases where confidential consideration of party strategy is necessary.

Section 2. The time and place for public meetings of the ACDP shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all ACDP members and large enough to accommodate all interested persons. Public meetings of the ACDP may also be conducted virtually.

Section 3. The ACDP shall provide to all members notice and a full description of the legal and practical procedures and necessary qualifications for selection of its ACDP officers and representatives on all levels. Publication of those procedures shall be done in such a fashion that all prospective and current members of the ACDP will be fully and adequately informed of the pertinent procedure in time to participate in each selection procedure at all levels of the ACDP organization.

Section 4. All rules and bylaws of the ACDP at all levels shall be consistent with the Rules of the Michigan Democratic Party and shall be available, on request in writing, to any members of the ACDP.

Section 5. On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

Section 6. Votes shall not be taken by secret ballot at any meeting of the ACDP at any level.

ARTICLE IV. MEMBERSHIP, PRECINCT DELEGATES, AND VOTING ELIGIBILITY

Section 1. Membership of the ACDP shall consist of the following:

- A. All members of the Michigan Democratic Party who reside in Alpena County.
- B. All Alpena County Democrat precinct delegates who shall be apportioned and selected in accordance with the Rules of the Michigan Democratic Party.
- C. The Executive Board Officers of the ACDP who shall be selected in accordance with the Rules of the Michigan Democratic Party.

Section 2. In order to vote, make motions, nominate, be nominated or be elected at any convention, caucus or meeting of the ACDP, a person shall be a current member of the Michigan Democratic Party at least thirty (30) days in advance of voting.

Section 3. If membership in the Michigan Democratic Party has lapsed in the last thirty (30) days prior to a vote, the member shall have the right to renew membership up to and including the day of the vote.

ARTICLE V. MEETINGS, COUNTY CONVENTIONS & MEETING NOTICE

Section 1. Informational Meetings - The ACDP Executive Board (as described in Article VI below) shall hold monthly informational meetings for the benefit of its membership to focus on voter education, local issues, campaign & election training, community actions/activities, building a robust organization, member fellowship/socialization, supporting Democratic Party policies & electing Democratic Party candidates. This monthly meeting of the ACDP membership shall be held on the day, location and time designated in the meeting notice.

Section 2. Quarterly Meetings - Each calendar quarter, one membership informational meeting of the ACDP Executive Board and ACDP membership shall proceed according to the Order of Business in Article IX herein in order to receive and approve up-to-date written reports from its Secretary and Treasurer.

Section 3. Leadership Committee Meetings - The ACDP shall hold a monthly Leadership Committee (as defined in ARTICLE VII below) meeting at a date, time and place designated by the Chairperson. The purpose of this meeting is to allow all Committees to present progress reports to the Executive Board and plan actions in furtherance of each Committee's intended purpose and objective. This monthly meeting of the Leadership Committee shall be held on the day, location and time designated in the meeting notice.

Section 4. Special Meetings - Special meetings of the ACDP membership, precinct delegates, Executive Board Officers, and/or Leadership Committee may be called by the Chairperson, or at the request of three (3) ACDP members, for the purpose of addressing urgent business or taking necessary votes arising on short notice.

Section 5. County Conventions - The ACDP membership shall hold a County Convention twice each year during the months of March and November.

- A. The purpose of the March County Convention shall be to elect members and alternate members to the Michigan Democratic Party (MDP) State Convention Committees and to consider proposed resolutions to be forwarded to the MDP. There are three (3) State Convention Committees, as follows:
 - 1. Credentials Committee – the Credential Committee administers the credentialing process at the State Convention. Members of the Credentials Committee are encouraged to help their County Democratic Party members become credentialed.
 - 2. Rules Committee – the Rules Committee considers and approves the final version of the rules that will oversee all business at the State Convention, including the rules governing proportional voting.
 - 3. Resolutions Committee – the Resolutions Committee considers resolutions approved at statewide County and District Conventions submitted for consideration. The Resolutions Committee will discuss, edit and vote on a number of resolutions with the ultimate goal of creating a packet of resolutions that will go before the entire membership present at the State Convention for a vote.
- B. The purpose of the November County Convention shall be to receive written year-to-date reports of the ACDP Executive Board and their committees, forecast a budget for the coming year, and for any other necessary business that may be presented. In each even numbered year, within twenty (20) days following the November election, the purpose of the November County Convention shall be to elect its Executive Board Officers. Executive Board Officers shall be selected in accordance with the Rules of the Michigan Democratic Party. The officers are a Chairperson, a Vice-Chairperson of a different gender from the Chairperson, a Secretary, and a Treasurer. All elected ACDP Officers must be in good standing with their Michigan Democratic Party membership.

Section 6. Advance notice of all meetings, except special meetings, shall be at least five (5) days. Meeting notice may be given by email, text, and/or social media post of the date, time and location of such meeting.

Section 7. Advance notice of special meetings shall be at least 2 days. Meeting notice may be given by telephone, email, text, and/or social media post of the date, time and location of such meeting.

Section 8. A quorum shall exist at any ACDP meeting when a majority of the Executive Board Officers are present.

ARTICLE VI. EXECUTIVE BOARD OFFICERS

Section 1. The Chairperson shall notify the applicable ACDP units (i.e. officers, membership, precinct delegates, leadership, committees) of the date, time & location of their meetings, preside at ACDP membership meetings, and have such other duties as are usual to the office of County Chairperson, or that may be required by the ACDP.

Section 2. The Vice-Chairperson shall assist the Chairperson in the discharge of their duties and shall temporarily assume the duties and responsibilities of the Chairperson in their absence.

Section 3. The Secretary shall keep an accurate record and minutes of all quarterly ACDP membership meeting proceedings, which shall be available to all ACDP members. They shall keep and preserve all the books, documents, correspondence, records, minutes, social media accounts and any other property of the ACDP. When a new Secretary is elected, the past Secretary shall deliver forthwith to the newly elected Secretary all the aforesaid items kept and preserved during his/her tenure in office.

Section 4. The Treasurer shall be responsible for the financial receipts and disbursements of the ACDP. The funds of the ACDP shall be deposited in financial institution(s) approved by the ACDP membership and shall be drawn upon by check or debit card signed or presented by any of the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Treasurer shall make financial reports to the ACDP membership at its quarterly informational meeting and as the Executive Board so directs. The Treasurer shall be responsible for filing all legally required reports with the Michigan Secretary of State Bureau of Elections, IRS and any other legally required reports. The Treasurer shall maintain executive control of all financial digital accounts and records. The Treasurer shall make all printed and digital financial records available to the Audit Committee in order to facilitate a yearly audit as directed in the ACDP Operations Manual. When a new Treasurer is elected, the past Treasurer shall forthwith deliver to the new Treasurer all funds, books and printed and digital records kept during their tenure in office.

Section 5. If a vacancy occurs in any Executive Board office, the Chairperson may appoint an interim replacement to serve until a special convention meeting of the ACDP membership. The Chair or Vice-Chair shall schedule and convene the special convention for the purpose of holding an election to fill the Officer vacancy. At this special convention, the ACDP membership in attendance shall nominate and elect a temporary chairperson and temporary secretary to officiate over the special convention. The temporary chairperson and temporary secretary may, but need not, be a member of the Executive Committee. The temporary officers serve only for the limited purpose of overseeing the election to fill the ACDP Officer vacancy.

ARTICLE VII. LEADERSHIP COMMITTEE

Section 1. The Leadership Committee shall be composed of the following ACDP members:

- A. The Executive Board Officers
- B. Committee leaders that have been appointed by the ACDP Chairperson and approved by a majority vote of the ACDP membership.
- C. At the ACDP Chairperson's discretion, the immediate-past Chairperson of the ACDP can be invited to serve as an advisor and a voting member of the Leadership Committee.

ARTICLE VIII. COMMITTEES

Section 1. The Chairperson, subject to the approval of the majority ACDP membership, shall appoint Committee leaders as necessary for the work of the ACDP. The Chairperson of the County Party shall be an ex-officio member of any Committee.

Section 2. Standing Committees shall include the following:

- A. Precinct Delegate Committee
- B. Audit Committee
- C. Activism Committee
- D. Fundraising Committee
- E. Membership Committee
- F. Ad Hoc Committees, as needed

ARTICLE IX. ORDER OF BUSINESS

Quarterly public meetings of the ACDP Executive Board and membership shall proceed in the following order of business:

1. Pledge of Allegiance
2. Reading of the Indigenous Land Acknowledgement
3. Determination of quorum
4. Report of the Secretary and ACDP membership approval of prior meeting minutes
5. Report of the Treasurer and ACDP membership approval of the financial report
6. Reports of Officers & Committees
7. Unfinished Business
8. New Business
9. Adjournment

All other ACDP meetings shall be structured to achieve the stated purpose of its membership, as determined by the Executive Board.

ARTICLE X. OPERATION AND PROCEDURES MANUAL

The ACDP Executive Board may, at its discretion, establish and maintain a manual of operating procedures which shall set forth the operating practices of the ACDP. The manual shall be maintained as a document separate and apart from these Bylaws and shall not become an article of or incorporated into these Bylaws. The manual of operating procedures may be amended by the Executive Board on an as needed basis with the consent of the ACDP membership.

ARTICLE XI. AMENDMENTS

Section 1. Proposals for changes or amendments to these Bylaws shall first be referred to the Leadership Committee, which shall report its recommendations at the quarterly ACDP membership meeting, or a by a special meeting called for that purpose.

Section 2. These Bylaws may be amended by a two-thirds (2/3) majority vote of the ACDP membership present at the quarterly meeting, provided that written notice setting forth the proposed changes or amendment(s) have been given to all ACDP members at least two (2) weeks prior to the date of the meeting.

Section 3. These Bylaws shall be in full force and effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature, with the exception of the Rules of the Michigan Democratic Party.