

**All Public Service Starts Locally**

**Gallatin County Democrats 2019 Elections Convention Officer Application Form**

**Due 5/13/19 by email to: psimmons100@gmail.com**

**Attend Election Convention on May 22, 2019, 5:45-7:30 PM, Bozeman Public Library-Mandatory**

Officer Position(s): \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Years Lived in Gallatin County \_\_\_\_\_ Gender for Required Officer Positions \_\_\_\_\_

Current or Previous Officer – What Position and When \_\_\_\_\_

\_\_\_\_\_

Experience/Activities in the Democratic Party: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience for this Position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goals while in this Position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Officer Positions:**

- 1) County Chair (Chair and Vice Chair-one shall be woman, one shall be man)
- 2) Vice Chair (Chair and Vice Chair-one shall be woman, one shall be man)
- 3) State Committeeman
- 4) State Committeewoman
- 5) State Central Committee 1<sup>st</sup> Alternate for County Chair
- 6) State Central Committee 2<sup>nd</sup> Alternate for County Vice Chair
- 7) State Central Committee 3<sup>rd</sup> Alternate for County State Committeeman
- 8) State Central Committee 4<sup>th</sup> Alternate for County State Committeewoman
- 9) Secretary
- 10) Treasurer

Existing Precinct committeemen and women and the Executive Committee Officers are the voters at the county convention to elect officers. Attendance by applicants is mandatory. Verbal presentation by applicants is mandatory. Nominations will also be taken from the floor of the convention with verbal presentation required.

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### **Rules of the Gallatin County Central Committee Democratic Party (in part)**

**The duties of the chair shall be to:** 1. call all regular and special meetings; 2. preside at the county convention; 3. set the agenda for meetings. 4. appoint such subcommittees as may be authorized; 5. sign certificates of election for the delegates to the state convention; 6. perform all duties required by state party rules; 7. provide guidance to the Central Committee regarding the conduct of election campaigns and prohibited practices; 8. conduct such actions which may be assigned by the Central Committee; 9. serve as a representative of the county to all meetings of the state central committee; 10. preside as chair of the executive committee; 11. appoint a temporary chair to run the Central Committee meeting as needed.

**The duties of the vice chair shall be to:** 1. preside at meetings in the absence of the chair; 2. succeed to the position of the chair in the event of a vacancy in the chair; 3. perform such duties as may be assigned by the Central Committee; and 4. serve as a representative of the county to all meetings of the state and central committee.

**The State committeeman and woman shall:** serve as a representative of the county at all meetings of the state central committee; maintain contact all year with the state Democratic office; report to the county Central Committee on activities of the state central committee and state Democratic office.

**Four State Central Committee Alternates**, two of whom shall be women and two of whom shall be men. These officers serve as alternates to the chair, vice chair, state committeeman or woman; replace members of the same sex whenever possible. County convention designates first and second alternates.

**The duties of the secretary shall be to:** 1. sign certificates of election for the delegates to the state convention; 2. maintain custody of the papers and records of the Central Committee; 3. keep minutes of the Central Committee meetings; 4. inform the state party headquarters of the Central Committee officers and their contact information; 5. maintain an up-to-date list of all Democratic precinct committeemen and women in the county and report the list and updates to the county election office; 6. file a copy of these rules with the election administrator of the county and the state party headquarters; 7. provide reasonable notice of Central Committee meetings; and 8. take such actions as directed by the Central Committee; 9. maintain a policy book, recording each motion that controls future policy.

**The duties of the treasurer shall be to:** 1. keep the financial records of the county Central Committee; 2. collect and account for all funds held by the Central Committee; 3. make such expenditures as directed by the Central Committee; 4. report in writing the financial condition of the committee at each Executive and Central Committee meeting; 5. comply with all Montana campaign finance laws and rules, including the preparation and submission of all required reports; and 6. submit financial records for inspection.

**The officers elected by the county convention shall constitute the Executive Committee** of the county Central Committee. 1. The Executive Committee is charged with the execution of the county party's policies and programs between meetings of the full Central Committee; 2. shall meet at least one week before the Central Committee to assist the chair in developing the agenda for the Central Committee and to formulate policy and other recommendations for review and discussion by the Central Committee; 3. The Executive Committee may approve between meetings of the Central Committee funds to be spent furthering the mission of the Central Committee; and 4. Should the chair, or acting-chair in the chair's absence, deem immediate action necessary, the chair or acting chair shall have the authority to poll the Executive Committee by email and to have a vote by email.

Go to [www.gallatindemocrats.com/about-us/](http://www.gallatindemocrats.com/about-us/) to read full set of Rules and get this document.