Interim Operating By-laws for the MTDC

Article 1 — Purpose

The Mansfield Township Democratic Committee exists to organize registered Democrats in Mansfield Township, support Democratic candidates, encourage civic participation, and represent Democratic voters within the township.

Article 2 — Membership

The Committee shall consist of the duly elected Democratic County Committee members representing Mansfield Township. Our monthly meetings are not open to the public, only to members. Membership cards may be filled out before the start of a meeting. There will be two levels of general Membership:

- Full committee members shall have voting rights unless otherwise provided by adopted bylaws. Requirements:
    - Reside in Mansfield Twp.
    - Be a registered Democrat
    - Complete a membership form
    - Agree to support the organization's mission.
- Associate Members:
    - Agree to support the organization's mission
    - Provide Contact Info
    - Associate Members do not have voting rights.
    - They may volunteer with us, attend meetings, and receive communications about the organization; attend official events; and participate in Committees.

Article 3 — Election of Officers

An executive board — or executive committee – is a subset of the larger board of directors tasked with handling key decision-making responsibilities and overseeing the organization’s day-to-day operations. The executive board implements the long-term policies and governance set forth by the entire board, supporting the organization to stay on track with its goals. The officers of the Executive Board shall be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Sargeant-At-Arms

Officers shall serve until the end of June after the primary held in even-numbered years. Should an officer resign or be removed from office, an election to replace them shall be held at the next available meeting.

The positions and their duties:

Chair

- presides over meetings
- represents the committee

Vice Chair

- assists the Chair
- acts in the Chair's absence

Secretary

- maintains minutes and records

Treasurer

- maintains financial records
- manages committee funds
- completes required filings

Sargeant-At-Arms

- Enforces parliamentary procedure (like Robert's Rules of Order)
- Enforces club discipline and bylaws.
- Welcomes guests, hands out name tags, and ensures latecomers are seated without interrupting the program. They often separate voting members from general guests or the press to ensure appropriate seating arrangements.
- Managing Voting & Ballots: Distributing, collecting, and counting ballots for internal officer elections, policy resolutions, or local candidate endorsements. They ensure only certified, dues-paying municipal members or delegates cast a vote.

The Committee members of the Warren County Democratic Committee shall vote on officers and approve the bylaws in the first organizational meeting. No other members may vote. Except the Chair, the Officers are considered interim, with new elections to be held within 90 days of the date of the organizational meeting. The new election will be open to all Voting Members.

Article 4 — Meetings

The committee shall meet regularly at times determined by the committee.

Notice of meetings shall be provided reasonably in advance, a minimum of seven days and preferably 14 days.

A quorum shall consist of a majority of voting committee members in attendance.

Article 5 — Decisions and Rules of Order

Decisions shall be made by majority vote of members present, unless otherwise required by law or adopted bylaws.

Meetings will be governed by Robert’s Rules of Order, current version, and these interim bylaws.

Article 6 — Committees

The Executive Board may establish, by majority vote, committees or appoint coordinators as needed.

Article 7 — Finances

The committee shall maintain a bank account in its legal name.

The Treasurer shall maintain financial records.

Expenditures shall be approved according to procedures established by the committee in the final bylaws.

Article 8 — Adoption of Permanent Bylaws

A Bylaws Committee shall be established to prepare permanent bylaws for consideration. These new bylaws shall be presented to the members and voted on within 90 days of the adoption of the interim bylaws

Permanent bylaws shall supersede these interim rules upon adoption.

DATE OF APPROVAL _____ DEADLINE FOR PERMANENT RULES/ELECTIONS _____