

Utah State Democratic Party Progressive Caucus Rules & Bylaws

(updated Spring 2020)

PREAMBLE

We, the members of the Progressive Caucus of the State Democratic Party of Utah, envision a future that includes a thriving ecosystem, equality and justice for all individuals, a society free of violence and poverty, and robust community-based economies built on diversity and sustainability.

We envision a sympathetic government **that is** representative of the diversity of its citizens ~~which~~ **and** addresses human ~~need~~ **needs**.

We seek a government that is open and responsive, and free of corruption from special interests and corporate greed. It is our purpose, through grassroots efforts, to ~~create the~~ **be** a political foundation that ~~is required to enact laws that will allow us to structure and achieve this~~ **lobbies for the enactment of laws in support of our** vision.

It is **also** our mission to ~~create the network necessary to identify, foster, and elect candidates so that we may have a voice in creating the political agenda and passing laws at all levels of government~~ **develop a network with which we may identify, foster, and elect progressive candidates at all levels of government, who will give us a voice and support our cause by establishing a progressive agenda and the enactment of laws in support of our vision.**

We ~~will~~ **seek** to create an inclusive political environment, ~~reaching~~ **that reaches** out to all people, ~~by presenting~~ **and presents** our mainstream values.

We ~~will~~ **embrace** our values and conduct ourselves within the context of those values ~~in all of our endeavors~~ **and, we** promote the Democratic Party and its candidates for public and party office.

ARTICLE I – THE PROGRESSIVE CAUCUS OF THE UTAH STATE DEMOCRATIC PARTY

The body politic of the **Democratic** Progressive Caucus, **hereafter referred to as “the Caucus,”** shall consist of individuals participating in good faith as Democrats that share the ~~values/constituent group interests the Progressive Caucus was formed to promote~~ **Progressive values and constituent group interests, as outlined in the Caucus’s Platform.** The Progressive Caucus shall pursue its activities in a manner ~~that is~~ consistent with the Six Basic Elements of an Open Party [See Appendix I], as outlined in the Constitution of the Utah State Democratic Party.

- A. The **Executive Committee** shall be composed of the Caucus Chair, Vice Chair(s), Secretary, Treasurer, and the ~~Chair Person~~ **Chairperson** from each of the standing, advisory, and select committees created by the Caucus.
- B. **Standing Committees, Advisory Committees and Select Committees** shall be organized and dissolved as needed by a majority vote of the Executive Committee.

ARTICLE II – ~~ANNUAL~~ **GENERAL MEMBERSHIP MEETINGS**

The ~~Progressive~~ Caucus shall meet at least ~~once annually~~ **four times annually, including** at the annual state convention of the Utah State Democratic Party.

- A. **Nominating Conventions:** ~~The annual State nominating~~ **Democratic** conventions held in even-~~numbered~~ years shall be the time and place for endorsing candidates unless another date and location is approved by a majority of the Executive Committee at a ~~regularly scheduled and duly announced meeting where a quorum is present~~ **General Membership Meeting**. The ~~Progressive~~ Caucus may choose to fill any vacancies ~~that have occurred~~ on the Executive Committee **that have occurred** during the prior year ~~at~~ **during** the nominating convention of the Utah State Democratic Party.
- B. **Organizing Conventions:** ~~In odd~~ **At the State Democratic conventions held in odd-**numbered years, the ~~Progressive~~ Caucus shall elect its leadership for the ~~following two year period at the organizing convention of the Utah State Democratic Party~~ **subsequent two-year period**. All Executive Committee members excluding standing, advisory and select committee chairs shall be subject to election at the Utah State Democratic Party organizing convention.
- C. In the event of a ~~resignation by~~ **the resignation of** an Executive Officer, a Caucus member shall be nominated and elected to fulfill any unexpired term of office by a majority vote of the voting membership.
- D. **General Membership Meetings must be announced at least 10 days prior to the meeting. However, at the discretion of the Executive Committee, emergency meetings may be scheduled to meet unexpected contingencies, which are not subject to the 10-day requirement.**

ARTICLE III – EXECUTIVE COMMITTEE

The Executive Committee is responsible for the details of the day-to-day functioning of the Caucus. The Caucus Chair, Vice Chair, Secretary, and Treasurer are each elected for a two-year ~~term~~ **terms beginning** in odd-~~numbered~~ years. Officers may be re-elected to the offices they hold.

A. **The Caucus Chair** shall:

1. Serve as ~~the~~ principal for the ~~caucus~~**Caucus**, and is responsible for conducting all Executive Committee meetings and ~~presides~~**presiding** at all Caucus meetings~~.~~
2. Along with the Treasurer, approve all expenditures made in the name of the ~~Progressive~~ Caucus~~.~~
3. Provide leadership for the Caucus and ~~is invested~~**be vested** with the responsibility to implement the decisions of the Executive Committee~~.~~
4. ~~Will serve~~**Serve** as *ex officio* on all committees~~.~~
5. Serve as the Caucus' representative on the ~~State~~**State** Democratic Central Committee, **hereafter referred to "the Central Committee."**
6. Be ~~invested~~**vested** with power and discretion to call special meetings and make summary decisions to meet unexpected contingencies.

B. **The Caucus Vice Chair(s)** shall:

1. Act in the Chair's absence at all official functions~~.~~
2. Serve as the Interim Chair in the event of the Chair's resignation ~~o~~**r** inability to continue in office~~.~~
3. Serve in addition to the Caucus Chair as a Caucus' representative on the ~~State~~ Central Committee.
4. ~~The Vice Chair may be~~**Be** assigned other duties as necessary by the Caucus Officers.

C. **The Caucus Secretary** shall:

1. Serve as the Recorder and Historian for the Caucus~~.~~
2. Provide for the announcement of all membership meetings no later than 10 days prior to the meeting~~.~~
3. Notify all Executive Committee members of Executive Committee meetings at least 10 days prior to the meeting~~.~~
4. Keep a written record of all meetings of the Executive Committee and other official functions of the Caucus~~.~~
5. Compile and maintain a list of all officers, committee members and their contact information~~.~~
6. Compile and maintain a list of all members and their contact information when available~~.~~
7. Is responsible for keeping and maintaining all other official files of the Caucus, including records of all written correspondence and reports to and by the officers and chairs of the various ~~Utah Democratic~~ Caucus committees.
8. Shall maintain the Caucus' online presence.
9. The Secretary may be assigned other duties as necessary by the Caucus Officers.

D. The **Caucus Treasurer** shall:

1. Serve as the chief financial officer ~~for~~**of** the Caucus.
2. Be responsible for keeping the financial records of the Caucus, including all income details as to amount, date, name and address of all contributors to the Caucus, and all expenditures detailed as to amount, vendor, and reason for expenditure.
3. Be responsible for reporting to the Lt. Governor's office such details of income and expenditure as required by Utah law.
4. With the approval of the Caucus Chair, be responsible for signing all checks billed to the Caucus, keeping and reconciling the Caucus' checkbook and other accounts, and depositing income to the appropriate account in a timely manner.
5. Keep files on any licenses, insurance policies, titles to physical property, ~~post office~~**Post Office** boxes, rental or lease agreements, federal employment numbers, and shall inform the Chair when payments are due.
6. Perform other duties as assigned by the Caucus Officers.

ARTICLE IV – MEMBERSHIP

A. **General** membership in the ~~Progressive~~ Caucus shall be open to all.

~~B. Membership privileges shall include voting for caucus officers, voting at all caucus membership meetings on any item placed on the agenda by the Executive Committee, voting to endorse a Democratic candidate for public office, or other issues/occasions as may arise as determined by the Executive Committee of the caucus.~~

~~1. Voting privileges shall be restricted to those members who have attended at least three-quarters of the same meeting.~~**Attendance at meetings shall be open to all -- regardless of race, gender, age (if of voting age), color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, or disability is prohibited, to the end that the party at all levels be open.**

B. All members are subject to the Anti-Harassment Policy established by the Central Committee.

C. **Active Voting Members** must meet the following requirements:

1. **Must create a login on the UtahProgressives.org website, or alternatively, provide contact info on printed form provided at General Membership Meetings and available for download on UtahProgressives.org. [See Appendix II]. Providing at least a phone number or email address is required.**
2. **Must be a current Utah resident.**
3. **Must attend at least two General Membership meetings annually.**
4. **Must complete at least TWO of the following on an ANNUAL basis:**
 - a. **Attend a Caucus committee meeting.**
 - b. **Attend a Caucus sponsored event.**

- c. Donate \$50 to the Caucus.
 - d. Provide five hours of Caucus-sponsored service.
 - 5. Must be a member of the Utah Democratic Party in good standing.
 - 6. Members are responsible for ensuring that their completed voting status requirements are accurately recorded by the Caucus' Credentials Committee.
- C. Voting members may vote for the following:
- 1. Caucus officers
 - 2. Any item placed on the agenda of a General Membership Meeting
 - 3. To endorse a Democratic candidate for public office
 - 4. Other issues/occasions that may arise, which are determined by the Executive Committee.

ARTICLE V – PROCESS

- A. All decisions shall be made by a 60% ~~percent~~ majority vote ~~of those in attendance~~ following procedures outlined within the Democratic Party Bylaws, Constitution and other governing documents, unless otherwise noted in these bylaws.
- B. Meetings shall be called by the Caucus Chair, any two officers, or by written request of no fewer than ~~fifteen~~ 15 members.
- C. A quorum of the Executive Committee shall consist of at least two Executive Officers, plus sufficient additional ~~executive committee~~ Executive Committee members as necessary to constitute a simple majority of the ~~Executive Committee~~ (50 percent).
- D. The Executive Committee should meet at least once a year at the State ~~Democratic Convention~~; however, the ~~general membership meeting~~ General Membership Meeting held at each convention shall not also constitute an Executive Committee meeting. Additional meetings may be held as necessary.
- E. All Executive Committee Members shall be notified of meetings at least 10 days in advance by the Secretary, and all Membership Meetings shall be announced at least 10 days in advance by the Secretary. ~~However, at the discretion of the Executive Committee, emergency meetings may be scheduled to meet unexpected contingencies, which are not subject to the 10-day requirement.~~
- F. All Executive Committee meetings shall be open to all voting members of the ~~Progressive~~ Caucus. All minutes of said meetings shall be available to the members of the ~~Progressive~~ Caucus upon request.
- G. All meetings, votes, and procedures shall be held in accordance with the current edition of Robert's Rules of Order, ~~which allow for members to attend meetings remotely through the Internet.~~

ARTICLE VI – ENDORSEMENTS

- A. The Progressive Caucus shall meet to consider and, where appropriate, endorse Democratic candidates or issues of policy as it sees fit prior to any election. Endorsements shall be limited to Democratic candidates or candidates for a non-partisan office who are affiliated with the Utah State Democratic Party. The Progressive Caucus, its officers and committees, reserves the right to endorse no candidate in any given race, but will not oppose any Democrat unless there is more than one Democrat in the race where an endorsement is being made.
- B. Democratic candidates seeking the Caucus' endorsement must submit a completed Request for Political Endorsement form [see Appendix III], which is available at UtahProgressives.org. The completed form is reviewed by the Executive Committee to determine if the candidate sufficiently supports Progressive views. Upon approval by the Executive Committee, the candidate will be eligible for an endorsement vote by Voting Members.
- C. ~~All members~~ Voting Members of the ~~Progressive Caucus in good standing~~ Caucus shall be entitled to vote at ~~endorsement meetings~~ in an endorsement action.
- D. The Executive Committee shall determine voting procedures for the Progressive Caucus.
- E. Once an endorsement is made in accordance with the rules and procedures set forth herein and by the Executive Committee, only a two-thirds majority vote by the Executive Officers followed by a subsequent majority vote by the full Caucus may withdraw the endorsement.
- F. The Caucus shall not endorse more than ~~4~~one candidate in a specific race.

ARTICLE VII – AMENDMENTS

- A. Proposed amendments to these bylaws may be submitted in writing to ~~the Executive Committee for consideration by any member of the Progressive Caucus' Executive Committee or general membership~~ for consideration by the Executive Committee. Upon consideration of any amendment proposed, the Amendment must receive support of ~~2/3~~ at least two-thirds support of the Executive Committee and be presented to ~~the general membership~~ Voting Members at the next ~~general meeting following adoption of the proposed amendment by the Executive Committee at which time a 60% majority of those members present at the membership meeting shall be sufficient for passage~~ General Membership Meeting. A proposed amendment is subject to a 60 percent majority vote of Voting Members present at the meeting.
- B. Upon passage of the amendment to these bylaws, the ~~Progressive Caucus~~ Caucus Secretary of the ~~Progressive Caucus~~ shall within one week of passage deliver a written copy of the amended bylaws to ~~the~~ Utah State Democratic Party headquarters. Changes to these

bylaws shall not take effect until a copy of the bylaws has been delivered to **and approved by** the Utah Democratic Party headquarters.

ARTICLE VIII – REMOVAL OF EXECUTIVE OFFICER

- A. A motion in writing for removal of an Executive Officer or member of the Executive Committee of the ~~Progressive~~ Caucus may be made by any Caucus Officer or through a letter signed by at least 5% of the existing members in good standing of the caucus. The letter must outline the reasons for the motion and a copy must be provided to the Executive Officer or Committee member that is the subject of the motion at least 48 hours prior to any ~~Judicial Committee meeting where the motion will be considered.~~ **percent of Voting Members in good standing. The motion or letter must outline the reasons for the motion.**
- B. **Any such motions or letters for removal that are received by a member the Executive Committee will be redirected to the Judicial Committee of the Utah Democratic Party.** If the motion regards the Chair of the Caucus, the motion ~~is~~ **will also be** submitted to the Vice Chair **for their information.**, ~~who shall have the power to place the motion on the agenda without the Chair's approval provided the motion is in writing and submitted by the necessary individual(s).~~
- ~~C. The Executive Committee, excluding the individual that is the subject of the motion, shall function as the Judicial Committee of the Caucus in the event a motion for removal of an Executive Officer is made.~~
- ~~D. The Judicial Committee shall hold its meeting in closed session with the proceedings being kept confidential, except for the final report; provide for all parties in a dispute to present their side of the argument; and provide for a party in a dispute to accept the recommended resolution without notice to any other Committees.~~
- ~~E. In the event that the final report of the Judicial Committee is a recommendation to remove an Executive Officer from office, the report shall be brought before the membership for a vote to accept or reject the report.~~
- C. Upon recommendation for removal from office ~~by the Executive Committee~~, the Secretary (or other officer, if the Secretary is the subject of the motion) shall provide at least 10 days' notice of a membership meeting. ~~and a membership meeting shall be held. A majority of those members in attendance voting to remove the Executive Officer from office shall be sufficient for removal and said removal shall be effective immediately. The membership shall then select a replacement.~~ **The meeting shall be held to select a replacement of the officer.**

APPENDIX I

[From Article 1, Section 1 of the Constitution of the Utah State Democratic Party, which is based on the National Democratic Party's Open Party policy.]

Six Basic Elements of an Open Party: The Utah State Democratic Party shall pursue the goals set forth in Article I, Section 1 of the Constitution of the Utah State Democratic Party in a manner that is consistent with the Six Basic Elements of an Open Party, as updated. To that end the following rules shall be implemented:

1. All public meetings at all levels of the Utah State Democratic Party shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability (hereinafter collectively referred to as "status").
2. No test for membership in, nor any oaths of loyalty to, the Utah State Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination based on status.
3. The time and place for all public meetings of the Utah State Democratic Party on all levels 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 Party members, and large enough to accommodate all interested persons.
4. The Utah State Democratic Party, on all levels, shall support the broadest possible registration without discrimination based on status.
5. The Utah State Democratic party shall publicize fully in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party officers and representatives on all levels. Publication of these procedures shall be done in such fashion that all prospective and current members of the Utah State Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party organization.
6. The Utah State Democratic Party shall publicize fully and in such a manner as to assure notice to all interested parties a complete description of the legal and practical qualifications of all officers and representatives of the State Democratic Party. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the Utah State Democratic party will have full and adequate opportunity to compete for office.

APPENDIX II

Membership form referred to in Article IV that may be filled out in lieu of creating a login on UtahProgressives.org.

UTAH DEMOCRATIC PROGRESSIVE CAUCUS
MEMBERSHIP FORM



First Name _____ Last Name _____

Street Address _____

City _____ County _____ Zip Code _____

Email Address _____

Phone Number _____

Welcome to Our Caucus! Please note that Voting Membership is subject to Article IV of our bylaws, which are available at utahprogressives.org or upon request. Are you interested in becoming a voting member? Yes or No? ____

Your Signature _____

UTAH DEMOCRATIC PROGRESSIVE CAUCUS
MEMBERSHIP FORM



First Name _____ Last Name _____

Street Address _____

City _____ County _____ Zip Code _____

Email Address _____

Phone Number _____

Welcome to Our Caucus! Please note that Voting Membership is subject to Article IV of our bylaws, which are available at utahprogressives.org or upon request. Are you interested in becoming a voting member? Yes or No? ____

Your Signature _____

APPENDIX III

Application for political endorsement form.

UTAH DEMOCRATIC PROGRESSIVE CAUCUS
APPLICATION FOR POLITICAL ENDORSEMENT



First Name _____ Last Name _____

Email Address _____

Phone Number _____ Website _____

Are you requesting a booth at a General Membership Meeting or event? Yes or No ___

Please provide a summary of your campaign platform. _____

Please review our Caucus Platform, which is available at UtahProgressives.org. Does your campaign include any goals that support our progressive views? Yes or No _____

If yes, please describe _____

Do you consider yourself a progressive candidate? Yes or No _____

Your Signature _____

We appreciate your submittal. The Executive Committee will review your application. Candidates deemed as sufficiently progressive in their campaign platforms may provide a three-minute speech at our next General Membership Meeting. Please understand that we cannot invite all candidates to speak because of the constricts of time. Regardless, we welcome you to attend our events and share your message individually with attendees. Thank you for willingness to serve your community and for your patriotism.