

Section 1: Name, Purpose, and Membership

1. Name

- a. The organization shall be known as the Delaware Democratic Party Disabilities Caucus herein referred to as the "Caucus."

2. Purpose

- a. The Purpose of the Caucus is to foster the participation of Democrats who qualify as having a disability, in accordance with 42 US code section 12102, in leadership, policy decisions, and the outreach programs of the Delaware Democratic Party (referred to as "Disabilities Community"); and
- b. In furtherance of this purpose, the Caucus shall actively encourage and support disabled persons to participate as Democratic Party officers and representatives at all levels.
 - i. Promote and encourage the full participation of all Delaware registered Democrats in all facets of the Delaware Democratic Party and civic processes; and
 - ii. Give the Party guidance regarding the concerns of persons with disabilities, the Disabilities Community, Caregivers of persons with disabilities, and collaborate with them on policies that reflect the interests and welfare of persons with disabilities and the Disabilities Community of Delaware; and
 - iii. Act as a vehicle for the implementation of policies and initiatives for persons with Disabilities and within Disabilities Community by building coalitions with Representative District Committees (RD), local community leaders, and related organizations.

3. Membership

- a. Full Membership shall be open to all registered Delaware Democrats that
 - i. Qualify as having a "disability" under the Americans with Disability Act of 1990, as amended, and
 - ii. Commit to the purpose of the Caucus; and
 - iii. Pay annual dues as set by the Executive Committee or receive a waiver from the Membership Committee.
- b. Caregiver Membership shall be Full Membership open to any registered Democrat that is the legal proxy for a person with a disability that cannot be a registered voter; and
 - i. Commit to the purpose of the Caucus; and
 - ii. Pay annual dues as set by the Executive Committee or receive a waiver from the Membership Committee; and
 - iii. Only one Caregiver Membership shall be permitted as a legal proxy, and identified as such by name, for one person with a disability that cannot be a registered voter. A person with a disability is not entitled to more than one legal proxy to serve as a Caregiver Member.
- c. Associate Membership shall be open to all other registered Democrats that

commit to the purpose of the caucus and will be allowed to participate in general membership activities and meetings as well as serve on Caucus Committees but shall not be allowed to vote in general Caucus matters but shall be allowed to vote on Executive Committee matters.

Section 2: Caucus Operations

1. Endorsements

- a. The Caucus may elect to endorse any candidate for partisan or nonpartisan office in a primary election and recommend the candidate to the appropriate Party committee but shall not provide any financial contributions. This shall not bind any member of the Caucus from making a public endorsement or contribution in their independent capacity of any candidate whether endorsed or not endorsed by the Party or Caucus; and
- b. The Caucus may elect to endorse or not endorse any candidate in the general election but must coordinate any financial contributions with the Party; and
- c. The Caucus reserves the rights the Constitution guarantees of free speech, to publish and share views and opinions on all Democratic Candidates, whether endorsed or not endorsed, especially as it relates to matters of interest to Disabled Persons in Delaware; and
- d. The process for endorsements shall be approved at the Annual Convention and be made available publicly and by request to any member that requests it.

2. Meetings

- a. General meetings of the Caucus will be held at a time most convenient for the majority of the membership and should occur monthly (no less than nine (9) times per year) and a calendar shall be set annually by the Executive Committee; and
- b. The Executive Committee may from time to time call special meetings provided at least seven days advance notice is given to all members; and
- c. There shall be a Caucus Conference held in February of each year on a date selected by the Executive Committee to elect new leadership, approve of a new platform, and amend bylaws as needed; and
- d. The time and place for all general meetings may be shared with the Party for publication and all members should be notified by email at least seven days in advance; and
- e. A vote shall pass only by a two-thirds majority of the members present at a meeting; and
- f. Votes shall be taken by secret ballot. However, for the final ballot, if a simple majority of the members present call for a voice vote, a roll call vote will be taken; and
- g. Voting by proxy shall be allowed on matters presented during regular meetings. Proxies may be either general or limited and either instructed or uninstructed but must be done by members regularly allowed to vote. All proxies shall be in writing and transferable if so specified. No member may at any one time hold or exercise a proxy for more than one other member of the Caucus; and
- h. General meetings shall be governed by Robert's Rules of Order.

Section 3: Caucus Officers and Structure

1. Executive Committee

- a. Shall be made up of five elected officers to include a Chair, 1st Vice-Chair, 2nd Vice-Chair, Treasurer, and Secretary; and
- b. Governance; and
 - i. Serve as the governing body of the Caucus.
 - ii. Establish and execute the Caucus' strategic plans.
 - iii. Fill vacant offices in between Annual Conventions.
 - iv. Approve Executive Appointees nominated by the Chair.
 - v. Establish and recall Liaison positions within the Caucus.
 - vi. Set the dates and agendas for meetings.
 - vii. Establish and set membership dues according to their discretion.
 - viii. Propose amendments to these bylaws to present for a vote by Caucus membership.
 - ix. Establish subsequent standing or temporary committees and determine membership requirements.
 - x. No more than two (2) members of the Executive Committee can be a Caregiver or Associate Member.
- c. Election
 - i. Executive officers shall be elected by a simple majority of members present at the Annual Convention of odd-numbered years and serve for two years; and
 - ii. The Parliamentarian and Communications Officer shall be selected by the sitting Chair within 30 days of his/her election but must be approved by the Executive Committee and shall serve at the pleasure of the sitting chair.

2. Duties of Officers

- a. Chair
 - i. Shall preside over all general meetings, Executive Committee meetings, and Annual Conventions; and
 - ii. Shall serve as the official representative to the State Party Executive Committee if so invited; and
 - iii. Shall be empowered to speak on behalf of the Caucus and serve as the official representative to any other group; and
 - iv. May delegate and recall any authority granted to any other member; and
 - v. Have and exercise the usual powers and duties of a Chairperson.
- b. 1st Vice-Chair
 - i. Shall perform the duties of the Chair in the absence or incapacitation of the Chair until their return; and
 - ii. Assume the duties of the Chair upon the Chair's death, removal, or resignation for the remainder of their term; and
 - iii. Perform any other duties as assigned by the Chair; and
 - iv. Serve as the Chair of the Outreach Committee.
- c. 2nd Vice-Chair
 - i. Shall perform the duties of the 1st Vice-Chair in the absence or incapacitation of the 1st Vice-Chair until their return; and
 - ii. Assume the duties of the 1st Vice-Chair upon the 1st Vice Chair's death,

- removal, resignation, or ascension for the remainder of their term; and
- iii. Perform any other duties as assigned by the chair; and
- iv. Serve as the Chair of the Accessibility Committee.
- d. Secretary
 - i. Shall make necessary preparations for meetings to include but not limited to preparing agendas as directed by the Chair, sending meeting notifications, responding to correspondence, as well as recording and distributing the minutes of meetings and Annual Conventions; and
 - ii. Serve as the Chair of the Operations Committee.
- e. Treasurer
 - i. Shall maintain complete records of expenditures and receipts of the Caucus; and
 - ii. Shall prepare and present a monthly finance report; and
 - iii. Serve as the Chair of the Finance Committee.

3. Executive Appointees

- a. Shall be selected by the Chair and approved by the Executive Committee to serve at the pleasure of the Chair
- b. Parliamentarian
 - i. Ensure that all meetings and Annual Conventions adhere to Robert's Rules of Order; and
 - ii. Oversees general body votes to ensure eligibility and a proper count with one other officer; and
 - iii. Work with Chair to address any grievances raised; and
 - iv. Serve on the Operations Committee.
- c. Policy Director
 - i. Develops policy, resolutions, and initiatives in collaboration with Caucus committees and partners; and
 - ii. Prepares and oversees educational opportunities to educate regarding Disabled Persons and Disability Community concerns and issues; and
 - iii. Serve on the Outreach Committee.
- d. Membership Director
 - i. Maintains membership rolls of the Caucus; and
 - ii. Works to expand the membership of Caucus; and
 - iii. Prepares a monthly report on membership totals; and
 - iv. Develops and grants Caucus awards and honors at the Annual Convention; and
 - v. Advises Executive Committee on ways to better serve and engage Caucus Membership; and
 - vi. May select members to assist in functions of the position.

4. Liaisons

- a. Advise the Executive Committee of pertinent issues and matters of interest from their respective constituencies.

- b. Should include a representative from Wilmington, New Castle County, Kent County, and Sussex County.
- c. Should be chosen by the constituency for which they represent.
- d. Serve on the Outreach Committee.

5. Standing Committees

- a. Outreach
 - i. Maintains the profile and visibility of the Caucus by working with the Chair to develop and execute civic actions and tracks activity metrics; and
 - ii. Prepares and executes a communications plan that reflects Caucus goals and messaging objectives as approved by the Executive Committee; and
 - iii. Advises Executive Committee on opportunities to build the Caucus' capacity; and
 - iv. Establishes and develops relationships with key community partners to advance Caucus' mission and objectives.
 - 1. The policy and outreach committee can vote to create ad hoc committees to address the diversity of issues within the disabilities community with a simple majority vote. Upon creation, the ad hoc committees' agendas will be determined by the policy and outreach committee.
- b. Operations
 - i. Prepares the agenda for the Annual Convention to be approved by the Executive Committee; and
 - ii. Develops and executes Caucus events; and
 - iii. Compiles and analyzes data to create the year-end report; and
 - iv. Advises the membership committee on ways to execute initiatives and track effectiveness.
- c. Finance
 - i. Works with Chair to develop and execute fundraising initiatives and tracks fundraising metrics; and
 - ii. Provides a yearly audit of all Caucus receipts and expenditures to be presented at the Conventions; and
 - iii. Ensures compliance with all Caucus, Party, State, and Federal reporting requirements.
- d. Accessibility
 - i. Shall be responsible for all accessibility requirements for any Caucus meetings; and
 - ii. Provides accessibility support and coordination for all Caucus events; and
 - iii. Ensures compliance with all local, state, and federal accessibility laws for Caucus events and meetings.

6. Full Membership

a. Rights & Responsibilities

- i. to raise grievances by sending written correspondence to any officer of the Caucus; and
- ii. to be informed of the actions and decisions of the Executive Committee; and
- iii. to meet more regularly as committees under the direction of committee chairs; and
- iv. to petition for the removal of officers by sending written correspondence sponsored by at least ten members to the Executive Committee. The Executive Committee will evaluate if there is a just cause, that is, activities that violate the rules of the Party or Caucus, evidence of misconduct, or neglect of duty; and
 1. The Executive Committee will then inform the general membership of their findings to be followed by a simple majority vote at the next general meeting as long as at least seven days prior notice has been given for the action.
- v. to petition for amendments to these bylaws by sending written correspondence sponsored by at least ten members to the Executive Committee.
 1. The Executive Committee will evaluate if: the proposal can be passed without detriment to the Caucus or run afoul of Party or Caucus rules; and
 2. The Executive Committee will then inform the general membership of their findings to be followed by a simple majority vote at the next general meeting if it is decided the change should not be held until the next Annual Convention as long as at least seven days prior notice has been given for the action.

Submitted: _____

Approved: _____