

**By-Laws for
Strategic Planning Committee (SPC)**

Adopted July 6, 2009

**ARTICLE I
ORGANIZATION**

Section A. NAME - The name of the organization shall be the Strategic Planning Committee, hereafter referred to as the Committee.

Section B. MISSION - The Committee shall make recommendations regarding the overall strategic direction of the Dallas County Democratic Party. This will be done within the framework of the Texas Election Code, the Rules of the Democratic Party of Texas, and operations of the Advisory Council. We will emphasize relative priority of activities to meet our bottom line objectives, to connect with the final, bottom line result. This will provide for the development and delivery of messages that motivate voters. Both near-term (one or two future election cycles) and long-term (two or more election cycles) shall be considered.

Near-term planning shall include a time line for implementation of activities which will connect with the desired November General Election results. We recognize that our business of promoting and electing candidates and implementing the party Platform are 'beat the clock' exercises. We shall consider developing and maintaining a recommended overall plan for the next two year period. We shall consider activities that are proposed, and prioritize them to connect with the final General Election result. The plan we recommend shall reflect recommendations of the standing committees as well as elected Democratic officials and other experienced Democrats. Leaders of these efforts shall maintain an 'open door policy' for input. The Committee shall monitor implementation of the plan to see that it is carried out effectively.

Long-term planning shall include consideration of our party structure, our operations, maintaining a good financial condition, the development of programs, and priorities, within the time deadlines imposed by Law. Where a long-term action is found to be desirable, the Committee shall forward a request for recommendation to the appropriate standing subcommittee for development of a detailed recommendation.

Section C. PURPOSE - The purpose of the Committee shall be to accomplish the tasks related to policy, procedures or strategic planning as assigned by the DCDP Chair or the Advisory Council.

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**ARTICLE II
BASIC POLICIES**

Section A. OPEN MEETINGS – All meetings shall be open per Article III of The Rules of the Texas Democratic Party, hereafter referred to as The Rules. “Open” means all Democrats are able to attend and listen. Open does not mean a right to participate or vote. A “Democrat” is any qualified voter 18 years of age or older who has voted in the Democratic Primary or signed an oath of affiliation in the voting year.

Section B. VOTING RIGHTS – Voting is a privilege of the members of the committee with the method being a voice vote, by show of hands, by (standing) division of the house, by signed written ballot or by roll call vote. The method used shall be left to the discretion of chair, except that on request of any member a standing division may be held or 10% of the members present may require a roll call vote. (*See The Rules, Article III, General Rules 5*).

Section C. MEDIA POLICY – All media contacts on behalf of Dallas County Democratic Party will be directed to the DCDP County Chair or DCPD Executive Director. Members of the COMMITTEE may speak to the press only as individuals (e.g. as a “party activist”) and may not represent this Committee or any other sub-set of the DCDP organization.

Section D - RELATIONSHIPS BETWEEN COMMITTEES AND PARTY ORGANIZATIONS - In addition to conducting the regular business of the Committee, the Committee shall forward the goals of the Advisory Council by supporting the activities of the other committees or work groups created by the Advisory Council. The Committee shall address business referred to it as a result of its capacity to strategically plan for important Party activities or operations from other committees or work groups, regularly designate members to attend the meetings of or to liaise with other committees (or chairpersons of the other committees or work groups created by the Advisory Council), and shall generally work to assist in the management of tasks among other Committees and work groups created by the Advisory Council.

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**ARTICLE III
MEMBERSHIP**

Section A. Number of Members – The Committee shall have a minimum of five (5) members and a maximum of 25 members.

Section B. Selection of Members - Any Democrat with knowledge, expertise or sincere interest related to organizational strategic or long-range planning is eligible to join the Strategic Planning Committee, voluntarily, up to the maximum membership number, subject to review by chair of the Committee and approval of the Committee.

Section C. Vacancies, Removals - A member's seat becomes vacant upon death or resignation or after four absences without notification to the committee chair. The chair shall make two attempts to contact member via phone call, email, or US mail after the third absence. Should the member not attend the fourth meeting after contact by the committee chair, the position is considered vacant and subject to replacement. A member may also be removed pursuant to State Party Rules on "Removal from Office for Endorsing Opposing Party or Candidate."

Section D. SELECTION OF OFFICERS - Officers of the SPC shall be elected by the Committee membership at the next regularly scheduled meeting following election of a new DCDP Advisory Council in odd numbered years, or when a vacancy occurs in an office. Officers of this Committee shall be Chair, Vice-Chair and Scribe.

Section E. OFFICERS' DUTIES –

1. Chair

- (a) Shall be the presiding officer at all meetings.
- (b) Shall appoint members to perform tasks, as needed.
- (c) Shall prepare and distribute the agenda for meetings.
- (d) Shall notify in a timely manner the membership of meetings or any other events pertinent to the operation of the committee.
- (e) Shall maintain and distribute a current and accurate membership roster of the committee at each meeting. (Adopted at 3/2/09 meeting.)
- (f) Shall present a written monthly report to the Advisory Committee on the committee's progress and activities.
- (g) Shall present any reports, as needed, to the DCDP Executive Committee.
- (h) Shall interview and review qualifications and commitment of committee membership applicants prior to acceptance for membership.

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- (i) Shall be responsible for notifying members whose positions have been vacated by excessive absences.
- (j) Shall present a written progress report to the Advisory Council at the next AC meeting following a meeting by the SPC.

2. Vice-Chair

- (a) Shall preside at meetings in the absence of chair.
- (b) Shall represent the committee at other meetings, when requested by the chair.
- (c) Shall succeed chair in all duties, should chair vacate that office.
- (d) Shall perform other administrative duties as required.

3. Scribe

- (a) Shall take and distribute the minutes of the committee meetings.
- (b) Shall assist Chair in maintaining, distributing and posting the membership roster, if needed.
- (c) Shall keep attendance and absence records and shall notify the chair when positions have been vacated through non-attendance.
- (d) Shall perform other administrative duties as required.

Section F – Attendance Policy - Members of this Committee must maintain a record of 75% annual attendance at meetings or between-meeting participation. Absences in excess of 25% will constitute a vacating of the position. Between-meeting participation by other means will also constitute attendance. Four consecutive absences from meetings or non-participation instances at any time will also constitute a vacating of the position on this Committee. A member who is dropped from the membership roster because of absences or non-participation may petition the Committee to be reinstated and the Committee may do so without any changes to these by-laws, but with a finding that is recorded in the minutes to justify reinstatement.

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**ARTICLE IV
MEETINGS**

Section A. MEETING SCHEDULES —: The Committee will meet monthly. The day of the month, time and location are to be determined by Committee. Meetings whose regular schedules fall on a holiday or at conflict with election activity may be reset by the Committee at the previous month's meeting. If a regular date is changed, it is the chair's responsibility to notify the office to change the calendar.

Section B. MEETING CANCELLATION NOTICE —

1. If the chair determines there will not be a quorum or if scheduling conflicts exist that will hinder the Committee meeting, the chair or designee may cancel a meeting with minimum 24 hour email notification. Those members not having email must be telephoned by chair or designee.

2. In the event of emergencies due to weather, trauma, unexpected unavailability of meeting place or last-minute conflicting events, the Committee chair will notify membership by telephone of any changes to the time, date or place of a regularly-scheduled or specially-called meeting. This notice must be done by the chair and/or designees to ensure the highest possible membership notification.

Section C. QUORUM – A quorum for the transaction of official business at regular meetings shall be 40%. When an election is to be held for offices, attendance of a majority of the membership is required.

Section D. SPECIAL MEETINGS - Special meetings may be called by the chair on an as-needed basis. Also, special meetings may be called by a petition in writing signed by at least 51% of the Committee membership. For purposes of such petitions, "signed" includes concurrence by facsimile or email. If 51% or more members submit a written request to the Chair for a Special Meeting, the Chair must call a meeting that meets the specifications of the petition and chair must notify all members of the meeting. (See The Rules Article III, General Rues 2.)

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Section E. METHOD OF TASK MANAGEMENT - A formal process for maintaining task management for the Advisory Council shall be created, documented, maintained, monitored and updated by members of the SPC, with technical assistance and design advice by DCDP Chair, Staff and the Information Technology Committee. This process may be based on a website or on a database spreadsheet. A list of tasks, issues and questions is kept by the Committee to use as a tool for:

- (1) Measuring progress within each committee, task force or the Advisory Council,
- (2) Tracking progress on repetitive election cycle tasks for future planning,
- (3) Monitoring the accuracy and timeliness of the information on the task list,
- (4) Identifying issues and roadblocks that stand in way of completion of tasks for action by the Advisory Council,
- (5) Creating or preparing reports as needed for the DCDP Chair, Staff, AC and committees or task forces, and
- (6) Reporting for all committees and task forces to the AC at its regular meetings.

As needed, the Committee will train committee and task force members to perform timely task updates for the task management process, using whatever software is employed for this effort.

**ARTICLE V
BY-LAWS AMENDMENTS**

Changes to these by-laws may be recommended by a majority of the Committee for approval by 2/3 of the Committee. Members of the Committee must be notified at least 30 days prior to action to amend these by-laws. These by-laws at all times shall conform to the Rules of the Texas Democratic Party and Rules of the Dallas County Democratic Party.

Approved by Advisory Council on September 3, 2009.