

# Bylaws of the Progressive Caucus of the Michigan Democratic Party

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## ARTICLE I: NAME, VALUES, AND PURPOSE

### Section 1: Name

This organization shall be known as the Progressive Caucus of the Michigan Democratic Party.

### Sections 2: Values

Progressives value a wide range of broad rights. The right to the necessities of a decent life, including a healthy environment, with clean air, earth, water, and food; safe shelter and infrastructure; good healthcare. The right to a government of laws, and to equal rights under those laws. The right to the laws in plain language. The right to an accurate and timely public archive of government activities. The right to equal power over our common governments. The right to organize self-determining communities, and of all communities to proportional representation in their governments. The right to individual liberty, personal freedom, and to grow social solidarity. The right to a broad education, to the depths of each individual's interest and abilities. Progressives value the principle of restorative healing - justice absent must be created or restored, injury and inequity healed, with respect and love. We value these rights as the core necessities of a democratic society. We value this principle as a measure of progress towards our goals.

### Section 3: Purpose

The purpose of the Progressive Caucus is to organize and grow a people-centered and powered movement for progressive values across Michigan, the Michigan Democratic Party, and the Democratic National Committee. A movement acts now, plans for the midterm, and organizes for the long term. The Progressive Caucus will recruit, train, promote, support, and elect Progressives and Progressive Democrats at the party, local, regional, state, and national levels. The Progressive Caucus will draft, promote, support, and pass progressive resolutions and legislation at all levels of civic and party government. The Progressive Caucus will organize and participate in protests and other actions to draw attention, promote education, and drive action on progressive priorities as guided by our values.

## **ARTICLE II: MEMBERSHIP AND ORGANIZATION**

### **Section 1: Membership**

All Progressive Caucus members must complete an official written or electronic Progressive Caucus membership form in order to join and vote in a Progressive Caucus meeting. Any member of the Michigan Democratic Party with voting rights who joins the Progressive Caucus may participate and vote at Progressive Caucus general meetings. Membership forms for the Progressive Caucus and the Michigan Democratic Party will be available at Progressive Caucus activities and on the Progressive Caucus website.

### **Section 2: Organization**

The Progressive Caucus shall be a non-profit organization. Upon its dissolution, all real property and assets of the Progressive Caucus, its committees and work groups, shall revert to benefit of the Michigan Democratic Party. No part of the income or assets of the Progressive Caucus shall transfer to any of its members or non-members, except for the reimbursement of actual expenses or reasonable compensation for services as approved by at least two of the Officers or 10 of the Executive Committee members pursuant to Article IV, Section 7.

## **ARTICLE III: FUNDAMENTAL PRINCIPLES**

### **Section 1: Open Meetings**

In order to promote transparency and participation, general meetings of the Progressive Caucus shall be open to any members of the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability. In order to assure equal access to Progressive Caucus meetings, recording and live streaming of Caucus meetings is allowed and encouraged.

### **Section 2: Non-discrimination, No Oaths of Loyalty**

No tests for membership in, nor any oaths of loyalty to, the Progressive Caucus, or the Michigan Democratic Party, shall be required or used. Especially including any which have the effect of requiring prospective or current Progressive Caucus members to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, physical appearance or disability.

### **Section 3: Timely Notice**

- a. The Progressive Caucus shall announce general membership meetings and elections in such a manner as to ensure all current and prospective members of the Caucus, and all interested members of the public, are adequately informed and properly equipped to participate fully in each general membership meeting of the Progressive Caucus, and

each selection process for officers and other positions elected by the general membership of the Progressive Caucus.

- b. General membership meetings and elections shall be announced at least 45 days in advance of the event.
- c. Each announcement shall include the date, time, location, and agenda of the meeting or election. Announcements of elections shall additionally include all qualifications to vote in the election, the detailed election procedures to be followed for each position, and all requirements to run for and hold each of the positions to be filled at the election.
- d. Announcements shall be distributed at least by email to Caucus members, by posting on the Progressive Caucus website, by posting to the primary public Progressive Caucus social media channel, and at least one additional public channel, online or physical. The Progressive Caucus shall ensure there is a clear and simple procedure for members to provide and update their contact details. Caucus members are individually responsible for ensuring their email and contact information is on file with the Caucus and up to date.
- e. At least three reminders shall be distributed by the same channels as the initial announcement. The first reminder between two and three weeks after the initial announcement, the second not more than two and not less than one week before the event, and the final reminder not less than 24 and not more than 48 hours before the event. Each reminder shall include the updated agenda for the event with the most current information.
- f. General membership meetings and elections shall be held in locations accessible to all Progressive Caucus members and large enough to accommodate all interested persons.
- g. Chapters of the Progressive Caucus are subject to these provisions for Timely Notice of their general membership meetings and elections, restricted to the region the Chapter represents. Chapter general membership meeting and election announcements must be posted to the Chapter website and social media venue, if they exist, as well as the primary public Progressive Caucus website and social media venue. Either the Chapter website or social media venue fulfills the requirement to post in at least one additional public venue (Article III Section 3.d).

#### Section 5: Election Procedures

Majority voting shall be used in the election of the Officers and Executive Committee of the Progressive Caucus.

#### Section 6: Compliance with MDP Rules

All rules and bylaws of the Progressive Caucus shall be consistent with the Rules of the Michigan Democratic Party and shall be available upon request electronically or in writing to any member of the Progressive Caucus. The Caucus shall maintain an electronic copy of the most current rules and bylaws on the Caucus website and on the primary social media channel, if the channel has a documents feature.

#### Section 7: Voter Intimidation Banned

No rule shall be adopted at any level of the Progressive Caucus which would require a person to cast a vote or be recorded as voting contrary to that person's judgment.

#### Section 8: Procedures Not Covered

On all questions of procedure not resolved by the Rules of the Michigan Democratic Party or these Bylaws, the latest edition of Robert's Rules of Order shall be used.

#### Section 9: No Secret Ballots

Votes shall not be taken by secret ballot at any meeting of the Progressive Caucus at any level. Voter intimidation or coercion will not be tolerated under any circumstances.

### **ARTICLE IV: OFFICERS AND EXECUTIVE COMMITTEE**

#### Section 1: Officers

The Officers shall be a Chairperson, Vice-Chairperson of a different gender than the Chairperson, Secretary, Treasurer, Communications Director, Events Coordinator, and Outreach Director. The officers shall be elected by a majority vote of the general membership at the Progressive Caucus Convention in odd-numbered years. Each officer shall serve for a term of two (2) years or until their successor is elected.

#### Section 2: Executive Committee

The Executive Committee shall consist of the nine (9) Officers, the Chapter Chairs, the two Congressional District Coordinators from each congressional district, and the Chairs of the Standing Committees. Chapter Chairs serve for the term specified in their Chapter bylaws, which may not be more than two (2) years. If their Chapter bylaws do not specify, they shall serve a term of two (2) years or until their successors are elected. Congressional District Coordinators shall serve a term of two (2) years or until their successors are elected. District Coordinators and Chapter Officers must be residents of the District or Chapter they represent for the duration of their term. If a District Coordinator or Chapter Officer moves their residence outside the geographical region of their District or Chapter, their position becomes immediately vacant. The congressional districts represented by at least five (5) members at the Progressive Caucus Convention in odd-numbered years shall elect their Coordinators of differing genders by majority vote for each Coordinator. For districts without sufficient representation at the Convention, Caucus Officers and Regional Coordinators will help convene a special election within their district as soon as possible.

#### Section 3: Vacancies

Vacancies among the Officers or Executive Committee may be filled temporarily by a consensus decision (see Article IX) of the serving Officers. Permanent replacements must be elected at the next Progressive Caucus, District, or Chapter general membership meeting for which Timely Notice can be given per Article III Section 3. An Officer or Executive Committee position becomes vacant if the Officer or Executive

Committee member is absent from three consecutive regular meetings of the Executive Committee.

#### Section 4: Chairperson

The Chairperson shall preside at all Executive Committee meetings and Conventions, and have such other duties as are usual to the office of Chairperson, or that may be required by the Progressive Caucus. The Chairperson, in cooperation with the Vice Chairperson and the Treasurer will present an annual budget to the Executive Committee for their approval. The budget shall include fundraising plans, goals, and expected expenditures, with their purposes. The same team of Offices shall present quarterly budget updates to the Executive Committee.

#### Section 5: Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties, and shall temporarily assume the duties and responsibilities of the Chairperson in his/her absence.

#### Section 6: Secretary

The Secretary of this organization shall keep an accurate record and minutes of the proceedings of all meetings. The Secretary shall keep and preserve all the books, documents, correspondence, records, minutes, effects, and any other property of this organization, *including the membership database*. When a new secretary is elected the past secretary shall deliver all the aforesaid items kept and preserved during his/her tenure to the newly elected secretary within 30 days of the election. The Secretary shall ensure Timely Notice is provided for all Caucus meetings and elections, per Article III Section 3, and Article V Section 1.a/b/c.

#### Section 7: Treasurer

The Treasurer shall be responsible for the financial receipts and disbursements of the Progressuce Caucus, subject to the approval of the Executive Committee. The funds of the Progressive Caucus shall be deposited in credit unions and/or banks, and shall be drawn upon only by checks signed by any two of the following officers: Chairperson, Vice-Chairperson, or Secretary. When a new Treasurer is elected, the past Treasurer shall deliver the funds, all the books and records to the new Treasurer. The Treasurer shall present the annual report and budget updates to the Executive Committee, as prepared in coordination with the Chairperson and Vice-Chairperson. The Treasurer shall Chair the Finance Committee.

#### Section 8: *Communications Director*

*The Communications Director shall be responsible for public relations, media, and social media interaction. The Communications Director, in coordination with the Chair and Vice-Chair, shall create a written media communications policy, including a social media*

*posting policy. This policy must be approved by consensus decision of the Executive Committee. The Communications Director shall chair the Communications Committee.*

#### **Section 9: Events Coordinator**

*The Events Coordinator shall be responsible for planning and carrying through Progressive Caucus events and fundraisers. The Events Coordinator will work closely with the Treasurer on monthly or quarterly budgets, and budgets for individual events. The Events Coordinator shall chair the Events Committee.*

#### **Section 10: Outreach Director**

*The Outreach Director shall be responsible for ensuring underrepresented communities are being actively engaged and attracted to the party, fostering inclusion and awareness on issues affecting different communities, and cultivating mutually beneficial relationships with community groups. The Outreach Director will attend events as the face of the caucus as needed. The Outreach Director shall chair the Outreach Committee.*

#### **Section 13: Minor Activities**

Any three (3) Officers may sign petitions, public letter, or attach the Progressive Caucuses name and imprimatur to similar minor actions aligned with Progressive Caucus values as defined by the Caucus platform, provided they do not commit the Caucus to significant expenditure of time, energy, money, or endorse any candidate or ballot initiative.

#### **Section 14: Major Activities**

In-person, phone, or virtual meetings of the Officers and the Executive Committee shall be held when major activities of the Progressive Caucus at the State Level are proposed, discussed and decisions made in the name of the Progressive Caucus of the Michigan Democratic Party. Major activities include:

- a. Expenditures over \$200.
- b. Endorsements by the Progressive Caucus for Democratic candidates for partisan and nonpartisan positions.
- c. Negotiations and agreements for the Progressive Caucus to formally work with other Democratic Party caucuses or other progressive groups on Democratic Party, candidate campaigns, petition drives, or other political efforts.
- d. Other activities that would involve large amounts of time, energy, and funding by our Caucus members and supporters.

#### **Section 15: Parliamentarian and Sergeant At Arms**

The Chairperson may appoint a Parliamentarian and a Sergeant At Arms to discharge the duties of those positions.

#### **Section 16: Deputies**

The Officers may appoint up to 3 deputies for each Officer and Executive Committee member, except Chapter Chairs. The Officers of each Chapter may appoint up to 3 deputies for their Chapter Officers, if their Chapter bylaws provide for such appointments.

## **ARTICLE V. MEETINGS**

### Section 1: Executive Committee and Officer Meetings

#### a. Regular Meetings

Regular meetings of the Executive Committee shall be held quarterly or more frequently. At least once per year, the Executive Committee shall meet in person. At least ten (10) days advanced notice of the date, time, location, and agenda of the meeting shall be given to all Executive Committee members. Notice may be given by email, phone, text, or social media message. A quorum shall consist of 30% of the Executive Committee members.

#### b. Special Meetings

Special meetings of the Executive Committee may be called by any 15 members of the Executive Committee, a majority of the serving Officers, the Chairperson, or Vice-Chairperson. At least five (5) days advanced notice of the date, time, location, and agenda of the meeting shall be given to all Executive Committee members. Notice must be given by at least two of four methods: email, phone, text, or social media message. A quorum shall consist of 30% of the Executive Committee members.

#### c. Emergency Meetings

Any two Officers, The Chairperson, or the Vice-Chairperson may call an emergency meeting of the Officers with as little as one hour notice. A quorum for such a meeting shall be 50% of the serving Offices, at least two officers shall be required for quorum. Notice shall be sent to all serving Officers by each of the following methods for which contact details are available: email, phone, text, and social media message.

#### d. The Officers, Executive Committee, and all Standing Committees shall make decisions by the Consensus Decision Process set out in Article IX of these bylaws. Elections in the Progressive Caucus are subject to the Michigan Democratic Party Rules for Voting and Elections.

### Section 2: General Membership Meetings

At least once per year, the Officers and Executive Committee shall hold a general membership meeting of the Progressive Caucus for the purpose of reporting on Caucus activities to the membership. The agenda may contain other items.

## **ARTICLE VI. COMMITTEES**

### Section 1: Appointments

The Chairperson, in cooperation with the Officers and subject to a consensus decision of the Executive Committee, shall appoint committees and committee chairpersons as necessary for the work of the Progressive Caucus.

### Section 2: Standing Committees

- a. Events Committee
- b. Finance Committee
- c. Electoral Committee
- d. Outreach Committee
- e. Membership Committee
- f. Communications Committee
- g. Rules and Bylaws Committee
- h. Policy and Resolutions Committee

Committees shall include the appropriate subcommittees and workgroups. Subcommittees and workgroups may be appointed by the Committee Chairperson and confirmed by a consensus decision of the Committee as needed. The Chairperson and Vice-Chairperson of the Caucus shall be ex-officio members of all standing committees, with vote; they shall count for achieving quorum, but shall not count against quorum. Quorum for Standing Committees shall be 50% of the serving members. The Communications, Events, and Outreach Committees shall be chaired by the Officer of the same title. The Treasurer shall chair the Finance Committee.

### Section 3: Electoral Committee

The Electoral Committee shall have upto nine (9) members, at least 5 selected from among the members of the Executive Committee.

### Section 4: Ad Hoc Committees

The Officers or Executive Committee may appoint ad hoc committees as needed for special projects. Ad hoc committees shall include the appropriate subcommittees and workgroups, which may be appointed by the committee chair with the consensus of the ad hoc committee.

## **ARTICLE VIII. CHAPTER CHARTERING PROCESS**

### Section 1: Step by Step Chartering Procedure

Step 1: Three or more Progressive Caucus members together decide to form a Chapter. These are the founding members.



- Step 2: The founding members define a region for the proposed Chapter to represent. Chapter regions must be constructed from existing political or geographical boundaries, such as city or county lines, roads, rivers, or similar unambiguous geographical features.
- Step 3: The founding members create a set of bylaws for the proposed Chapter. The Chapter bylaws must comply with these bylaws of the Progressive Caucus, and the bylaws of the Michigan Democratic Party. They must provide for at least two co-chairpersons of different genders, and at least one other officer.
- Step 4: The founding members call a general membership meeting for the proposed Chapter, of all Progressive Caucus members in the defined region. This meeting is subject to the provisions of Article III Section 3: Timely Notice, restricted to the region defined for the proposed Chapter.
- Step 5: At the general membership meeting called for the Chapter, if there are at least ten (10) Progressive Caucus members in attendance, including new members signed up that day, the founders move for a consensus decision on the proposed region and bylaws as a package. If consensus is reached, the proposal passes. If consensus cannot be reached, a consensus vote (Article IX Section 2) is called. If the proposal passes, the founders or their designees may present the region and bylaws to the Progressive Caucus Executive Committee, or their designated Standing Committee, for review. The Committee shall render their decision within 30 days of receiving the materials. If the region or bylaws are disapproved, the specific reasons must be provided and remedies recommended. If in the judgment of the Committee the defects are minor, the materials may be provisionally approved, with required changes to be adopted at the next general membership meeting of the proposed Chapter.
- Step 6: The founding members or their designees call an election for the positions described in their Chapter bylaws. The call is subject to the provisions of Article III Section 3: Timely Notice.
- Step 7: The new officers of the Chapter submit the minutes of the meeting where the election took place, including the names of the duly elected co-chairpersons and other officers of the Chapter. If the Chapter region and bylaws were provisionally approved, the required changes must pass before officers are elected.
- Step 8: The Progressive Caucus Officers review the minutes to verify compliance with the Chapter chartering procedure and these bylaws. If no objection is raised within ten (10) days, the Progressive Caucus Secretary issues a Charter to the Chapter within seven (7) days. The Chapter is not Chartered and may not promote themselves as such, or use any resources of the Progressive Caucus or the Michigan Democratic Party, until the Chapter officers have received the Charter document.

## Section 2: Disapproval

The Executive Committee may decline to charter a Chapter for any of the following reasons.

- a. The bylaws are not in compliance with Progressive Caucus or Michigan Democratic Party bylaws.
- b. The proposed region is ambiguous.
- c. The proposed region is, in the judgement of the Committee, too broad or too narrow.
- d. The proposed region, or a portion of it, already has a Chartered Chapter.
- e. The changes required by a provisional approval were not met.
- f. The required officers were not elected.
- g. Any chartering procedure was not followed appropriately.

When the Committee declines to Charter a Chapter, the specific reasons must be given and remedies suggested.

### Section 3: Chapter Chairpersons

The Co-Chairpersons of the Chapter shall join the Executive Committee as members with a single seat between them. If they are all present and voting, together they have a single vote. They must designate a single Co-Chairperson to cast the Chapter's vote on the Executive Committee. The designee may be the same or different at each meeting of the Executive Committee. For the purposes of quorum, they are counted as a single person present when any of them are present, and absent only when all are absent.

### Section 4: Suspension or Removal of Charter

A Charter may be suspended or removed for any of the following causes:

- a. Membership in the Chapter falls below ten (10) persons.
- b. Repeated violations of the Progressive Caucus bylaws.
- c. Repeated violations of the Michigan Democratic Party bylaws.
- d. Documented and witnessed Code of Conduct violations by Chapter members or leadership without sufficient or appropriate action.

A Charter may be removed for any cause by a 2/3rds supermajority vote of the Executive Committee of the Progressive Caucus of the Michigan Democratic Party, provided notice of the proposed removal is provided to the Chapter Chair, in the initial announcement of the meeting where the vote will take place, or as an update to the agenda in the first reminder.

### Section 5: Renewal

Every two (2) years, every Chapter elects new Officers. Within 1 month of their election, the newly elected officers provide the Executive Committee with the minutes of the meeting where they were elected, along with a report detailing the activities of the Chapter over the past two years, and an outline of their plans for the coming two years. The Executive Committee reviews this material for up to 15 days. If no objection is raised by any Executive Committee members within 15 days, the Charter automatically renews. During the month allowed for preparation of the materials and the 15 day review period, the Chapter is considered Chartered. If objections are raised, the objecting Executive

Committee member(s) must specify the defects in the materials submitted or the behavior of the Chapter, and suggest remedies. The Chapter has 30 days from receipt of the objections to remedy them. If they do not remedy the defects within 30 days, their Charter is suspended. Suspended Chapters may not identify or promote themselves as a unit of the Progressive Caucus or the Michigan Democratic Party, or use any resources of the Caucus or the Party. Any social media accounts or other public venues where the Chapter is identified with the Progressive Caucus must be shut down until and unless the Charter is reinstated. The Chapter remains suspended for 45 days. If the remedies are implemented to the satisfaction of a consensus of the Executive Committee within the 45 days, the Charter is reinstated. If not, the Charter is removed.

#### Section 6: Grandfathered Chapters

The following Chapters are grandfathered in by adoption of these amendments to the Progressive Caucus bylaws.

- a. Kent County Progressive Caucus
- b. Mid-Michigan Progressive Caucus
- c. Congressional District Five Progressive Caucus

The grandfathered Chapters are subject to the renewal process of Article VIII Section 5.

### **ARTICLE IX: Consensus Decision Process**

#### Section 1: Consensus

Consensus prioritizes deep understanding, informed consent, and broad agreement over speed. The goal is to address all issues on each proposal with Integrity, and reach consensus without dissent. When the discussion appears to have addressed all concerns, any Officer may ask if there is any dissent against the proposal at hand.

In the absence of dissent, any proposal passes.

In case of dissent, those dissenting are asked to express their reasons and suggest adjustments that would draw them into consensus. Repeat this process until Consensus is reached, or appears improbable. The meeting chair, or any three Officers, may declare an impasse and require a consensus vote on the proposal.

#### Section 2: Consensus Vote

Each member casts five (5) votes, distributing them as they choose among Insist, Approve, Balance, Decline, and Refuse. The results are aggregate as follows:

### Consensus Voting Results Table

Vote	Results [Count the Total Votes in Each Category]	
Insist	Agree (Insist + Approve)	Assent (Insist + Approve + Balance)
Approve		
Balance	Balance	
Decline	Decline	Dissent (Decline + Refuse)
Refuse	Refuse	

The number of votes in each category (Agree, Assent, Balance, Dissent, Decline, Refuse) are calculated, and the results compared to the Consensus Decision table.

### Consensus Decision

Proposal	Decision	Amendment Recommendation
20% Refuse 55% Dissent	Reject	10% Refuse 35% Dissent
40% Balance	Table	40% Balance
30% Insist 50% Agree 55% Assent	Adopt	60% Insist 75% Agree 85% Assent

Read **down** the Consensus Decision table. The **first** condition met is the Consensus Decision. If no conditions are met, the action (proposal or amendment) is tabled.

A proposal is anything brought before the Officers or Committee for the purpose of making a decision binding on the Progressive Caucus or the Committee considering the proposal. Any proposal to change the rules is an amendment. The Executive Committee may not pass amendments, but may recommend their passage to the general membership. A 2/3rds vote of a quorum of the general membership is required to pass an amendment.

## **ARTICLE X: AMENDMENTS**

### Section 1: Proposing Amendments

Amendments to these bylaws may be proposed by any member of the Michigan Democratic Party Progressive Caucus. Proposals to amend these bylaws may be presented to any member of the Executive Committee for consideration by the whole Committee, or raised at any meeting of the Progressive Caucus.

### Section 2: Procedure

- a. Proposed amendments must be reviewed by the Executive Committee, and forwarded with appropriate notes, to the Rules and Bylaws Standing Committee.
- b. The Rules and Bylaws Standing Committee shall review any proposed amendments at its next regularly scheduled meeting, or within 45 days of receiving the proposal.
- c. The Rules and Bylaws Standing Committee shall report its recommendation to the Executive Committee at its next regularly scheduled meeting after the Rules and Bylaws Committee review. Any member of the Rules and Bylaws Standing Committee may present one or more minority reports at the same meeting. The proposed amendments, together with the reports of the Rules and Bylaws Standing Committee, including minority reports, shall be posted on the Progressive Caucus website and primary public social media venue.
- d. The exact language of the proposed amendment(s) shall be included with the agenda for the next general membership meeting of the Progressive Caucus, subsequent to the Rules and Bylaws Standing Committee Review, for which Timely Notice can be given per Article III Section 3.
- e. The Chairperson of the Rules and Bylaws Standing Committee, or their designee, shall present the Rules and Bylaws Committee report to the general membership. Any number of members of the Rules and Bylaws Committee may present minority reports at the same meeting.
- f. Amendments to these bylaws require a 2/3rds supermajority vote of the general membership of the Progressive Caucus of the Michigan Democratic Party, at a meeting where Timely Notice was provided in compliance with Article III Section 3, and Article IX Section 2.d of these bylaws.

### Section 3: Effect and Supersession

These bylaws shall be in full effect upon their adoption and shall supersede all bylaws, rules, motions and policies of a contrary nature with the exception of the Rules of the Michigan Democratic Party.

### Section 4: Date of Adoption

These bylaws were approved by the statewide meeting of the Progressive Caucus on [DATE]