



The Shelby County Democratic Party is a volunteer organization committed to advancing shared core values and growing the Democratic infrastructure of Shelby County. This document will dually serve as our governing county by-laws and operations manual until independent documents for each are written. We will outline the operating structure of our organization and provide a practical reference guide for the Executive Committee, its officers, and our volunteers.



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## Code of Conduct

Members of the Executive Committee, its officers and at large members hereby agree to the following code of conduct. Members violating this Code may face disciplinary action, including removal, as permitted by the Kentucky Democratic Party. The Chair or an appointed Ethics Subcommittee may investigate complaints and recommend corrective action.

- Uphold the mission of the Democratic Party, embracing fairness, equality, and inclusion. Support voter registration and participation without discrimination, adhering to KDP Bylaws.
- Act with honesty and integrity in all committee matters. Placing party interests above personal agendas and transparency in decision-making and stewardship.
- Act in good faith and in a manner consistent with fiduciary responsibility to the organization.
- Abide by Kentucky election law (KRS Title 118), campaign finance statutes, KREF and FEC reporting requirements.
- Respect and enforce KDP rules, principles and procedures including prohibitions on proxy voting and unit rules.
- Treat others with respect and professionalism. Encourage discourse within proper decorum, avoiding harassment or disruptive behavior.
- Maintain reasonable confidentiality regarding executive sessions or sensitive business, unless disclosure is otherwise required.
- Use funds, assets, and digital resources only for authorized Party purposes. Do not use your position or Party resources for personal gain or to promote non-Party interests.
- Represent the County Democratic Party accurately in public forums, social media, or press. Align with adopted Party positions and avoid unauthorized statements or misrepresentation.



## Disclaimer

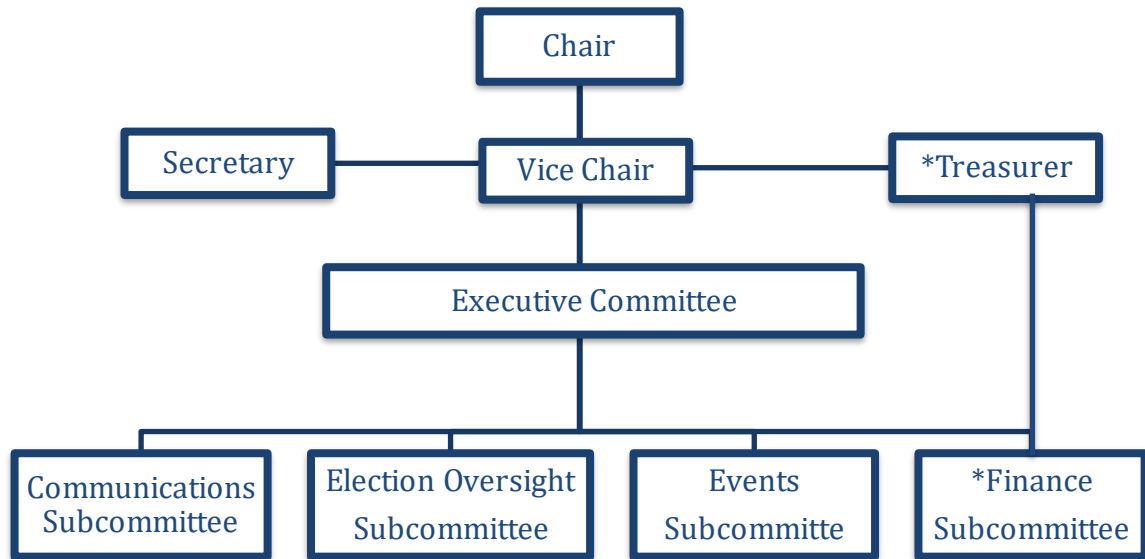
For ease of use and practical application of this document, only brief descriptions of positions within the organization will be defined. Roles and responsibilities may not be all encompassing and as the organization grows, more positions may be added. Our intent is to simply provide a transparent framework for the organization to function while identifying the responsibilities required to function.

As a volunteer organization, we are entirely reliant on individual accountability and shared resources from our state and national affiliates. As a result, there can be several individuals handling resources critical for operations, such as administrative access to digital tools, financial information, strategic initiatives or party owned assets. To maintain protection and accountability of these resources, all ex officio members of the committee, presiding officers, and sub-committee members agree to sign Non-Disclosure Agreements as a condition of their participation and fiduciary relationship with the Executive Committee.

Kentucky law does not grant blanket immunity to members of political party committees (unlike certain public boards, which are given statutory immunity under KRS §335.315 and §335.645). The Kentucky Democratic Party Bylaws also do not contain indemnification or liability protections for officers or members. So, unlike a public official or an employee of a government board, a county committee member has no automatic immunity just by virtue of their role.

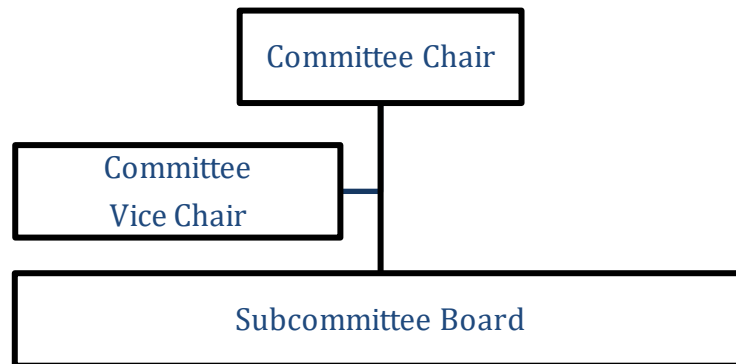
In rare circumstances, accurate or late filings with the Kentucky Registry of Election Finance (KREF) or the FEC, can incur personal liability for the Chair and Treasurer. If funds are spent for personal benefit, commingled with private funds, or used in violation of KREF/FEC restrictions, both the party and individual officers can be investigated. Intentional and deliberate misuse can trigger criminal liability under Kentucky law. If a committee officer personally signs a contract (venue rental, vendor agreement, printing, etc.) without clearly identifying that they are signing “on behalf of” the County Democratic Party, they may be personally liable if the party fails to pay. Contractual agreements should only be made “on behalf of” with the express written consent of the Chair or authorized personnel designated by the Chair. Statements made on behalf of the party that are false, defamatory or unapproved could expose the individual speaker or officer to liability. It needs to be understood; we don’t carry any sort of immunity as a governing agency or entity. Political parties are non-profit organizations.

## Organization Chart



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## Subcommittee Chart



\*Subcommittee members and chairs are not required to be voting members of the County Executive Committee.

\*Active rosters should be maintained and reported to the party secretary

\*Finance Committee is led by the Treasurer

We strive to ensure all individuals willing to volunteer their time have something worth accomplishing with their time and welcome any amount of participation from our volunteers.



## Core Officers

Each page will contain a description for each block of the Organization chart. These can be printed off or distributed as a one-pager for reference.

### Chair

County Party Chairs are elected once every four years during the presidential election year. The County Convention elects the Executive Committee, and that committee immediately elects the Chair and Vice Chair from among its members. In the event of vacancy during a Chair's term, the CEC has 90 days to elect a new chair before the State party appoints one.

The county chair's operational focus is on leadership of the CEC, strategic planning for the party and finding the right candidates to support. They will coordinate closely with the State Party, share and gather insights on local candidates and represent the Shelby County party to the media.

### Core Duties of Party Chair

- Serves as the chief strategist and governing officer of the County Executive Committee (CEC)
- Works with the CEC to develop and implement a plan to grow the Democratic infrastructure within the county
- Convenes and leads CEC meetings that must be held monthly at a minimum.
- Ensure that all party documents (minutes, records, files) are properly managed by the Secretary and remain transferable to the CEC, presiding officers, or future leadership.
- Act as the primary representative of the county party, both within the county, to the media and to the Kentucky Democratic Party.
- Responsible for ensuring the party follows the KDP bylaws and operates in compliance with KREF & FEC regulations
- Delegates responsibilities to members of the CEC accordingly
- Establishes strong strategic relationships for the party with other non-profit and community organizations ideologically aligned with the Party.

### Resources

- KDP Bylaws
- State Party Resource page
- Vote Builder



## **Vice-Chair**

Elected once every four years during the presidential election year. The County Convention elects the Executive Committee, and that committee immediately elects the Chair and Vice Chair from among its members. In the event of vacancy during a Chair's term, the CEC has 90 days to elect a new chair before the State party appoints one. Under KDP bylaws, the vice-chair and chair must be of different gender, or a waiver must be obtained from the state party.

While the Chair focuses on strategic planning, the Vice-Chair should focus on operational excellence, regional alignment and supporting the CEC. They assist with internal communication and coordination among subcommittees while determining the current and future needs of the organization. They should be actively networking with other Democratic clubs & organizations as well as other CEC's we share districts with.

### **Core Duties of Party Vice- Chair**

- Assume the role of Chair in the event of absence by holding CEC meetings, compliant KREF reporting and representation
- Work closely with the Secretary, Treasurer and CEC providing feedback, training and access to informational resources when necessary
- Serve as a point of contact for the party in relation to the KDP and community officials
- Regularly attend community and party events while building lasting relationships with other Democratic clubs and organizations we share congressional or house districts with
- Assists with ensuring the CEC and subcommittees remain aligned, informed and supportive
- Recruits and coordinates volunteers to fill vacancies and fills the general needs of the organization

### **Resources**

- KDP Bylaws
- State Party Resource page
- Vote Builder



## **Treasurer**

Treasurer is an appointed position by the party chair and an “ex officio” member of the of the Executive committee, meaning a non-voting officer. However, a voting member of the EC may be appointed if necessary. The Treasurer will dually serve as Chair of the Finance Committee. As a check & balance, Treasurers are not permitted to dually serve any other positions within the organization.

The Treasurer is a recognized core officer by the KDP and as such, the party is required to have this position filled and engaged. In coordination with the Chair & Vice Chair, they hold authority and responsibility for the financial well-being of the party. Operationally, they should be well versed with KREF rules, general regulatory compliance and financial record keeping.

### **Core Duties of the Treasurer**

- Accurate and timely submission of quarterly KREF reports.
- In depth understanding of KREF rules, regulations and calendars
- Oversee functions of the Finance committee
- Manages any capital or assets owned by the party
- Maintains any leases or financial agreements entered by the party
- Provide transparent updates and feedback to the County Party Executive Committee during monthly meetings.
- Manages the party’s Act Blue page in close coordination with the CEC
- Safeguard party filings related to financial information

### **Resources**

- Kentucky Registry of Election Finance (KREF) Handbook
- FEC Handbook
- ActBlue
- KDP Bylaws Art. 3, Sect. E, sub section iii



## Secretary

The secretary is appointed by the chair or elected the CEC. and shall serve as the custodian of party records and administrative tools. They ensure transparency, continuity, and compliance by serving as the organization’s system administrator in all operations. They will work closely with subcommittee chairs and are permitted to serve as Chair of any subcommittee, with the exclusion of finance, in the event of vacancy.

The Secretary is a recognized core officer by the KDP and as such, the party is required to have this position filled and engaged. In coordination with the Chair & Vice-Chair they hold the responsibility and authority necessary for the continuity of the party. They ensure current and future CEC’s have what they need to operate and maintain alignment.

### Core Duties of Secretary

- Maintain accurate minutes of all Executive committee meetings.
- Supports the Chair & Vice Chair in consistent, timely and effective internal communications
- Keep record of CEC and officers with access to shared resources, such as vote builder, Act blue, website & social media accounts
- Maintain a permanent record of party actions, motions, and votes.
- Maintain an up-to-date roster of Executive Committee members, officers, and subcommittees.
- Preserves governing documents (bylaws, code of conduct, committee rules).
- Safeguard correspondence, notices, and official party filings not related to finances.
- Consistently recommends process improvements to the CEC and assists with their access to information and communications.

### Resources

- Kentucky Democratic Party Bylaws (County Organization Section)
- Kentucky Revised Statutes (Election laws and party reporting requirements)
- Robert’s Rules of Order (for proper meeting minutes and procedure)



## Finance Subcommittee

The Finance committee is led by the party Treasurer and is the first line of defense of financial compliance and first offense in fundraising efforts for the party. They should maintain a working knowledge of KREF rules and regulations pertaining to contributions and expenditures.

The subcommittee should actively bring feedback and creative fundraising ideas to the EC. Operationally, they routinely follow up with donors, manage digital fundraising platforms, secure reporting compliance of expenditures and be responsible for the procurement of necessary materials and assets.

### Core Duties of Finance Committee:

- Monitors budget while maintaining accurate records of assets owned or leased by the party.
- Familiarity with KREF rules and regulations.
- Provides transparent updates, fundraising ideas and feedback to the County Party Executive Committee during monthly meetings.
- Focuses on both passive and active fundraising efforts & ideas (like selling yard signs, stickers, T-shirts, etc.)
- Assist Treasurer in any designated tasks
- Follows up individually with donors with information gathered from Act Blue
- Focuses on securing reoccurring donation while managing operational expenditures

Min. Size: At least 2

### Resources

- Kentucky Registry of Election Finance (KREF) Handbook
- FEC Handbook
- ActBlue
- KDP Bylaws Art. 3, Sect. E, sub section iii



## **Events Subcommittee**

The Events Subcommittee is led by a Chair appointed or elected by the CEC. This subcommittee organizes and manages events that build community engagement, raise funds, and promote Democratic candidates and values. It ensures events are accessible, well-planned, and aligned with the mission of the county party.

The operations of this committee can be broken down into two categories – planning & execution. They should be actively hunting for community & state events the party can positively engage with, collect contact information or collect contributions. They should work closely with the vice chair in coordinating with other local organizations and present opportunities for participation. The opportunities for volunteer engagement with this committee are ample and concise communication in monthly meetings is critical for successful coordination.

### **Core Duties**

- Develop and maintain an annual event calendar
- Provide thorough updates and calls to action during monthly CEC meetings
- Verify Plans are compliant with Kentucky Democratic Party and KREF guidelines
- Identifies events we can attend, Secure venues, vendors, and necessary permits.
- Manage logistics (scheduling, accessibility, audio/visual, signage).
- Plans rallies, town halls, booths etc. in coordination with Finance.
- Ensures proper tracking and sharing of attendee contact information
- Works with Communications subcommittee to promote through newsletters, social media, press releases, and Mobilize

Min. Size: 4

### **Resources**

- Kentucky Democratic Party Event Planning Toolkit
- Local venues, unions, and community centers
- Shelby County Chamber of Commerce website
- Volunteer management tools (Vote builder, Mobilize, Our website)



## Communications Subcommittee

The communications subcommittee is led by one Chair appointed or elected by the CEC. They manage the public voice of the county party, ensuring consistent, accurate, and timely communication with the broader community. They work to strengthen visibility, voter engagement, and organizational credibility while sharing feedback and strategic insights to the Executive Committee.

Operationally, this committee’s primary focus is on public outreach, digital presence and promotion. They establish and support the party’s image and messaging with an emphasis on voter engagement and improved election turnout.

### Core Duties of Communications Subcommittee

- Ensures consistent use of Democratic Party values, tone, and visual branding across all platforms.
- Keep Executive Committee members and volunteers informed with timely updates, meeting notices, and reports.
- Manage outreach to the public through press releases, newsletters, and official statements.
- Maintain active and professional accounts across platforms (Facebook, Instagram, X/Twitter, etc.), responding to community engagement in a respectful manner.
- Build and maintain relationships with local journalists, bloggers, and radio/TV outlets. Serve as the primary point of contact for press inquiries
- Coordinate with the Events Subcommittee to design and distribute promotional materials.
- Monitor political developments and craft timely responses or fact-checks when needed
- Create and disseminate quarterly newsletters

Min. Size: 3

### Resources

- KDP Communications Toolkit
- Social media platforms (Facebook, Instagram, Twitter/X, Threads)
- Vote Builder
- Our website



## Election Oversight Subcommittee

The Election Oversight Subcommittee is led by one Chair appointed by the CEC. They are responsible for ensuring fair, transparent, and legally compliant election activities at the county level. The work focuses on protecting the vote, supporting voter education, driving registrations and coordinating Democratic participation in election administration.

A strong emphasis is placed on this committee to maintain positive relationships with local officials and to maintain an in-depth understanding of election procedures. As a byproduct of this, they should have valid input on local issues.

### Core duties:

- Recruit and train poll workers and election volunteers
- Coordinate voter protection efforts, including poll monitoring and reporting of election irregularities.
- Work with the County Clerk’s office to stay informed on election procedures, polling locations, and deadlines.
- Oversee voter registration drives and ensure compliance with Kentucky election law.
- Provide educational resources on early voting, absentee ballots, and polling locations.
- Maintain a working knowledge of precinct maps, districts, and any redistricting efforts or proposed zoning changes
- Develop and maintain a “war room” strategy for Election Day.

Min. Size: 2

### Resources:

- Kentucky State Board of Elections.
- KDP Voter Protection Hotline.
- County Clerk’s office resources
- Kentucky Voter Information Portal
- Vote Builder



## Monthly Meeting Structure

Meetings are broken up into two portions. The first portion of the meeting will be reserved for CEC members only. At the discretion of the Chair, this can even be cut down to core officers and subcommittee chairs. It's simply intended to ensure alignment on strategic initiatives and no voting shall take place. Meetings should be straightforward and transparent, general discussion should be limited and focused on actionable business at hand.

### Format for closed portion of the meeting (Max 30 minutes)

- Matters brought to attention by Chair
- Strategic planning (Vote builder Data, Local issues, Candidate filings etc)
- Treasurer & Finance questions (Specific to compliance)
- Communication committee updates (Media messaging & PR)

### Format for open portion of the meeting (Max 1 hour)

- Recap Old business
  - Finance Report (Fundraising & Balance reporting)
  - Events (Planning updates, reporting)
  - Communications updates (Newsletter & Ad blitzes)
  - Election Oversight updates (Voter Registration efforts, legislative changes and upcoming deadlines)
- New Business (Strategic initiative Announcement of Chair & call to action of CEC)
  - Finance
  - Events
  - Communications
  - Election oversight
- Floor Open (10-minute cap with decorum)
- Summary and proposed agenda for next meeting
- Adjourned

### Summary Meeting Example

*In closed session:* The Chair brings up the objective or strategic initiative. The Treasurer will provide an operations budget for the objective. Attendees and the Secretary (and/or Subcommittee chairs in attendance) will map out the directives and the focus of new business.



*In general session:* The Secretary recaps old business (approved, denied motions and vote results), the finance committee provides budget updates. Each subcommittee Chair presents old business updates. The Chair announces new business. Each committee provides feedback on new business. The floor becomes open for general discussion, matters requiring CEC approval are voted upon. The chair will outline the proposed next agenda and provide directives for each sub-committee. Meeting is adjourned.



### Volunteer Contact Form

#### Contact Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

#### Contact Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

#### Contact Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_



## Resources

- KDP Bylaws
  - <https://www.kydemocrats.org/resources>
- Kentucky Revised Statutes – Election Law
  - <https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38751>
- KREF Website & Candidate Guide
  - <https://kref.ky.gov/>
- FEC Party Committee Resources:
  - <https://www.fec.gov/help-candidates-and-committees/party-committees/>
- Robert’s Rules of Order
  - <https://robertsrules.com/>
- KDP Resources Page
  - <https://www.kydemocrats.org/resources>
  -
- Act Blue:
  - <https://secure.actblue.com/>
- KDP Event Planning Toolkit:
  - <https://www.kydemocrats.org/resources>
- Shelby County Chamber of Commerce
  - <https://www.shelbycountychamber.com/>
- Mobilize Volunteer Platform:
  - <https://www.mobilize.us/>
- Kentucky State Board of Elections
  - <https://elect.ky.gov/>
- KDP Voter Protection Hotline
  - <https://kydemocrats.org/voter-protection/>
- Shelby County Clerk’s Office
  - <https://shelbycountyclerk.com/>
- Kentucky Voter Information Portal:
  - <https://vrsws.sos.ky.gov/vic/>

