

Lowell Votes

Approved Bylaws

1. Name of Organization

The name of the organization shall be "Lowell Votes."

2. Purpose of Organization

- a. To increase the number of people who vote in Lowell especially in neighborhoods with historically low turnout and among groups who face barriers to voting.
- b. Lowell Votes shall accomplish this mission by conducting grassroots outreach by recruiting volunteers, neighborhood canvassing, visibility events, increasing public awareness of elections through mainstream and social media, and other actions designed to increase voter turnout.
- c. Lowell Votes SHALL NOT endorse candidates, parties or ballot questions of any type.

3. Membership

Any person who signs a Lowell Votes membership roster shall be a member of Lowell Votes.

4. Officers

- a. Chair: The Chair shall conduct the meetings of Lowell Votes (or appoint or assign another member of Lowell Votes to conduct such meetings) and shall convene meetings of the organization's Steering Committee. It is the responsibility of the Chair to appoint a Nominating Committee at the organization's February meeting, the duty of which will be to formulate a slate of officers for the May elections.
- b. Chair-Elect: A Chair-Elect shall be elected each May. Upon election, it is understood that upon the expiration of the Chair's term of office, the Chair-Elect will succeed the Chair for a term of one (1) year, or until the original chairperson's term of office is completed. The Chair-Elect shall conduct the meetings of the organization (or appoint or assign another member of Lowell Votes to conduct such meetings) in the Chair's absence. The Chair-Elect is a member of the organization's Steering Committee.
- c. Secretary: A Secretary shall be elected each May. The duties of this office will be ensuring the minutes of each general and Steering Committee meeting of Lowell Votes are recorded and disseminated. The Secretary is a member of the organization's Steering Committee. An individual may not serve more than two consecutive terms as Secretary.
- d. Treasurer: A Treasurer shall be elected each May. The duties of this office will be to ensure that any monies received by Lowell Votes are spent and accounted for in a

fiscally responsible manner that advances the mission of the organization. The Treasurer will report at each general and Steering Committee meeting of Lowell Votes on fiscal affairs of the organization and will be a member of the Steering Committee. An individual may not serve more than two consecutive terms as Treasurer.

- e. Steering Committee. The Steering Committee of Lowell Votes shall consist of the Chair, the Chair-Elect, the Secretary, the Treasurer, and all Subcommittee Chairs.

5. Election Procedures

- a. Nominating Committee: Prior to the February meeting, the Chair shall appoint a Nominating Committee of three members who will solicit candidates for the positions of Chair-Elect, Secretary, and Treasurer.
- b. Annual Election: Final nominations shall be made and the annual election of the organization shall be held at the May meeting.
- c. Uncontested nominees for any office shall be elected by one single vote cast by the Secretary.
- d. If there is a contest for any office, the election shall be decided by written ballot of the general membership and shall be administered by the outgoing Chair.
- e. The Chair-Elect shall assume the position of Chair at the end of the May meeting. All newly elected officers shall take office at the end of the May meeting.

6. Meetings

- a. Lowell Votes shall meet six (6) times during the calendar year.
- b. All meetings shall be governed by Robert's Rules of Order.
- c. Meetings shall start at 6:00 p.m. and not extend beyond 8:00 p.m.
- d. The agenda for each meeting shall be determined by the Chair after consultation with the Steering Committee.
- e. Any member of Lowell Votes may propose an item for the agenda by contacting any member of the Steering Committee at least four days before the scheduled meeting.
- f. Additional meetings may be held at the discretion of the Chair. Notification of the members of the organization shall be given as early as possible.
- g. All meetings of the organization are open to the general public.

7. Committees

Lowell Votes shall maintain the following standing committees and any other committees deemed necessary by the Steering Committee. The Chair of Lowell Votes shall appoint all committee chairs.

- a. Canvassing and Outreach – This committee shall cut turf and coordinate door-knocking, identify and recruit block captains, conduct phone banks, do mailings, and train canvassers.
- b. Events – This committee shall plan and make presentations to groups (churches, neighborhoods, schools, etc.), and plan and hold rallies, table at existing events, and promote other events.
- c. Education and Information – This committee shall create materials about how city government works, why voting is important, and produce voter guides and educational programs.
- d. Media, Marketing and Fundraising – This committee shall create branding and marketing campaigns, develop a website and maintain social media, create promotional materials, interface with traditional media, organize interviews and advertising, seek and apply for grants, and reach out for private donations.

8. Finances

- a. Lowell Votes may solicit and receive donations, grants and other sources of funding.
- b. Lowell Votes shall utilize a nonprofit with 501(c)(3) status as its fiscal sponsor.
- c. All money raised and received by Lowell Votes must be deposited into the bank account of its fiscal sponsor.
- d. Each November, the Treasurer of Lowell Votes shall meet with the Steering Committee to formulate a budget for the coming calendar year. The budget shall consist of projected income and expenditures for the entire year and shall be presented to the full membership of Lowell Votes at the first formal meeting of the calendar year for formal adoption by the membership. The budget may be amended at a general or special meeting during the year by a majority vote of the members of Lowell Votes who are present.
- e. The Chair shall have the authority to approve non-budgeted expenditures not expected to exceed \$200.00. Non-budgeted expenditures expected to exceed \$200.00 but not to exceed \$500.00 may be approved by a majority vote of the Steering Committee. Non-budgeted expenditures expected to exceed \$500.00 must be approved by a majority vote of the members of Lowell Votes who are present at any general or special meeting.
- f. The Chair and the Steering Committee may authorize the expenditure of funds in whatever amounts may be necessary to undertake a fundraising event and other off-

budget activities when costs for said events will be subsequently reimbursed during the execution of the fundraising activity.

9. Amendments

These Bylaws may be amended at any general membership meeting of Lowell Votes by a two thirds vote of the members present and voting, providing notice of the proposed changes have been presented at the preceding regular meeting of the organization.