

Lancaster County Democratic Committee

Lancaster County, Virginia



BYLAWS LANCASTER COUNTY DEMOCRATIC COMMITTEE

ARTICLE I: NAME

The name of this organization shall be the Lancaster County Democratic Committee.

ARTICLE II: MANDATE AND AUTHORITY

This Committee exists under the authority of the Democratic Party of the United States and the Democratic Party of the Commonwealth of Virginia, and conducts its operations in accordance with the party plans of those organizations. This Committee reserves unto itself the implementation of those plans and the daily conduct of its own operations.

ARTICLE III: PURPOSES AND OBJECTIVES

Section 1. The Committee shall have charge of the Democratic Party of Lancaster County and the nomination of its candidates. It shall have full control of the Party's interests in all primary, general and special elections in Lancaster County and shall do all things within its power to aid in the victory of party candidates and positions at the polls.

Section 2. Specifically, the members of the Committee shall:

1. Use their best efforts to ensure that all Democrats in their respective precincts and legislative districts are registered and qualified to vote;
2. Use their best efforts in general elections to ensure that all voters in Lancaster County vote for Democratic candidates;
3. Assist in organizing their precincts and legislative districts to ensure active participation and support for Democratic candidates in all elections;
4. Ensure that political literature is distributed during campaigns and that the polling places are staffed on all election days;
5. Assist the Committee in taking stands on current issues as they may be timely and desirable and in the best interest of the Democratic Party;

ARTICLE IV: MEMBERSHIP

Section 1. The committee shall be comprised of the following members, who shall each be entitled to the same membership rights, privileges, and responsibilities. No person shall be considered to be more than one member of the Committee.

- a. The Chair
- b. The Deputy Chairs for Finance and Administration and Precinct Operations
- c. The Secretary of the Committee
- d. The Treasurer of the Committee
- e. Public Information Officer
- f. Technology Officer
- g. Community Outreach Officer
- h. The Volunteer Coordinator

Lancaster County Democratic Committee

Lancaster County, Virginia



- i. Representatives from each electoral district in Lancaster County.
- j. Each Democrat who holds a public office elected, in whole or in part, by the voters of Lancaster County.
- k. Each Democratic member of the Lancaster County Electoral Board.
- l. Each Democrat who has previously held a public office elected, in whole or in part, by the voters of Lancaster County, and who has notified the Chairman of the committee, in writing, of the desire to be a member of the committee.
- m. The members of the State Central Committee of the Democratic Party of Virginia who are registered to vote in Lancaster County.
- n. The immediate past chair of the Committee.

Section 2. The Committee shall hold a biennial reorganization meeting, or caucus, in odd-numbered years on any weekday evening or a Saturday afternoon or evening during the week following the first Saturday in December. At the September meeting prior to a reorganization meeting, the Committee Chair shall announce this caucus to include the date, time, and location of the meeting. In addition, the Secretary of the Committee shall cause a public call to be published in the *Rappahannock Record* at least seven (7) days but not more than two (2) weeks prior to the date of the caucus.

Section 3. The fiscal year shall be from September 1st to August 31st.

Section 4.

- a. There shall be four types of memberships: Individual, Family, Student, and Golden Senior (for members age 90+)
- b. Annual dues shall be \$25.00 for Individual membership and \$35.00 for Family membership. Dues will be waived for full time Students and Golden Seniors.
- c. Membership dues may be waived in case of hardship by request to the Executive Board.
- d. Membership dues shall be payable when application is made and on September 1st of each succeeding year.
- e. New members who join after March 1st of any given year will be granted membership for the remaining current fiscal year and all of the following year.
- f. Members whose dues are in arrears may be required to bring their membership up to date before participating in Committee sponsored events.

ARTICLE V: OFFICERS

Section 1. Elected Officers of the Committee shall serve for a term of 2 years and consist of:

- a. **Chair.** The Chair shall be the chief executive officer of the Committee and primary spokesperson to the public and the media. The Chair shall be an ex-officio member of all standing or special committees. The Chair shall vacate his or her committee seat upon election to county or state office, and that seat shall be declared vacant.
- b. **Deputy Chair for Finance and Administration.** The Deputy Chair for Finance and Administration shall be the chief operating officer of the Committee and shall be responsible for supervising overall fundraising activities conducted by the Committee; shall establish and appoint members to subcommittees as needed to oversee specific fundraising activities; shall chair the Finance Committee; shall prepare a budget for approval by the full Committee each July in time for execution when the new fiscal year begins on 1 September; and shall perform such other duties as may be directed by the Chair or the Executive Board. During the temporary absence of the Chair, this officer shall serve as temporary Chair.
- c. **Deputy Chair for Precinct Operations.** The Deputy Chair for Precinct Operations shall supervise all precinct operations; shall establish and appoint members to subcommittees, as needed, to oversee precinct operations; shall be responsible for planning and conducting all voter registration activities approved by the Committee; shall prepare a precinct plan for approval by the Executive Board upon the request of the Chair; shall conduct and prepare an annual membership training program; and shall perform such other duties as may be directed by the

Lancaster County Democratic Committee

Lancaster County, Virginia

Chair or the Executive Board. During the temporary absence of the Chair and Deputy Chair for Finance and Administration, the Deputy Chair for Precinct Operations shall serve as temporary Chair. The Deputy Chair for Precinct Operations shall supervise Precinct Captains who are elected by Committee members in the precinct in which they reside at the meeting following the Organizational Meeting. In the event of a mid-term vacancy, the Deputy Chair for Precinct Operations shall appoint a successor. Precinct Captains are responsible for coordinating the work of the LCDC in their respective precincts. Precinct Captains shall report to the Deputy Chair for Precinct Operations and shall perform such other duties as may be assigned by the Committee.

- d. **Secretary of the Committee.** The Secretary of the Committee shall keep the minutes of the Committee meetings and Executive Board meetings and shall make available to members the minutes of the meetings of the Committee and Executive Board; shall take and keep attendance at Committee meetings and Executive Board meetings; and shall formally certify actions and resolutions of the Committee.
- e. **Treasurer of the Committee.** The Treasurer shall safely keep all funds of the Committee and shall keep a detailed account of all contributions, other receipts and all disbursements for both state and federal campaigns. The Treasurer shall submit a written financial report at each meeting of the Committee and shall prepare an audited report annually. Where required by federal law, the Treasurer shall be responsible for maintaining the appropriate segregated and separate accounts. Two signatures will be required on the checks, the Treasurer's, along with one of the other four officers in descending order of office.

Section 2. Officers appointed by the Chair shall serve for a term of 2 years and consist of:

- a. **Public Information Officer.** The Public Information Officer shall assist the Chair in presenting the views and opinions of the Committee; shall maintain a list of media contacts and issue press releases as authorized by the Chair or Deputy Chair for Finance and Administration; shall coordinate letter-writing campaigns, and shall perform such other duties as assigned by the Chair.
- b. **Technology Officer.** The Technology Officer shall be the primary officer in the administration of the technology services for the Committee; shall be responsible for providing officers, precinct representatives and at-large representatives with appropriate lists of voters and other products from data bases available to him; and shall perform such other duties as assigned by the Chair.
- c. **Community Outreach Officer.** The Community Outreach Officer shall conduct outreach operations to broaden community participation in Democratic activities and support Democratic candidates; shall seek volunteers to fill vacancies on state and local boards and commissions; shall maintain liaison with various community groups such as civic associations, charitable organizations, ethnic and minority organizations, religious leaders and their organizations, veterans organizations, teen groups, organizations for the disabled. This officer shall also form a standing committee on outreach and shall report annually on outreach operations to the Executive Board.
- d. **Membership Chair.** The Membership Chair shall serve under the supervision of the Deputy Chair for Finance and Administration and shall maintain a list of active members with current contact information. This membership list shall be considered proprietary and may not be sold, loaned or published.
- e. **Volunteer Coordinator.** The Volunteer Coordinator shall serve under the supervision of the Deputy Chair for Precinct Operations and shall be responsible for finding volunteers to staff events, including festivals and parades; and for the posting of campaign signs. The Coordinator shall enlist the assistance of the Precinct Captains to achieve these goals.

Section 3. The Chair and the Deputy Chair for Finance and Administration shall have the power to expend or obligate the Committee to expend up to five hundred dollars (\$500) for Committee business without the prior approval of the Executive Board, provided that they report any such expenditure to the Executive Board at its next meeting. Expenditures or obligations exceeding five hundred dollars (\$500) shall require prior approval by the Executive Board. Expenditures or obligations authorized under this Section shall not exceed approved budgeted amounts unless approved at a properly convened meeting of the full Committee.

Lancaster County Democratic Committee

Lancaster County, Virginia



Section 4. Records: Confidential records under the purview of the committee must be destroyed in a manner that cannot be read, interpreted, or reconstructed. When a record is no longer required to be kept, it should be properly destroyed by means of shredding or burning (checks, financial records, reports).

ARTICLE VI: INSPECTION OF RECORDS

The minutes of meetings of the committee, records and statements of the financial affairs of the committee, the Bylaws of the Committee, and a roster of the names, addresses, and telephone numbers of all members of the Committee shall be made available for inspection to any member of the Committee at any reasonable time upon reasonable notice to the custodian of those records.

ARTICLE VII: MEETINGS

Section 1. The regular meetings of the Committee shall be held on the fourth Monday of each month unless otherwise ordered by the Committee or the Executive Board.

Section 2. Special meetings of the Committee may be called by the Chair or by a majority of the voting members of the Executive Board.

Section 3. A quorum for the committee is forty percent (40) of the membership, or nine (9) members including at least two elected officers.

Section 4. Neither proxy nor fractional voting is permitted in any activity of this Committee.

Section 5. Any person wishing to offer a non-procedural motion or resolution at a Committee meeting shall submit such motion or resolution in writing to the Chair. Unless otherwise provided by a vote of at least two thirds (2/3) of Committee members present and voting, the motion shall be referred to the Executive Board for consideration. A majority vote of Committee members present and voting shall be sufficient for approval.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the Committee, the immediate past Chair, the five Precinct Captains, and any elected county official who is a Democrat, e.g. County Supervisor or School Board Member. The immediate past Chair shall serve on the Executive Board in ex-officio capacity and shall not have a vote on the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Committee between its business meetings, fix the hour and place of such meetings, make recommendations to the Committee, perform all duties of the Committee between Committee meetings, and perform such other duties as are specified in these By-Laws. The Executive Board shall be subject to the orders of the Committee and none of its acts shall conflict with the action taken by the Committee. Minutes of the Executive Board meetings shall be made available at the next full Committee meeting and when possible, announcements of expected topics for discussion should be made known to Committee members prior to the meeting of the Executive Board.

Section 3. Any member of the Executive Board, except those ex-officio members, who is absent from any three (3) regular meetings within a twelve-month period shall be considered to have submitted his or her resignation from the Executive Board. The Executive Board shall declare the office vacant upon notification by the Clerk of the Committee of such absence. Members feeling that they have justifiable cause to miss a meeting of the Board shall notify the Clerk and

Lancaster County Democratic Committee

Lancaster County, Virginia



the Clerk shall include such notification in his or her report to the Executive Board and the Executive Board shall determine whether to accept such cause. All meetings of the Executive Board shall have minutes prepared by the Clerk.

Section 4. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held at a date agreed upon by the members. Special meetings of the Board may be called by the Chair and shall be called upon the written request of three (3) members of the Board. Notice of special meetings shall be given to members by email or telephone call at least 24 hours prior to the meeting date. Notice shall include the date, time, place, and purpose of the meeting.

Section 5. All meetings of the Executive Board shall be open to Committee members and to guests invited by a member of the Board with the concurrence of the Chair.

Section 6. A quorum for the Executive Board is six (6) members.

Section 7. The Chair, the Deputy Chair for Finance and Administration, and the Deputy Chair for Precinct Operations shall not publicly support one Democrat over another in primaries and caucuses, except that nothing in this section shall prevent these officers from being candidates to serve in any Democratic delegation.

ARTICLE IX: COMMITTEES

Section 1. A Finance Committee shall consist of the Deputy Chair for Finance and Administration, the Treasurer, and no fewer than two (2) members appointed by the Chair.

Section 2. An Outreach Committee that shall function in accordance with section V.2.c of these bylaws.

Section 3. An Audit Committee of three (3) members shall be appointed by the Chair at each annual meeting, whose duty it shall be to audit the Treasurer's accounts, to close the fiscal year, and to report at the March meeting of the full Committee and at such other times as may be necessary. The Audit Committee shall be chaired by a member appointed by the Chair.

Section 4. Such committees as are called for by the Lancaster County Democratic Committee "Strategic Plan" for the execution of this plan.

Section 5. Such other committees, standing or special, shall be appointed by the Chair as the Executive Board from time to time shall deem necessary to carry on the work of the Lancaster County Democratic Committee.

ARTICLE X: DISCIPLINARY PROCEEDINGS/REMOVAL

Section 1. The parliamentary authority adopted by the organization shall govern all disciplinary proceedings, subject to the provisions of this Article and the Democratic Party Plan of Virginia.

Section 2. The following shall be considered willful neglect of duties imposed on the officers, members, and associates of the Committee, and shall constitute grounds for removal from office, membership, and/or associate status: (a) Malfeasance, misfeasance, or nonfeasance of duties; (b) Conduct injurious to the good name of the Democratic Party or the Committee; (c) Use or implication of the name or resources of the Committee to promote a contested candidate for public office who is not a Democratic nominee or endorsee; (d) Public recruitment, endorsement, support, assistance, or contribution of or to a declared or nominated candidate for another political party or an independent, who is opposed to a declared or nominated Democratic candidate;

Section 3. No person shall be subject to removal from office, membership, or associate status on the basis of any activities required by his or her profession, provided that such activities do not result from payment by a candidate or other representative of a campaign for public office, and provided that that person has provided advance notice of such activities to the Chair of the Committee and the Secretary.

Lancaster County Democratic Committee

Lancaster County, Virginia



Section 4. No person shall be removed from office, membership, and/or associate status until a written complaint is approved by the Executive Board or by a two-thirds vote of the members of the Committee present and voting at a meeting of the Committee. Such complaint shall have been provided to the Chair of the Committee and the Secretary (or if the charge is against the Chair of the Committee and the Secretary, provided to the Vice Chair for Finance and Administration and the Treasurer) and provided to the subject or subjects of the complaint, at least 10 days prior to the meeting at which the complaint was approved. The complaint shall have included the charges and specifications against the subject or subjects, the proposed sanctions, the manner by which the complaint will be investigated, and the date and time of the formal hearing on the charges. Any formal hearing shall take place at a special meeting of a subcommittee of the Committee, which shall be held not less than five days after the approval of the complaint. After receipt of the hearing subcommittee's recommendation, the Committee may remove the subject or subjects of the complaint from office, membership, and/or associate status upon a two-thirds vote of those members of the Committee present and voting.

Section 5. Notwithstanding any other provision of this Article, a person appointed to an office of the Committee may be removed at any time by the appointing officer or officeholder.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Roberts Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Committee may adopt.

ARTICLE XII: AMENDMENT OF BY-LAWS

Section 1. These By-Laws shall be effective until amended in accordance with this Article XI, and continue from Committee to Committee.

Section 2. Any proposed amendment to these By-Laws shall be submitted in writing by a member of the Committee at a regular meeting and read for the minutes.

Section 3. At the following regular meeting, the proposed amendment shall be considered and voted upon. Adoption shall be by two-thirds (2/3) vote of all Committee members present and voting.