

Culpeper County Democratic Committee Bylaws as amended on 3-27-2018.

## **Article I Name**

Section 1.1: The name of the organization shall be the Culpeper County Democratic Committee (hereafter referred to as the CCDC).

## **Article II Organizational Authority**

Section 2.1 CCDC is organized under the authority of and in accordance with the Code of Virginia and the Party Plan of the Democratic Party of Virginia currently in effect. Nothing contained in these Bylaws is intended to conflict with either the Code of Virginia or the Party Plan. If any such conflict should occur between these Bylaws and the Code of Virginia or the Democratic Party Plan, then the Code of Virginia or the Party Plan shall have precedence.

Section 2.2 All activities of the CCDC, including mass meetings, primaries, conventions, and fundraising, shall be conducted in accordance with the relevant provisions of the Party Plan and the Code of Virginia.

## **Article III Objectives**

Section 3.1 Objective 1: The CCDC shall recruit and nominate qualified candidates to run for office at the Local, State, and Federal level.

Section 3.2 Objective 2: Increase Democratic voter turnout.

Section 3.3 Objective 3: Organize and fundraise on behalf of Democratic activities and nominees for Local, State and Federal elections.

## **Article IV Membership**

Section 4.1 To become a member of the CCDC, one must be registered to vote in Culpeper County.

Section 4.2 The CCDC will elect its membership every other year at its biennial Committee Reorganization Caucus, which shall be held between December 1st of odd-numbered years and January 15th of the subsequent even-numbered year. To remain a member of the CCDC, any previously elected CCDC member must file for re-election at the reorganization caucus.

Section 4.3 Members elected at the reorganization caucus shall serve until the next CCDC reorganization caucus. The CCDC Executive Committee, as defined in Article VI, shall draft the Rules and a Call for the Committee Reorganization Caucus. These Rules and Call shall indicate the time, place, and manner of election, the basis of representation, any filing fees and dues, and the time, place and manner of filing

declarations of candidacy for election to the Committee. Ample public notice shall be given in accordance with Article 9 of the Party Plan.

Section 4.4 In order to become a CCDC member after the conclusion of the reorganization caucus, applicants must complete a membership registration form and be approved by a majority vote at a properly convened meeting of the CCDC. Each applicant who is elected shall serve until the next CCDC reorganization.

Section 4.5 There is no limit to the number of members of the CCDC. Every effort shall be made to ensure that each of the Magisterial Districts is well represented with the goal of at least one full voting member to represent each precinct.

Section 4.6 All Democratic office holders at County, State, or Federal level; all members of the 7th Congressional District Committee who live within Culpeper County; and all State Party officials who live within the County shall be Ex-Officio members of the Committee.

Section 4.7 Non-residents of Culpeper County may become non-voting members of CCDC as Associate Members and may participate in CCDC events and activities.

Section 4.8 The duty of each member and officer of the CCDC shall be to further the objectives outlined in Article III to the the best of their ability, to seek the registration of voters, to do all within their power to aid in the victory of the Democratic Party's nominees in all elections, and to perfect the Democratic organization within Culpeper County. Members shall to the best of their ability attend and constructively participate in each meeting of the CCDC.

## **Article V Removal of Members**

Section 5.1 A member may be removed from the CCDC for the following reasons:

- (1) Willful neglect of duty to the CCDC as defined in Section 4.8, including but not limited to overtly supporting, endorsing, or assisting any candidate opposed to a candidate nominated by the National Democratic Party, the Democratic Party of Virginia, or any local committee of the Democratic Party of Virginia.
- (2) Failure to maintain a legal residence in Culpeper County.

Section 5.2 Removal proceedings shall be in accordance with Section 8.9 of the Party Plan and will be conducted in the following manner:

- (1) Removal proceedings may be initiated by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at a meeting of the CCDC, following a properly presented and seconded motion.
- (2) If such a vote passes, the Executive Committee will send written notice to the accused member that removal proceedings have been initiated. This written notice will be given at least ten (10) days before the next regularly scheduled CCDC meeting.

- (3) The Executive Committee will be charged with appointing a Chair and members to a Hearing Subcommittee.
- (4) This subcommittee will hear charges against the accused member as the first order of business at the next regularly scheduled monthly meeting of the CCDC. The hearing committee will make a recommendation to the full committee.
- (5) If the Hearing Committee recommends removal, the full CCDC will then immediately vote. If passed by a two-thirds vote of the CCDC, the member will be removed and will no longer be a voting member of the CCDC.

Section 5.3 The decision can be appealed to the district committee.

## **Article VI Executive Committee**

Section 6.1 The CCDC shall elect officers to an Executive Committee comprising a Chair, 1st Vice-Chair, 2nd Vice-Chair, Secretary, Treasurer, and Web Manager at a caucus held separately and within forty (40) days following the biennial reorganization meeting and administered in accordance with Article 18 of the Party Plan.

Section 6.2 The officers shall serve for a period of two (2) years.

Section 6.3 The Executive Committee shall have entire charge and full control of all party matters arising throughout Culpeper County between meetings of CCDC. All powers that inhere in CCDC shall be vested in the Executive Committee at such times as the Committee is not in session provided, however, that the Executive Committee may not amend these Bylaws or act in a manner that is contrary to any duly passed motions or resolutions enacted by CCDC.

Section 6.3 CCDC members shall be notified of a vacancy in any office within 5 business days. Nominations to fill the vacancy will be accepted for a minimum of 7 days subsequent to the announced vacancy. The position will be filled by a majority vote of those members present at the next meeting of the CCDC following the conclusion of the nomination period.

Section 6.4 Removal of an officer from office shall follow the same procedure as outlined in Article V.

Section 6.5 An officer who decides to run for elected office at the local, state or federal level, either as a Democratic nominee or as an Independent candidate, shall resign their office in CCDC.

Section 6.6 The executive committee shall hold at least one regularly scheduled monthly meeting.

## **Article VII Duties of Officers**

Section 7.1 The Chair shall preside at all meetings of the CCDC and shall be the Temporary Chair of all County mass meetings. The Chair, with approval by the Executive Committee, may appoint a Parliamentarian, Sergeant-at-Arms, and chairs of

any subcommittees deemed necessary. The Chair shall perform such other duties as are required by these Bylaws, the Party Plan, and the Code of Virginia.

Section 7.2 The 1st Vice-Chair shall preside at any meeting if the Chair is absent, shall perform all duties delegated by the Chair, and shall have the authority of the Chair when the latter, for any cause, is unable to act.

Section 7.3 The 2nd Vice-Chair shall preside in the absence of the Chair and the 1st Vice-Chair and shall have all the authority of the Chair when both the Chair and Vice-Chair are, for any reason, unable to act and shall perform all duties assigned to them by the Chair.

Section 7.4 The Secretary shall keep accurate records of all proceedings of the Committee, shall make available before each meeting the minutes of the preceding meeting, and shall keep an accurate record of attendance of members at each meeting. At the beginning of each CCDC meeting, the Secretary shall advise the Chair if the quorum requirement (Article IX) has been met. The Secretary shall also be responsible for the proper notification of all meetings to all members of CCDC, in coordination with the Web Manager. The Secretary is responsible for maintaining contact information for all members and making electronic contact information available to the Web Manager.

Section 7.5 The Treasurer shall have full charge of all funds belonging to CCDC and shall deposit them in a bank to the credit of CCDC. The Treasurer shall pay all bills by check, debit card, or via online banking, make a report of all expenditures at each meeting, present an annual written report including a proposed annual budget each December, make a separate report of receipts and disbursements for each fundraising event, and perform other duties requested by the Chair.

Section 7.6 The Web Manager coordinates the website, social media sites, electronic communications, and any other web-based products to communicate with CCDC members and for promotion and marketing purposes.

## **Article VIII Establishment of Subcommittees**

Section 8.1 The Precinct Operations, Events, and Fundraising subcommittees shall be established as Standing Subcommittees. Following the biennial reorganization caucus, the Executive Committee will prioritize recruitment of members to these subcommittees.

Section 8.2 The Executive Committee may establish additional subcommittees as needed.

Section 8.3 The duties of the Precinct Operations subcommittee shall include planning and implementing ongoing activities to identify and register Democratic voters, to encourage these Democrats to participate in CCDC events, and getting Democratic voters to the polls on Election Day.

Section 8.4 The Events subcommittee shall be responsible for organizing CCDC presence at local community events, such as local festivals, street fairs, political rallies and civic events in order to further the visibility of the CCDC in Culpeper County.

Section 8.5. The Fundraising subcommittee shall propose and organize fundraising activities and social events, identify and contact donors, and for the purpose of raising money for the CCDC.

Section 8.6. All subcommittee chairs will be expected to attend Executive Committee meetings and will be non-voting members of the Executive Committee.

## **Article IX Inspection of Records**

Section 9.1 Minutes of all meetings of CCDC, records and statements of the financial affairs of CCDC, the Bylaws of CCDC and list of members shall be made available for inspection to any member of CCDC at any reasonable time upon five (5) days written notice to either the Secretary or the Treasurer depending upon which records are being requested. Members have the duty to protect the privacy of CCDC members' personal information. No member information shall be used for anything other than official CCDC business. Violating this is considered a an infraction of Section 4.8.

## **Article X Meetings**

Section 10.1 In accordance with Section 8.11 of the Party Plan, all meetings of the CCDC shall be open to the public. Such meetings may be called as follows:

- (a) Upon the call of the Chair; or
- (b) By at least 10% of CCDC membership, if the signed call is filed with the Chair at least fifteen (15) days before the proposed meeting date; or
- (c) By a majority vote at a properly convened meeting of the CCDC.

## **Article XI Quorum**

Section 11.1 A quorum for all meetings of CCDC shall consist of at least forty percent (40%) of the *active members*.

Section 11.2 For the purposes of a quorum, an *active member* is a member who has attended at least one of the previous two meetings. Members who have missed the previous two meetings will be considered inactive for the purposes of obtaining a quorum and will not be counted towards the quorum requirement. Inactive members who attend any meeting will be restored to active status.

Section 11.3 Before each meeting, the secretary will prepare a list of active members by tallying those members who have attended at least one of the previous two meetings. A quorum will be reached at the current meeting if 40% of those members are in attendance.

## **Article XII Appeals**

Section 12.1 Any person aggrieved by any decision, action or failure to act by the CCDC may appeal to the 7th Congressional District Democratic Committee in accordance with Article 8 Section 5 and Article 11 of the Party Plan.

Section 12.2 The decision of the 7th Congressional District Democratic Committee may be appealed to the Steering Committee of the Democratic Party of Virginia.

Section 12.3 The appeal process shall be conducted following Article 11 Section 1 of the Party Plan.

### **Article XIII Amendments to These Bylaws**

Section 13.1 These Bylaws may be amended at a meeting of the CCDC convened with ten (10) days advance notice and at which a quorum is present.

Section 13.2 These Bylaws may be amended by a two-thirds vote of CCDC members present.

### **Article XIV Parliamentary Authority**

The most current edition of Robert's Rules of Order shall govern CCDC in all cases to which they are applicable and in which they are not inconsistent with the Party Plan, these Bylaws, the Code of Virginia, or any special rules of order CCDC may adopt.

### **Article XV Assessments and fees**

Section 15.1 The CCDC has the authority to set and levy reasonable filing fees, dues and assessments. The fees may be set and changed in accordance with Article 4.3 or Article XIII.

Section 15.2 Individual waivers of fees, dues and assessments may be granted by the Chair.