

Culpeper County Democratic Committee Bylaws

as approved by the General Committee 12/2/2023

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 (DPVA) currently in effect. Nothing in these Bylaws is intended to conflict with the Code of Virginia or the Party Plan. If any such conflict should occur, 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 Party Plan and the Code of Virginia.

Article III Objectives

Section 3.1 Recruit and nominate qualified candidates to run for local, state, and federal offices.

Section 3.2 Increase Democratic voter turnout.

Section 3.3 Collaborate with Culpeper Young Democrats to expand youth and young adult outreach.

Section 3.4 Organize and fundraise on behalf of Democratic activities and nominees.

Section 3.5 Adopt sustainability and succession plans.

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 accepts its members on an ongoing basis by a majority vote at a properly convened CCDC meeting as membership applications and dues are received. Each accepted applicant remains a member until the end of the calendar year.

Section 4.3 The number of CCDC members is not limited. Every effort shall be made to ensure that each Magisterial District is well represented with the goal of at least one full voting member from each precinct.

Section 4.4 All Democratic office holders at the county, state, and federal levels; all 7th Congressional District Committee members who live in Culpeper County; and all Democratic Party of Virginia officials who live in Culpeper County shall be ex-officio members of the CCDC.

Section 4.5 Non-residents of Culpeper County may become non-voting CCDC associate members and may participate in CCDC activities.

Section 4.6 The duties of CCDC members shall be to further the objectives outlined in Article III by seeking the registration of new voters, helping all Democratic Party's nominees win their elections, and supporting the Democratic organization in Culpeper County. Members shall, to the best of their ability, attend and constructively participate in each meeting of the CCDC.

Article V Reorganization Caucus

Section 5.1 The CCDC's Reorganization Caucus shall be held every two years between December 1st of odd-numbered years and January 15th of the subsequent even-numbered year, communicated to the State Party by November 15th of the odd numbered year, and adhere to Articles 8 and 18 of the DPVA Party Plan.

Section 5.2 The CCDC Executive Committee, as defined in Article VII, shall issue Rules and a Call for the Reorganization Caucus. The Rules and Call shall indicate the time, place, and manner of reorganization. Public notice shall be given at least 7 days before the caucus.

Section 5.3 To participate in the caucus, the previous year's members must reapply and pay their current dues.

Article VI Removal of Members

Section 6.1 A full or associate member may be removed from the CCDC for supporting, endorsing, or assisting any candidate opposed to a candidate nominated by the national, state, or local Democratic party.

Section 6.2 Any CCDC member may initiate removal proceedings by asking the Executive Committee to investigate their concern. If the Executive Committee determines that removal is justified under Section 6.1, the accused member shall receive 10 days' written notice of their removal. Before those 10 days expires, the accused member may request a hearing before a subcommittee to be appointed by the Executive Committee. The subcommittee's decision may be appealed to the District Committee.

Article VII Executive Committee

Section 7.1 The CCDC shall elect officers to an Executive Committee comprising a Chair, Vice Chair Community Operations, Vice Chair Precinct Operations, Secretary, and Treasurer at a separate caucus within forty (40) days of the biennial reorganization in accordance with Article 18 of the Party Plan.

Section 7.2 The officers shall serve for a period of two (2) years.

Section 7.3 If the Chair is temporarily unable to preside at a CCDC meeting or fulfill other duties, the Chair may ask either of the Vice Chairs to preside or act on the Chair's behalf. In the event that neither Vice Chair is available, the Chair may ask any of the other officers to chair or act of the Chair's behalf.

Section 7.4 If an officer is permanently unable to continue in their capacity, the Executive Committee may appoint an interim officer to fulfill the duties until such time as the membership can vote in a new officer to fill the unexpired term of the vacated seat.

Section 7.5 CCDC members shall be notified of a vacancy in any office within five (5) business days. Nominations to fill the vacancy will be accepted until such time as the position is filled. The position will be filled by a majority vote of those members present at the next CCDC meeting after receiving nominee(s).

Section 7.6 An officer who runs for elected state or federal office, as either a Democratic nominee or an independent candidate, shall resign their CCDC office. Except for the Chair or Vice Chairs, a CCDC officer need not resign to run for the Culpeper Town Council, Culpeper Board of Supervisors, or Culpeper School Board.

Section 7.7 The Executive Committee shall have full control of all party matters arising in Culpeper County between CCDC meetings. At such times, all powers inherent in CCDC shall be vested in the Executive Committee except that it may not amend these Bylaws or act in a manner contrary to any resolutions duly enacted by CCDC.

Section 7.8 The Executive Committee shall hold at least one regularly scheduled monthly meeting.

Section 7.9 A quorum for the Executive Committee shall consist of the majority of its officers.

Article VIII Duties of Officers

Section 8.1 The Chair shall serve as the leader of the CCDC and its Executive Committee and as CCDC's official representative in all public and DPVA matters. The Chair shall preside over all meetings of the CCDC with the exception of Section 7.3.

The Chair may appoint a Communications Manager, Assistant Treasurer or other positions as described in 8.6 and 8.7. The Chair shall perform such other duties as required by the CCDC Bylaws, the DPVA Party Plan, and the Code of Virginia.

Section 8.2 The Vice Chair Community Operations is responsible for and assists in:

- Integrating the CCDC and its values into the Culpeper community through recruitment, training, and support of viable local candidates
- Representing the CCDC at community events
- Fundraising

- Overseeing the Candidate Recruitment, Events and Fundraising Subcommittees.
- This officer may preside in the absence of the Chair in accordance with Section 7.3.

Section 8.3 The Vice Chair Precinct Operations manages the planning, organizing, and enablement of Democratic and other supportive voters to vote during elections. This officer is accountable and responsible for:

- Recruiting and supporting precinct captains
- Voter registration
- Voter engagement and education
- GOTV (Get Out the Vote) activities
- Voter protection
- Overseeing the Precinct Operations Subcommittee
- This officer may preside in the absence of the Chair in accordance with Section 7.3.

Section 8.4 The Secretary is the repository for all official proceedings of the CCDC, including minutes of Executive Committee and general membership meetings, and membership records in accordance with Articles IV and X. The Secretary distributes records as required by the Chair, is responsible for producing minutes, and establishes the presence of a quorum at CCDC membership meetings. The Secretary is accountable for the activities of the Membership Subcommittee.

Section 8.5 The Treasurer is responsible for all funds, payments, and financial and insurance records of the CCDC and their approved distribution. The Treasurer shall develop and maintain an annual budget and shall make monthly reports to the Executive Committee and the membership. The Treasurer acts in accordance with all legal, ethical, and professional requirements and practices. The Treasurer shall perform such other duties as are required by the CCDC Bylaws, the DPVA Party Plan, and the Code of Virginia. The Treasurer is accountable for the activities of the Assistant Treasurer.

Section 8.6 The Communications Manager is appointed by the Chair and shall serve as a non-voting member of the Executive Committee. The Communications Manager is responsible for organizing and coordinating communications across all platforms in order that communications are consistent with CCDC branding, promotions, marketing strategies and objectives.

Section 8.7 The Assistant Treasurer is appointed by the Chair and shall serve as a non-voting member of the Executive Committee. The Assistant Treasurer shall assist the Treasurer in all duties as described in Section 8.5 and act as Treasurer in the Treasurer's absence or at the Treasurer's direction.

Article IX Establishment of Subcommittees

Section 9.1 The Candidate Recruitment, Events, Fundraising, Precinct Operations, Membership and Vote Builder (VB) Database Administrator subcommittees shall be established as Standing Subcommittees. After the biennial reorganization caucus, the Executive Committee will prioritize recruiting members to these subcommittees.

Section 9.2 The Executive Committee may establish additional subcommittees as needed as well as dissolve subcommittees or remove their volunteers.

Section 9.3 The Candidate Recruitment Subcommittee is responsible for recruiting, training, and supporting candidates for local and state offices. The Candidate Recruitment Subcommittee Chair shall provide a monthly activity report to the Executive Committee.

Section 9.4 The Events Subcommittee is responsible for organizing the CCDC's presence at local community events such as local festivals, street fairs, political rallies, and civic events to build a positive image of the CCDC in Culpeper County. The Events Subcommittee Chair shall provide a monthly activity report to the Executive Committee.

Section 9.5. The Fundraising Subcommittee shall propose and organize fundraising activities and identify and contact donors to raise money for the CCDC. The Fundraising Subcommittee Chair shall provide a monthly activity report to the Executive Committee.

Section 9.6 The duties of the Precinct Operations Subcommittee shall include planning and implementing ongoing activities to identify and register Democratic voters, encourage these Democrats to participate in CCDC events and GOTV activities, and get Democratic voters to the polls. The Precinct Operations Subcommittee Chair shall provide a monthly activity report to the Executive Committee.

Section 9.7 The Membership Subcommittee is responsible for the recruiting, onboarding, and retaining CCDC members by developing communications, recruitment tools, membership records, and activities. The Membership Subcommittee Chair shall provide a monthly activity report to the Executive Committee.

Section 9.8 The Voter Builder Database Administrator controls access to the CCDC's VB account and is the single point of contact between DPVA's VB staff and CCDC users. The Administrator assigns VB access to users, organizes training for new users, and requests mailing lists from DPVA.

Article X Removal of Officers

Section 10.1 An officer may be removed for neglecting the duties assigned to the position in Article VIII, failure to engage with the Executive Committee, or for missing more than two (2) Executive Committee meetings without notifying the Chair.

Section 10.2 Any CCDC member may initiate removal proceedings through the Executive Committee for any officer found guilty in accordance with Section 10.1. Follow-up action

shall not be taken without at least ten (10) days written notice from the Executive Committee to the accused officer and an opportunity to refute such charges in a hearing before a subcommittee called by the Executive Committee. The decision of the subcommittee may be appealed to the district committee.

Article XI Inspection of Records

Section 11.1 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 the DPVA and any member of CCDC at any reasonable time upon five (5) days written notice to either the Secretary or the Treasurer depending on 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 an infraction of Section 4.6.

Article XII Meetings

Section 12.1 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 XIII Membership Quorum

Section 13.1 For all CCDC membership meetings, a quorum shall consist of at least thirty percent (30%) of the active members.

Section 13.2 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 toward the quorum requirement. Inactive members who attend any meeting will be restored to active status at one of the two next meetings of the CCDC.

Section 13.3 The Secretary will tally the number of active members present and determine whether a quorum exists.

Article XIV Appeals

Section 14.1 Any person aggrieved by any decision, action, or failure to act by the CCDC may appeal to the 7th Congressional District Democratic Committee.

Section 14.2 The decision of the 7th Congressional District Democratic Committee may be appealed to the Steering Committee of the Democratic Party of Virginia.

Section 14.3 The appeals process shall be conducted following Article 11 Section 1 of the Party Plan.

Article XV Amendments to These Bylaws

Section 15.1 These Bylaws may be amended at a meeting of the CCDC membership convened with ten (10) days' notice at which a quorum is present.

Section 15.2 These Bylaws may be amended by a two-thirds (2/3) vote of CCDC members present.

Article XVI Parliamentary Authority

Section 16.1 The most recent 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 XVII Dues, Assessments and Fees

Section 17.1 The Executive Committee has the authority to set and require reasonable dues, assessments, and fees in accordance with Section 4.2.

Section 17.2 The Chair may waive dues in individual cases.