

CHESTERFIELD COUNTY DEMOCRATIC COMMITTEE BYLAWS

**CHESTERFIELD COUNTY DEMOCRATIC COMMITTEE BYLAWS**

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## **Article I: Name**

### **Section 1.**

The name of this organization shall be the Chesterfield County Democratic Committee (hereafter referred to as the "Committee").

## **Article II: Organizational Authority**

### **Section 1.**

The Committee is organized under the authority of and in accordance with the Code of Virginia and the Virginia Democratic Party Plan currently in effect.

Nothing contained in these bylaws shall be construed as being in conflict with either the Code of Virginia or the Democratic Party Plan. If any such conflict should exist, the Code of Virginia and/or the Democratic Party Plan, as the case may be, shall have precedence.

## **Article III: Objectives and Responsibilities**

### **Section 1.**

The Committee shall have as its primary objectives the selection and support of Democratic candidates to represent Chesterfield County at the local, state, and national levels.

### **Section 2.**

In order to achieve these objectives, the Committee's responsibilities shall include:

- a. seeking out and encouraging the candidacy of qualified members of the Democratic Party for elected positions representing Chesterfield County;
- b. overseeing (organizing, regulating, and directing) the nomination of all Democratic Party candidates for Chesterfield County;
- c. supporting the Democratic Party's nominees in all general and special elections in Chesterfield County (organizationally and financially);
- d. encouraging voter registration and participation in all elections without discrimination on the basis of gender, race, color, creed, age, national origin, mental or physical disability, sexual orientation, gender identity, or gender expression; and
- e. maintaining and promoting an active Democratic Party organization in Chesterfield County in whatever way advances the interests of the Democratic Party.

## **Article IV: Membership**

### **Section 1.**

Any person who is a member of the Democratic Party as defined in the Democratic Party Plan who, in good faith, intends to support the nominees of the Chesterfield County Democratic Committee, pays membership

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dues or has received a waiver, and is eligible and registered to vote in Chesterfield County, is eligible for election to the Committee.

### **Section 2.**

Democratic office-holders and members of the Democratic State Central Committee who reside in Chesterfield County shall be ex-officio members of the Committee.

### **Section 3.**

It is the policy of the Chesterfield County Democratic Committee to afford equitable membership to all persons who join as members of the Democratic party, regardless of gender, race, color, creed, age (18 and over), religion, national origin, disability (physical, mental or visual), ancestry, sex (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran status, immigration status, or any other category protected by federal, state or local law.

### **Section 4.**

No person shall be excluded from any level of participation on the Committee because of inability to pay yearly dues. Any person who wishes to become a member of the Committee but who has a financial hardship should contact the Third Vice Chair for Membership.

### **Section 5.**

To remain a member in good standing of the Chesterfield County Democratic Committee, members cannot miss more than three consecutive meetings. If a member misses three consecutive meetings, that individual will move to inactive status. Upon attendance at any subsequent meeting, the member's status will return to active. The quorum shall be based on the number of active members at the conclusion of the previous meeting.

### **Section 6.**

Individuals not eligible for membership in the Chesterfield County Democratic Committee may be voted in as Associate Members. Associate Members will not be eligible to vote nor shall they count towards the quorum.

## **Article V: Election of Members**

### **Section 1.**

The Committee will reorganize in December of odd-numbered years or at the time designated by the Democratic Party of Virginia with election of members to take place at the December meeting. The Committee shall elect its members by caucus.

- a) The existing Executive Committee shall prescribe the time and place of the reorganization meeting, provided there is representation from each magisterial district. Such time and place of the meeting shall be given by publication on the Committee's website and by email to the membership list at least seven (7) days but not more than two (2) weeks prior to such meeting.

- b) Any ten (10) Democratic voters of the County who feel that the Committee has been elected in a manner inconsistent with the Virginia Democratic Party Plan may, within fifteen (15) days after such election, appeal said election to the appropriate Congressional District Democratic Committee.

## **Section 2.**

At times other than reorganization, individuals submitted for membership shall be voted in by a majority vote of active members in attendance. This vote shall be held at the end of a meeting.

## **Article VI: Meetings**

### **Section 1.**

Meetings of the Committee shall be held (a) at the call of the Chair, upon reasonable notice of no less than one week to the membership, or (b) within fifteen (15) days following receipt by the Chair of a written request, signed by at least ten percent (10%) of the members of the Committee, stating the purpose for which a meeting is requested, or (c) at such times and places as a majority of the membership present and voting at the preceding meeting may determine.

For special meetings, the Chair shall give at least ten (10) days' notice by email and website announcement to the entire membership stating the purpose for which the special meeting is called, and at such meeting, no other business shall be transacted except when upon a two-thirds (2/3) vote of the members present. Should the Chair fail to call such a requested special meeting within the specified time, then the Secretary or those members requesting the special meeting may call such a meeting by giving at least ten (10) days' notice to all members of the Committee by email stating the date, time, place, and purpose of the meeting, at the expense of the Committee.

### **Section 2.**

No later than January 15 of even-numbered years following the election of members as required in Article V, the new Committee shall meet and organize itself by electing officers. At this meeting, the outgoing officers shall turn over to the newly elected officers all records, correspondence, funds, and property belonging to the Committee.

At the organizational meeting or as soon as practicable thereafter, the Committee members representing each Magisterial District shall select at least one from among their group to be the Magisterial District Chair(s) for a term of two years. It shall be the duty of the Magisterial Chairs to supervise the execution of the Committee activities in the district from which they are elected.

### **Section 3.**

All meetings of the Committee shall be open to the public and to the press, except that any particular meeting or portion thereof may be held in Executive Session when so designated by a two-thirds (2/3) majority of the Committee present and voting.

### **Section 4.**

There shall be at least four quarterly meetings of the Committee each year.

## **Article VII: Voting**

### **Section 1.**

To be eligible to vote in any Committee business, an elected member must be a member in good standing (see Article IV, Section 5).

### **Section 2.**

Proxy voting is prohibited in all Committee-controlled proceedings per DPVA State Party Plan.

### **Section 3.**

Committee meetings may be held in person or electronically, with appropriate advance notice (as required in Article VI, Sect. 1). Provided a quorum is achieved, at either an in-person or in an electronic meeting through a verification process, committee votes may be held.

### **Section 4:**

No member shall have more than one vote on any motion in any Committee meeting.

## **Article VIII: Quorum**

### **Section 1.**

A quorum shall consist of thirty percent (30%) of the active Committee members exclusive of the presiding officer. The Third Vice Chair shall record and report to the Chair of the Committee the number of active members and the number required to establish a quorum at the beginning of each Committee meeting.

## **Article IX: Officers**

### **Section 1.**

The Officers of the Committee shall consist of:

- |                      |                      |
|----------------------|----------------------|
| a. Chair             | e. Fourth Vice-Chair |
| b. First Vice-Chair  | f. Fifth Vice-Chair  |
| c. Second Vice-Chair | g. Secretary         |
| d. Third Vice-Chair  | h. Treasurer         |

These officers shall be elected by the Committee no later than January 15 of even-numbered years for a term of two years and shall serve until their successors shall have been elected. The date, time, and place of the meeting where the election of officers will occur shall be made known to committee members in advance according to the requirements described in Art. 5, Sect. 1, A.

### **Section 2.**

All officers elected by the committee shall be registered to vote in Chesterfield County and be members of CCDC. The Chair shall appoint, and the Executive Committee shall approve, the creation of a Nominating

Committee charged with verifying that candidates for officer positions meet the qualifying criteria and for collection of any required documents.

**Section 3.**

No person shall be eligible to serve for more than two (2) consecutive full terms as Chair. No person shall be eligible to serve more than two (2) consecutive full terms as the same Vice-Chair.

**Section 4.**

In the event of the permanent vacancy of the office of Chair, the First Vice-Chair shall succeed to the office of Chair, and the Committee shall elect a new First Vice-Chair at the next regular meeting. In the event of a permanent vacancy in any other office, the Committee shall elect a new officer at its next regular meeting.

**Article X: Duties of Officers**

**Section 1.**

The Chair shall set the agenda for and will preside at the meetings of the Committee and the Executive Committee, and shall appoint all standing committees, subject to the consent of the Executive Committee. The Chair shall be an ex-officio member of all such committees, except the Nominating Committee.

The Chair shall be responsible for ensuring the Committee develops and follows a plan to meet the objectives and responsibilities outlined in Article III. The Chair shall be the official spokesperson for the Democratic Party in Chesterfield County. The Chair shall serve as chair of the Executive and of the Candidate Development Committee.

**Section 2.**

The First Vice-Chair shall preside in the absence of the Chair, shall perform all duties of and have all authority for the Chair when the latter is, for any cause, unable to act, and shall succeed to the Office of Chair in the event of its permanent vacancy until a new Chair is elected.

The First Vice-Chair shall have overall responsibility for establishing and maintaining a Democratic Party organization in the various magisterial districts and precincts in the county and shall serve as the chair of the Elections and Operations Committee.

**Section 3.**

The Second Vice-Chair shall preside in the absence of the Chair and the First Vice-Chair.

The Second Vice-Chair shall be responsible for planning programs of general interest for regularly scheduled meetings of the Committee, as well as fundraising events, and shall serve as chair of the Programs and Fundraising Committee.

**Section 4.**

The Third Vice-Chair shall preside in the absence of the Chair, the First Vice-Chair, and the Second Vice-Chair.

The Third Vice-Chair shall be responsible for recruiting and encouraging membership in the Committee, maintaining a current roll of membership, taking attendance at meetings, and tracking the number of active, inactive, and Associate members of the Committee. It shall be the responsibility of the Third Vice-Chair to report to the Chair the number of current active members for the purposes of calculating the number required for quorum. The Third Vice-Chair shall be chair of the Membership Committee.

**Section 5:**

The Fourth Vice-Chair shall be chair of the Diversity, Equity, and Inclusion Committee and shall be responsible for developing programming, membership recruitment activities, and outreach efforts intended to increase the diversity of the committee's membership and ensure the inclusivity of committee activities and policies. The Fourth Vice-Chair will also serve on the Membership Committee and the Candidate Support Committee.

**Section 6:**

The Fifth Vice-Chair shall be chair of the Communications and Technology Committee and shall have the responsibility of maintaining communication platforms, social media, email, and other forms of communication to members, and shall be responsible for internal and external communications. The Communications and Technology Committee shall be responsible for publicizing Committee meetings and other activities to the general public. This will include timely notifications of events, and when appropriate, preparation of a post-event summary of activities for local publications.

**Section 7.**

The Secretary shall keep a record of all proceedings of the Committee, a file of reports, and a copy of the Committee Bylaws and the Virginia Democratic Party Plan.

The Secretary shall be responsible for providing notice of meetings, elections, caucuses, or conventions as required in these Bylaws and the Virginia Democratic Party Plan.

**Section 8.**

The Treasurer shall have charge of all funds belonging to the Committee and shall deposit same in a bank designated by the Committee to the credit of the Committee.

The Treasurer shall pay the assessment made by the Virginia Democratic Party and all bills authorized by the Committee by check and shall keep a record of all receipts and expenditures of the Committee. The Treasurer shall make a financial report at each regular Committee meeting, and shall submit to the Chair, no later than the 15<sup>th</sup> of January of each year, a written report of all receipts and expenditures of the Committee for the preceding year. The Treasurer also shall serve as a member of the Programs and Fundraising Committee.

**Section 9.**

The Historian shall be a member of the Committee who has been a Committee member for no less than 5 years prior to the time of appointment and shall be appointed by the Chair to serve a two-year renewable

term beginning in February of even-numbered years. The Historian shall be an individual who is able and willing to provide institutional memory for past Committee actions and decisions. It shall be the responsibility of the Historian to maintain an archive of Committee documents, including a manual of standard operating procedures, reports, minutes, policies and other materials related to the Committee's operation and procedures.

#### **Article XI: Authorization of Expenditures**

##### **Section 1.**

The Chair has the authority to authorize expenditures not exceeding seven hundred and fifty dollars (\$750). Larger expenditures must be authorized by the Committee or, when necessary, by the Executive Committee.

#### **Article XII: Disqualification of Officers and Members**

##### **Section 1.**

The Committee shall remove from both office and/or membership any person found guilty of neglect of any duty imposed on him or her. Such action shall not be taken without at least ten (10) days written notice to the accused member and an opportunity for him or her to refute such charges in a hearing before the Executive Committee. The decision of the Executive Committee may be appealed to the district committee.

##### **Section 2.**

No Committee member shall publicly support, endorse, or assist any candidate opposed to a Democratic nominee. In the event any Committee member undertakes such public activity, the Committee shall remove such person from office. Such action shall not be taken without at least ten (10) days written notice to the accused member and an opportunity for him or her to refute such charges.

##### **Section 3.**

All such matters as described in Sections 1 and 2 above shall be heard by the Executive Committee where a majority vote will determine the removal. If the Committee member who has allegedly undertaken such activity wishes to appeal, the district committee will hear the appeal according to the state Democratic Party plan.

#### **Article XIII: Executive Committee**

##### **Section 1.**

The Executive Committee shall consist of the following Committee members:

- a. Chair
- b. First Vice-Chair
- c. Second Vice-Chair
- d. Third Vice-Chair
- e. Fourth Vice-Chair



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- f. Fifth Vice-Chair
- g. Secretary
- h. Treasurer
- i. Immediate Past Committee Chair
- j. Magisterial District Chairs (with no more than one vote cast per magisterial district)
- k. Historian
- l. One representative each from the 1<sup>st</sup> and 4<sup>th</sup> Congressional District Steering Committee
- m. An officer of the Young Democrats (normally the President or Vice-President) who is also a voting member of CCDC
- n. Electoral Board member(s) (with no more than one vote)

A quorum for the Executive Committee shall consist of 30% of the members listed above.

### **Section 2.**

It shall be the duty of the Executive Committee to advise and assist the Chair in the execution of his/her responsibilities and to act on behalf of the Committee, when necessary, between meetings of the Committee. The Executive Committee shall report any actions taken to the Committee at the next meeting.

### **Section 3.**

The Committee Chair shall be Chair of the Executive Committee.

## **Article XIV: Standing Committees and Special Committees**

### **Section 1.**

As soon as practicable after election, the officer with responsibilities for the following committee operations shall appoint members to the following Standing Committees consisting of a minimum of three (3) members, with the approval of the Executive Committee:

- a. Candidate Support
- b. Elections and Operations
- c. Programs and Fundraising
- d. Membership
- e. Diversity, Equity, and Inclusion
- f. Chesterfield Young Democrats (CYD) is a self-organizing committee with its own constitution, leadership, elections, meetings, and activities. The relationship with CCDC will be renewed annually during the reorganization of CYD. Each Chesterfield Young Democrat will either become a regular member of CCDC by paying dues or receiving a waiver, or become an Associate Member. The President or co-Presidents of CYD will be a member of the CCDC

executive committee if they are a regular member of CCDC but will only hold one vote; in the absence of the President, CYD will be represented on the committee by the Vice President, Secretary, Treasurer, or Outreach Chair in that order, but only if the representative is a regular member of CCDC. Associate Members will not serve on CCDC's executive committee. The Outreach Chair of CYD will serve on the CCDC Inclusion and Outreach Committee.

g. Communications and Technology

**Section 2.**

Each Standing Committee Chair should report to the Chair prior to the meetings of the full Committee, and the Chair shall prepare a temporary agenda.

**Section 3.**

The Chair of the Executive Committee from time to time may establish such special committees as deemed necessary or proper for the conduct of Committee affairs. The Chair shall appoint members to such committees subject to the approval of the Executive Committee.

**Section 4.**

The Candidate Support Committee shall be appointed by the Committee Chair and shall include at least three members including a representative from the DEI committee and individuals with experience working on political campaigns. The Candidate Support Committee shall be responsible for encouraging the candidacy for public office of qualified members of the Democratic Party, using policies and procedures subject to the approval of the Executive Committee.

**Section 5.**

The Elections and Operations Committee shall be chaired by the First Vice-Chair and have the administrative responsibility to organize, regulate, and direct the Committee's participation in primaries, caucuses, conventions, and general elections. This committee shall include at least the Magisterial District Chairs and, in cooperation with the Precinct Captains, shall be responsible for managing and refining the Democratic Party organization in each precinct.

**Section 6.**

The Programs and Fundraising Committee shall be chaired by the Second Vice-Chair and include the Treasurer. This committee shall have the responsibility for providing a plan and budget for the year, establishing programs to support the planned activities of the Committee, including fundraising events, and arranging for an annual review or audit of Committee financial records.

**Section 7.**

The Membership Committee shall be chaired by the Third Vice-Chair and have the responsibility of increasing membership in the Committee. The Membership Committee shall include among its members the Fourth Vice Chair for DEI.

**Section 8.**

The Diversity, Equity, and Inclusion Committee shall be chaired by the Fourth Vice-Chair and have the responsibility for developing programming, membership recruitment activities, and outreach efforts intended to increase the diversity of the committee's membership and ensure the inclusivity of committee activities and policies.

**Section 9.**

The Communications and Technology Committee shall be chaired by the Fifth Vice-Chair and shall have the responsibility of maintaining communication platforms, social media, email, and other forms of communication to members, and shall be responsible for internal and external communications. This committee shall be responsible for publicizing Committee meetings and other activities to the general public. This will include timely notifications of events, and when appropriate, preparation of a post-event summary of activities for local publications.

**Article XV: Notice of Candidacy**

**Section 1.**

Whenever the Committee determines that committee members, delegates, and alternative delegates to any conventions or Democratic nominees for any office are to be selected by any method other than primary, the Elections and Operations Committee shall prepare a notice of the time, place, and method of selection in accordance with the Virginia Democratic Party Plan, subject to the approval of the Executive Committee.

**Section 2.**

The Elections and Operations Committee shall prepare a notice of the need to file a declaration of candidacy for selection as a Committee member, delegate, or alternative delegate in accordance with the Virginia Democratic Party Plan.

**Article XVI: Party Elections**

**Section 1.**

Each candidate for Committee membership or for delegate to any Democratic Party Convention shall, upon filing a declaration of candidacy with the Chair, pay the prescribed fee. The qualification fees required by the Committee of any person to participate in a convention or caucus shall not exceed the amount prescribed by the state delegate selection plan and no mandatory assessments shall be allowed, in the event any party member is financially unable to pay a fee required to participate in a convention, such fee shall be waived. These funds shall be paid into the treasury of the Committee, and shall not be subject to refund whether or not there is opposition to the candidates.

**Section 2.**

Each participant in a Democratic mass meeting, candidate for delegate or alternative delegate to any Democratic convention, or candidate for membership on the Committee shall complete an appropriate declaration form provided by the Committee.

**Section 3.**

Each candidate shall, before signing a declaration of candidacy, be advised of the responsibilities and obligations of the office which he/she seeks by the Chair or the Chair's designee.

**Section 4.**

In accordance with the Party Plan of the Democratic Party of Virginia, Democratic Presidential Electors are deemed to be nominees and candidates of the Democratic Party of Virginia.

**Article XVII: Nominations for Public Office & Election of Delegates to Conventions**

**Section 1.**

The Committee shall prescribe whether the nomination of candidates for public office or the election of delegates and alternate delegates to a party convention shall be by caucus, convention, or primary election unless the method of selection is otherwise determined by the Code of Virginia, the Virginia Democratic Party Plan, or the Democratic State Central Committee. However, an incumbent Democratic state legislator shall have the right to designate the method of nomination for the office held by the incumbent if he or she is a candidate for the nomination.

**Section 2.**

If the Committee determines that nominations of candidates for public office or the election of delegates and alternate delegates to a party convention shall be by the primary method, then the same shall be conducted according to the Code of Virginia and the Virginia Democratic Party Plan.

**Section 3.**

If the Committee determines that nomination of candidates for public office or the election of delegates and alternate delegates to a party convention shall be by caucus, then it shall be the duty of the Executive Committee to prescribe the time and place of the caucus in conformity with the current Party Plan, Call to Caucus and the State Election Laws.

**Section 4.**

If the Committee determines that nominations of candidates for public office shall be by caucus or primary, then a candidate shall file a declaration of candidacy with the Chair within the time allotted and accompanied by the fee and petition signatures if required or prescribed by the Committee.

**Section 5.**

In the event of a vacancy occurring after the nomination of a candidate by primary and before the general election, or in the event that no candidate qualifies for a primary, then the Committee, if it has jurisdiction, shall determine the manner in which such vacancy shall be filled.

**Section 6.**

If the majority of members at a mass meeting or caucus cast written ballots marked "no candidate," then no candidate shall receive the Democratic nomination at that mass meeting or caucus, and no candidate shall be the Democratic candidate.

**Article XVIII: Endorsements**

**Section 1.**

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The Committee shall not endorse any candidate for the Democratic nomination for a public office prior to the tabulation of votes at a primary election or caucus.

### **Article XIX: Slates**

#### **Section 1.**

For any mass meeting or caucus held under the auspices of the Committee, any individual or group of Democrats may sponsor or endorse a slate of candidates.

#### **Section 2.**

Whenever party positions or delegates to national conventions are to be filled from Chesterfield County by election at a district or state convention, and more than one Chesterfield County resident seeks each position, any endorsement by the Committee shall be made by secret ballot at a regularly scheduled meeting. The number of persons on the resulting "Committee Slate" shall be equal to or less than the number of positions apportioned to Chesterfield County. Any "Committee Slate" shall be formally presented to participating county and city committees prior to the district or state convention. Committee members who are not elected to a "Committee Slate" shall continue to be eligible for election by the district or state convention.

### **Article XX: Amendment of Bylaws**

#### **Section 1.**

These bylaws may be amended at any regular meeting of the Committee, or at a special meeting called for that purpose, by a two-thirds (2/3) majority of those members in attendance—provided that the proposed amendment[s] is/are presented in writing at a previous meeting and further provided that the proposed amendment[s] is/are disseminated to the entire membership at least two weeks prior to the meeting at which action on the proposal is to be taken.

### **Article XXI: Parliamentary Authority**

#### **Section 1.**

The rules in the most recent edition of *Robert's Rules of Order [Newly Revised]* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with the Virginia Democratic Party Plan, these bylaws or any special rules of order the committee may adopt.

#### **Section 2.**

To the extent that any meeting is under the control or authority of the Committee, there shall be no vote to cast by proxy and the unit rule is abolished with respect to all activities of the Committee.

### **Article XXII: Information Use Policy**

#### **Section 1.**

Any physical or digital materials, including documents, gathered on behalf, behest, or in accordance as an elected official of the Committee, shall be surrendered upon request of the Chair of the Committee.

#### **Section 2.**

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Committee information is not to be disseminated without prior consent of the Chair.

### **Section 3.**

Failure to comply with sections 1 or 2 are grounds for removal from office.

Submitted by the CCDC By Laws Revisions Subcommittee (2020):

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