

BYLAWS

MECKLENBURG COUNTY DEMOCRATIC COMMITTEE

ARTICLE I. NAME

Section 1. The name of this organization shall be the Mecklenburg County Democratic Committee, hereafter referred to as “the Committee.”

ARTICLE II. ORGANIZATIONAL AUTHORITY AND PURPOSE

Section 1. The Committee 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 Democratic Party Plan. If any such conflict occurs, then the Code of Virginia or the Party Plan, as the case may be, shall have precedence.

Section 2. All activities of the Committee, including caucuses and conventions, shall be conducted in accordance with the relevant provisions of the Party Plan.

Section 3. The purpose of the Committee shall be to conduct the affairs of the Democratic Party of Virginia in Mecklenburg County, including the nominating process for, and support of, Democratic candidates in Mecklenburg County, and the active encouragement of registration and voting by qualified residents of the County. The Committee shall adhere to, and implement, the policies and platform contained in the National and State Democratic Party Platforms.

ARTICLE III. MEMBERSHIP

Section 1. The Committee shall consist of the persons elected at a caucus called for the purpose of the reorganization of the Committee, pursuant to the Virginia Democratic Party Plan. The Caucus shall be held every odd numbered year between the 1st of December and the 15th of January of the succeeding even numbered year. This meeting shall be open to any person registered to vote in Mecklenburg County, Virginia who believes in the principles of the Democratic Party. In order to encourage maximum participation by all Democratic voters, the Chair shall give ten (10) days' notice of the Call to Caucus. At the caucus, at least one member shall be elected from each election precinct. Additional at-large Committee members may be elected.

Section 2. Membership shall be limited to those persons signifying that they are registered to vote in Mecklenburg County, that they are Democrats, that they believe in the principles of the Democratic Party and that they will do all within their power to aid in the victory of Democratic nominees in all local, state, and national elections, except as otherwise provided in the Virginia Democratic Party Plan.

Section 3. Voluntary administrative fees for membership may be proposed by the Executive Committee, and if approved by the majority of the Committee at a meeting conducted in accordance with Article VI may be requested from the individual members of the Committee.

Section 4. Vacancies to the Committee and new members shall be filled, and new members may be elected, at regular meetings or at a special meeting called by the Chair. Nominations may be made by any member, in good standing, of the Committee. Prospective new members shall be approved by a simple majority vote of those in attendance, and shall become members, in good standing, of the Committee.

Section 5. Any member of the Committee may be removed from the Committee in accordance with the Party Plan. Charges may be brought by any member of the Committee and the offending member may be removed by a three-fourths (3/4) vote of the Committee membership present.

Section 6. Democratic member(s) of the Mecklenburg County Electoral Board and each state legislator and elected local official representing Mecklenburg County, shall be ex officio members of the Committee. A Mecklenburg County Democratic voter who is not a member of the Committee shall become an ex officio member of the Committee upon election to the Fifth Congressional District Democratic (5CD) Committee.

Section 7. Any member who plans to resign from the Committee shall inform the Secretary in writing. The Secretary will notify the Committee at the next regular meeting.

ARTICLE IV. OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The officers of the Committee shall consist of at a minimum a Chair, Vice-Chair, Secretary, and Treasurer. An Assistant Treasurer and Assistant Secretary may be elected as needed to conduct the business of the Committee.

Section 2. The Officers shall be elected by the membership from among members present immediately after the Call to Caucus or within ten (10) days following reorganization. New officers shall serve for a term of two (2) years. Officers who resign or are removed from office, will be replaced in accordance with Article III, Section 4.

Section 3. The duties of the Chair shall include presiding at all meetings of the Committee, administering and executing all rules adopted by the Committee, and appointing a Committee member to serve as Parliamentarian, Sergeant-At-Arms, all standing and special committees including chairs thereof. The Chair shall be an ex officio member of all such committees. The Chair, acting as representative of the Committee, shall consult with the Executive Committee prior to making recommendations or decisions on behalf of the Committee.

Section 4. The Vice Chair shall preside at meetings in the absence of the Chair, shall perform all duties delegated by the Chair, and have all the authority of the Chair when the latter, for any cause, is unable to act. The Vice-Chair shall assume the position of the Chair should the position become vacant.

Section 5. The duties of the Secretary shall include: keeping a record of all meetings of the Committee and proceedings thereof; keeping a current roll of the membership; keeping a record of attendance of members and immediately notify the Chair when an officer has four (4) absences which are unjustified; keeping a file of all reports and official correspondence.

The Secretary shall submit to State Party Headquarters within five (5) days of his or her election the names, addresses, emails, and telephone numbers of the officers and members of the Committee. The Secretary shall submit a list of any changes to the Committee list every six (6) months thereafter until the next Committee election. The Secretary shall provide notice of all meetings to all members of the Committee, conduct correspondence, and perform other such duties as pertain to this office.

Section 6. The duties of the Treasurer shall include administration of all funds and general supervision over the expenditures of the Committee. The treasurer is authorized to sign checks up to \$500.00. Any checks that exceed that amount will be signed by the Chair. The Treasurer shall give a detailed written monthly report at each meeting. The Treasurer shall submit to the Chair, no later than the 15th day of January of each year, a written annual report of all receipts and expenditures of the Committee for the previous year. The written annual financial report shall provide a comparison of budgeted and actual receipts and disbursements. This report shall be presented to the Committee at its next meeting.

Section 7. The absence without justification of an officer from four (4) consecutive meetings of the Committee during the two (2) year term of office shall constitute grounds for removal.

Justification for absences from called, special or regular meetings must be given either in writing or orally to the Secretary or Chair. When four (4) unjustified consecutive absences occur, the Chair shall notify the member in question, in writing, that removal from the elected position shall be announced at the next meeting of the Committee unless such member shall file a written request with the Chair to be first heard at the next meeting. After such hearing, at which the member in question may explain the absences and may request to remain with the Committee, the Committee may, on motion duly made and seconded, vote to retain such member. Such vote shall be by a majority of the members present and voting.

Section 8. Vacancies in the office of Vice-Chair, Secretary, and Treasurer shall be filled at the next regularly scheduled meeting of the Committee, by vote of a majority of those members in attendance.

ARTICLE V. INSPECTION OF RECORDS

Section 1. 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, telephone numbers and e-mail addresses 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 VI. MEETINGS

Section 1. There shall be at least six (6) regular meetings of the Committee each year.

Section 2. Meetings of the Committee shall be held: (a) upon the call of the Chair whenever it is in the interest of the party, or (b) within fifteen (15) days following receipt by the chair of a written request, signed by at least five (5) members of the Committee, stating the purpose for which a meeting is requested. In (b) above the Chair shall give at least ten (10) days' notice by mail 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 upon the two thirds (2/3) majority vote of the members present and voting. Should the Chair fail to call such a requested special meeting within the specified time, then those members requesting the special meeting may call such a meeting by giving at least ten (10) days'

notice by mail to all members of the Committee, stating the date, time, place and purpose of the meeting. The expense of such a meeting shall be borne by the Committee.

Section 3. At least ten (10) days' notice shall be given before each regular meeting.

Section 4. A quorum shall consist of thirty percent (30%) of the members of the Committee.

Section 5. All regular meetings of the Committee shall be public. The Committee shall adjourn to closed session upon a majority vote of those Committee members present at any meeting.

Section 6. The use of proxies is prohibited.

Section 7. In accordance with the Party Plan, all events associated with the Committee at all levels should be American Disability Act (ADA) accessible.

ARTICLE VII. THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of the Committee, the immediate past Chair, and Mecklenburg County members of the Democratic Party Central Committee. If the immediate past Chair is not a member of the Committee, then the last Chair who is a member of the Committee shall serve on the Executive Committee.

Section 2. The Executive Committee shall have the general supervision of the Affairs of the Committee between its regular business meetings, make recommendations to the Committee, and shall perform such other duties as are specified in these bylaws. As early as practicable after each of its meetings, the Executive Committee shall report to the full Committee any actions taken.

Section 3. All meetings of the Executive Committee shall be called by the Chair, except that a special meeting may be called upon the request of three (3) members of the Executive Committee.

ARTICLE VIII. STANDING COMMITTEES

Section 1. As soon as practical after the election of officers the Chair shall, as needed, appoint the following standing committees and the Chair of each, who must be a member of the Committee:

- A. A Finance Committee, consisting of the Treasurer and two (2) other members, which shall have the responsibility of preparing an annual budget. This committee shall present its budget to the Committee for action by March 31st of each year.
- B. A Financial or Review Committee of three (3) members which shall review the Treasurer's account annually and report its findings to the Committee.
- C. A Precinct Organization Committee shall consist of a minimum of one member from each of the nine Mecklenburg County electoral districts. The Precinct Organization Committee, working with Precinct Captains, shall have the responsibility of organizing and expanding the Democratic electorate in each of the twenty-three voting precincts. In the event that there is a shortage of Committee representation from precincts, the Chair may ask Committee members to volunteer their services in unrepresented precincts.
- D. A Fundraising Committee shall consist of at least one member, if possible, from each of the nine Mecklenburg County electoral districts, whose responsibility it is to raise funds to finance the activities of the Committee.
- E. A Legislative Committee shall act as a liaison between the Committee and the elected officials and governing bodies of Mecklenburg County. This committee shall keep the Committee members informed of legislative and governmental matters of interest.
- F. A Bylaws Committee, which shall consider any proposed amendments to the current Bylaws, shall consist of at least three (3) members familiar with the Virginia State Party Plan. The Bylaws Committee provides recommended changes to the Committee for approval.
- G. An Outreach Committee will develop and implement an outreach plan for constituency groups. The Outreach Committee chair shall plan and coordinate its work with the other Article VIII Committees.

Section 2. The Chair may appoint such special committees as may be deemed necessary to carry out the responsibilities of the Committee. Such special committees shall serve at the pleasure of the Chair. The Chair shall report all such appointments to the Committee at the next regular meeting.

ARTICLE IX. PRECINCT CAPTAINS

Section 1. The Precinct Captains shall coordinate the execution of Precinct Organization Committee activities in their respective precincts.

ARTICLE X. TECHNOLOGY CAPTAIN

Section 1. The Technology Captain, appointed by the Chair, shall coordinate the use of the Registered Voter File, email listserv, website and any other technology-based products. The Chair may assign additional duties as necessary.

ARTICLE XI. COMMITTEE REPRESENTATION ON OTHER BOARDS AND COMMITTEES

Section 1. When there is a vacancy on the Mecklenburg County Electoral Board, the requirement for the Committee to recommend individuals to fill such vacancy shall be presented to the Committee by the Chair. Any Committee member who would like to serve on the Electoral Board will have the opportunity to express their desire. The Chair will offer for consideration the names of any known eligible candidates who are not members of the Committee. The Committee will elect the individuals to be recommended to the chief circuit judge for appointment.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Revised shall govern the Committee in all cases to which they are applicable unless inconsistent with these By-laws and the Democratic Party of Virginia Party Plan, in which instance, the latter shall prevail.

ARTICLE XIII. AMENDMENT OF BYLAWS

Section 1. Bylaws can be amended with two-thirds (2/3) vote of the Committee, provided written amendments were submitted at least fifteen (15) days in advance of the vote.