

**Henrico County  
Democratic Committee**

**Bylaws**

As of September 14, 2009

# Henrico County Democratic Committee Bylaws

## Article I – Name, Authority and Purposes

### Section 1. Name

The name of this organization will be the Henrico County Democratic Committee (hereinafter referred to as the Committee.)

### Section 2. Organizational Authority

The Committee is organized under the authority of and in accordance with the Code of the State of Virginia and the Party Plan of the Democratic Party of the State of Virginia currently in effect. Nothing in these by-laws shall be construed to conflict with either the Code of Virginia or the Democratic Party Plan.

### Section 3. Purposes

The purposes of the committee are to actively seek the registration of voters, to perfect the Democratic organization within the county, to further the interests of the Party, to carry out all functions assigned by the Party Plan, to represent the Democratic voters in the County in matters of Party and public policy, to nominate all candidates of the Party in the County and to do all within its power to aid in the victory of Democratic nominees in all elections. The Committee will not discriminate on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, ethnic identity or disability.

## Article II – Membership and Constitution

### Section 1. Eligibility and Election

- A. Membership will be open to any voter registered in Henrico County who files a complete Declaration of Candidacy.
- B. A Declaration of Candidacy for election to the Committee shall be filed with the Secretary, along with accompanying filing fee and an annual membership fee as set by the Committee, prior to consideration of the applicant for membership. The fees may be waived by the Chair upon request of the applicant.
- C. For the election of members at the reorganization meeting, the complete Declaration of Candidacy shall be filed prior to the convening of the mass meeting call for said purpose. The membership will be elected by caucus held at the end of every odd-numbered year during the period prescribed in the Party Plan. The caucus may be held on a Saturday or a weekday evening.
- D. Subsequent to the reorganization meeting, vacant positions may be filled by submission of a complete Declaration of Candidacy at, or prior to, any regular meeting of the Committee. The applicant will be considered for election by the Committee at that or any subsequent meeting.

### Section 2. – Constitution

- A. The Executive Committee will recommend the number and apportionment of members. Prior to the reorganization meeting, the full Committee will approve the allocation, ensuring that an equal number of membership positions be allocated to each precinct.

- B. In addition to elected members of the Committee, each Democratic member of the Henrico County Electoral Board, the Democratic Central Committee, and each elected official representing any part of Henrico County will become an ex-officio, at-large member with voice. Any of these officials may become full members with voting rights upon filing a complete Declaration of Candidacy.
- C. Individuals who desire to be involved with the committee, but who do not desire or are not eligible for full membership, may become supporting members upon submission of a complete Declaration of Candidacy and election by the Committee. Supporting members shall receive notice of, and shall have a voice in Committee meetings and are eligible to participate on committees and in events.

**Section 3 – Removal** (Amendment #4)

- A. 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 two-thirds (2/3) vote of the Committee members present. Notice of a proposed removal will be included in the appropriate meeting notice to the Committee. Prior to any vote by the Committee, the member will always be afforded the right to be heard and to refute any complaint.
- B. Failure to pay the annual membership fee, or obtain a waiver, within two months of the start of the second fiscal year will result in removal of membership privileges; however, the Executive Committee may reinstate full membership privileges upon payment or upon the Chair granting a waiver.
- C. The Executive Committee shall continuously review the attendance records of all members. Any member who has missed 6 consecutive meetings and has not been otherwise active in party affairs may be reclassified as a supporting member by majority vote of the Executive Committee. However, prior to action by the Executive Committee, the member shall be notified by email, or otherwise contacted if email is not available to them, of the pending action and its ramifications and shall be afforded the opportunity to rebut the proposed action. The member may re-apply for full membership at a later time. The member may be reclassified from supporting member to full member by the Executive Committee.

**Article III – Officers, Terms and Duties**

**Section 1. – Officers**

The officers of this Committee will be Chair, the 1<sup>st</sup>-Vice Chair, the 2<sup>nd</sup> Vice Chair, the 3<sup>rd</sup> Vice Chair, the Secretary and the Treasurer.

**Section 2. – Terms**

- A. The officers will be elected to two-year terms by the membership from among the members of the newly reorganized committee in accordance with the State Party Plan.
- B. Officers may serve no more than two consecutive terms in the same position.
- C. A term shall end at the time of the reorganization meeting; however, the outgoing Chair, Secretary, and Treasurer will continue to serve in their respective offices until replaced by election of their successors per Article III, Section 2.A.
- D. Vacancies in any position shall be filled by election in a meeting of the Committee.

### Section 3. – Succession of Office

If the Chair is unable to serve, the 1<sup>st</sup> Vice Chair will assume the position until a new Chair is elected in a meeting of the Committee. If neither the Chair nor the 1<sup>st</sup> Vice Chair is able to serve, the 2<sup>nd</sup> Vice Chair will assume the position until a new Chair is elected.

### Section 4 - Duties of Officers

- A. The Chair will undertake responsibilities identified in the Party Plan, preside at the meetings of the Committee, will oversee the work of the Candidate and Nominations Committee, and will oversee the work of all the Officers and, with the assistance of the Candidate and Nominations Committee, conduct the necessary procedures for nominating Democratic candidates to the pertinent public offices. The Chair shall make appointments to Standing Committees and may appoint ad-hoc and special committees. The Chair will solicit the assistance of other members of the Executive Committee and the membership to fulfill the obligations of the Committee.
- B. The 1<sup>st</sup> Vice Chair shall preside at meetings in the absence of the Chair and shall perform all duties delegated by the Chair. The 1<sup>st</sup> Vice Chair shall be a member of the Finance Committee and the Audit Committee and shall oversee the work of the Fundraising Committee.
- C. The 2<sup>nd</sup> Vice Chair shall preside at meetings in the absence of the Chair and 1<sup>st</sup> Vice Chair and shall perform all duties delegated by the Chair. The 2<sup>nd</sup> Vice Chair shall chair the Precinct Organization Committee and shall oversee the work of the Outreach Committee.
- D. The 3<sup>rd</sup> Vice Chair shall preside at meetings in the absence of the Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice-Chair and shall perform all duties delegated by the Chair. The 3<sup>rd</sup> Vice Chair shall oversee the work of the Website Committee and the Data Support Committee.
- E. The Secretary will record the minutes of all proceedings of the Committee and the Executive Committee, have the minutes of previous meetings available to the members, and serve as historian. The Secretary shall serve as secretary to the Committee Chair in the handling of correspondence on behalf of the Committee and shall maintain the membership role and attendance data.
- F. The Treasurer will conduct all business relating to the funds of the Committee and prepare all required financial reports. The Treasurer shall work with the Financial Committee in preparation of an annual budget and shall provide a financial report at business meetings of the Committee. The Treasurer shall comply with the Virginia's Campaign Finance Report requirements including the electronic filing of required reports.

## **Article IV - Magisterial District Chair and Duties**

### Section 1. – Election

At the first meeting after the re-organizational meeting the HCDC Chair will appoint a nominating committee to seek candidates for the position of Chair for each of the magisterial districts. At the following meeting of the full committee, the nominating committee will present the names of candidates to the membership. The membership will divide into caucuses according to Magisterial District. Within each caucus, a magisterial district chair from that District will be elected from the candidates presented by the Nominating Committee and any candidates nominated from within the caucus.

A Magisterial District Chair must be a full member of the Committee and must reside within the magisterial district they represent. Their term shall end at the bi-annual reorganizational meeting.

A magisterial district chair may resign. Any magisterial district chair may be removed by a majority vote of the Executive Committee. In the event of resignation or removal, the Executive Committee shall name an acting magisterial district chair until the next HCDC regular committee

meeting when members of that Magisterial District re-caucus to choose a permanent magisterial district chair.

#### Section 2. – Duties

The Magisterial District Chairs are responsible for grass roots operations within their Districts to elect Democratic candidates. The Chairs will be members of the Precinct Organization Committee and will coordinate all election-related activities in their respective district. They will recruit volunteers and will appoint teams of precinct and block captains. They will maintain regular contact with members within their district.

### **Article V – Authorization of Expenditures**

#### Section 1. – Budgeted Expenditures

The Treasurer shall authorize and execute expenditures made in accordance with the adopted budget.

#### Section 2. – Unbudgeted Expenditures

Either the Executive Committee or the full Committee may approve any unbudgeted expense. Such action shall then be followed by a budget amendment that may be approved by the Executive Committee.

#### Section 3. – Authorized Signatories

Two signatures shall be required on all checks. The Treasurer and two Officers, as determined by the Executive Committee, shall be authorized to sign checks.

### **Article VI – Meetings and Proceedings**

#### Section 1. – Frequency

There will be at least one (1) regular meeting per quarter of the Committee.

#### Section 2. – Notices

Meeting notices may be delivered via the U.S. Post or email.

#### Section 3. – Conducting Meetings

All meetings of the committee will be open to the public and to the press, except when it is necessary for the meeting to go into executive session.

#### Section 4. – Quorum

A quorum will be consistent with the language of the Party Plan, with at least one (1) member present from each Magisterial District. Neither ex officio nor supporting members will be considered in determining the presence of a quorum.

#### Section 5. – Parliamentarian

The Chair shall appoint a Parliamentarian at the beginning of each Committee meeting, or as the need arises.

## Section 6. – Rules

The most current edition of Robert's Rules of Order will govern all meetings of the Committee and its committees.

## **Article VII - Committees**

### Section 1. – Executive Committee

- A. The Executive Committee shall consist of the elected officers of the Committee and the immediate past Chair. If the immediate past Chair is not a member of the Committee, that position shall remain vacant.
- B. The Executive Committee shall have the general supervision of the affairs of the Committee between its regular business meetings, make recommendations to the Committee, take actions including adopting budget amendments, and shall perform such other duties as are specified in these bylaws or granted by the Committee. Any actions taken by the Executive Committee shall be reported at the next meeting of the full Committee.
- C. All meetings of the Executive Committee shall be called by the Chair, except that a special meeting may be called upon the request of any three members of the Executive Committee.
- D. Actions by the Executive Committee shall be made by motion and carried by a majority of those present. A quorum shall consist of four members.
- E. The Chair may conduct a vote on a specific motion via electronic means with notice to all members and with a quorum voting.

### Section 2. – Standing Committees

- A. The Chair will appoint standing committees. These committees will present their reports to the Executive Committee for discussion prior to presentation to the full Committee. The work of these committees will be directed by the officers as delineated in Article III.
- B. These standing committees shall be as follows:
  - 1. A **Finance Committee**, consisting of the Treasurer and the 1<sup>st</sup> Vice Chair and three (3) other members, will have the responsibility of preparing an annual budget. This committee will present its budget to the Committee in October for adoption by the end of November of each year for the fiscal year of January 1 to December 31. [Amendment #3]
  - 2. An **Auditing Committee**, consisting of the 1<sup>st</sup> Vice Chair and two (2) members to be appointed at the first regular meeting of each calendar year, will prepare an audit report of the previous fiscal year's finances prior to March 1 of each year. It shall also prepare an audit report within one month following the resignation of a Treasurer or interim-Treasurer. [Amendment #3]
  - 3. A **Website Committee**, consisting of three members and overseen by the 3<sup>rd</sup> Vice Chair, will have responsibility for the timely posting and updating of information on the Committee's website and for exploiting opportunities for fully utilizing the website to promote the purposes of the Committee.

4. A **Precinct Organization Committee**, consisting of the Magisterial District Chairs and chaired by the 2<sup>nd</sup> Vice Chair, will coordinate grass roots operations throughout Henrico County.
5. An **Outreach Committee**, whose size will be at the discretion of the HCDC Chair and which will be overseen by the 2<sup>nd</sup> Vice Chair, will develop and implement an outreach program consistent with the State Party Plan.
6. A **Fundraising Committee**, whose size will be at the discretion of the HCDC Chair and which will be overseen by the 1<sup>st</sup> Vice Chair, will plan and implement fundraising efforts on behalf of the HCDC.
7. A **Data Support Committee**, whose size will be at the discretion of the HCDC Chair and which will be overseen by the 3<sup>rd</sup> Vice Chair, will manage the Committee's volunteer database and produce output from the database needed to conduct committee business, supervise the usage and application of the State Party voter file, and manage the database of member contact information.
8. A **Candidate and Nominations Committee**, whose size will be at the discretion of and which will be overseen by the HCDC Chair, will, in cooperation with any other interested or responsible Democratic entity, recruit and support candidates for offices whose districts include at least some part of Henrico County and will assist the Chair in conducting procedures for selecting Democratic nominees for the pertinent public offices.

### Section 3. Ad hoc Committees

The Chair may appoint additional *Ad hoc* committees at his or her discretion or at the direction of the Committee.

## **Article VIII - Endorsements**

The Committee, per se, shall not endorse any candidate for public office other than properly designated party nominees.

## **Article IX - Amendment of Bylaws**

### Section 1. – Notice

Members of the Committee must be notified of the intent to consider amendment to these bylaws by post or email distributed at least five days prior to the meeting in which this consideration is anticipated.

### Section 2. - Passage

Upon a single reading, these bylaws may be amended by a two-thirds (2/3) majority of the Committee members present and eligible to vote.

### Section 3. – Party Notification

Once amended, these bylaws and any other rules and regulations will be forwarded to the State Party in accordance with the Party Plan.

## **Adoption**

Resolved: These bylaws are hereby adopted this 8<sup>th</sup> day of October, 2007, to supersede all in effect prior thereto and to become effective December 10, 2007.

Amendment #1: Adopted January 12, 2009 – Article II, Section 3.C [changing from full to supporting member and reinstatement]

Amendment #2: Adopted February 9, 2009 – Article IV, Section 1 [method of election of Magisterial District Chairs]

Amendment #3: Adopted September 14, 2009 – Article II, Sections B1 and B2 [pertaining to Finance and Auditing Committees and change of the fiscal year]

Amendment #4: Adopted September 14, 2009 – Article II, Section 3 Removal [rearrangement of paragraphs and requiring dues or waiver to continue membership in the second year]