Sample Local Committee Bylaws 1

Bylaws of the Jefferson/Piedmont Democratic Committee

ARTICLE I. MEMBERSHIP OF THE DEMOCRATIC COMMITTEE

Membership of the Democratic Committee shall be elected by Mass Meeting between the 1st of December of every odd numbered year and the 15th of January of every even numbered year. This meeting shall be open to any person who is registered to vote in Jefferson County, Virginia, or the City of Piedmont, Virginia.

Any such person attending the Mass Meeting may be elected, or if unable to be present at said meeting, may be considered for membership on the Committee for the succeeding two-year term. Said individuals will be nominated by current members of the Committee except for the initial membership which will be chosen by a simple majority of those eligible to vote and present at the Committee’s first meeting.

Dues assessments for membership may be levied at the discretion of the Executive Committee of the Jefferson/Piedmont Democratic Committee.

ARTICLE II. ELECTED OFFICERS

At each organizational meeting, officers of the Jefferson/Piedmont Democratic Committee will be elected. The permanent Chair of the Committee will take nominations from the floor and all persons who are members of the Committee will vote for the following: Chair, Vice-Chair, Secretary and Treasurer. The office of Secretary and Treasurer may be combined if agreed to by the Committee.

ARTICLE III. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

The Executive Committee of the Jefferson/Piedmont Democratic Committee shall consist of the elected Officers, and any County or City Officials and elected Constitutional Officers who announced, campaigned and were elected as members of the Democratic Party.

Persons elected to the Executive Committee shall serve a term of two years from the date of the organizational meeting or until a proper subsequent election is conducted, whichever occurs later.

ARTICLE IV. DUTIES OF THE OFFICERS

The **Chair** shall:

Preside at all meetings. Ascertain that a quorum is present prior to calling any meeting to order for the conduct of business. Represent the Committee at Legislative District Committee meetings unless the Chair does not live in a particular district, or unless the Chair appoints another Officer to fill in temporarily.

The **Vice-Chair** shall:

Perform such duties as may be assigned by the Chair to perform his or her duties. Assume the duties of the Chair in event of absence. Assume the duties of the Chair in event of resignation or inability of the Chair to perform his or her duties until the election of a new Chair at the next regular meeting.

The **Treasurer** shall:

Be responsible for all monies of the Committee, and act on behalf of the Committee to collect all monies and pay all proper bills which must be approved by the Committee and itemized receipts presented before such payment. No checks may be written to cash. Both the Chair and the Treasurer shall be required to cosign all checks. The Treasurer shall submit a written financial report at each meeting.

The **Secretary** shall:

Keep minutes of every meeting of the Committee. Maintain attendance records. Keep all records organized in an orderly fashion and have minutes of all previous meetings at each regular meeting.

ARTICLE V. MEETINGS

The full Democratic Committee shall meet on the fourth Thursday in January, May and September of each year.

The Executive Committee shall also meet whenever it is considered necessary to execute party business.

Special meetings of the Democratic Committee may be called by the Chair in case of an emergency, with three days notice being given.

Twenty percent of currently elected members of the Committee shall constitute a quorum at Committee meetings.

A simple majority of those present and voting shall be necessary for the passage of any motion or resolution by the Democratic Committee.

“Robert’s Rules of Order” shall govern all Democratic Committee, Executive Committee or Special Committee meetings.

Any member of the Committee who, without notification to the Chair, is absent from three consecutive regular meetings shall be sent a letter by the Secretary asking if he or she desires to remain a member of the Committee. This section does not apply to public office holders.

ARTICLE VI. REMOVAL

No member of the Committee shall publicly support, endorse or assist a candidate who is opposing a Democratic candidate. The Committee may remove from both office and membership, by a majority of those eligible, present and voting, any person found guilty of neglect of any duty imposed upon him or her.

ARTICLE VII. VACANCIES

Vacancies on the Committee shall be filled at any regular meeting of the Committee. Nominations will be accepted from the floor, and voted on by a majority of members present.

ARTICLE VIII. AMENDING BYLAWS

These Bylaws may be amended by a two-thirds vote of the Jefferson/Piedmont Democratic Committee members present and eligible to vote after presentation at a meeting, of which members were given advance notice.

ARTICLE IX. PRECEDENCE OF LAWS

If any provision of the Bylaws is in conflict with the Democratic Party of Virginia Party Plan, Federal or State laws, said plan and/or laws shall supersede.