Sample Local Committee Bylaws 2

Bylaws of the Pamunkey County Democratic Committee

**ARTICLE I. NAME**

Section 1.

The name of this organization shall be the Pamunkey 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 should occur between these bylaws and the Code of Virginia and/or the Party Plan, 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 mass meetings and conventions, shall be conducted in accordance with the relevant provision of the Party Plan.

Section 3.

The purpose of the Committee shall be to conduct the affairs of the Democratic Party of Virginia in Pamunkey County, including the nominating process for, and support of, Democratic candidates in Pamunkey 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 mass meetings called for the purpose of the reconstitution of the Committee, pursuant to the Virginia Democratic Party Plan. 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 person signifying that they are registered to vote in Pamunkey 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 Party nominees in all local, state, and national elections, except as otherwise provided in the Virginia Democratic Party Plan.

Section 3.

Declarations of candidacy for election to the Committee shall be filed in writing with the Chair prior to the convening of the mass meeting called for the purpose of reconstitution of the committee. There shall be a $10.00 filing fee which shall accompany the signed declaration of candidacy. The Chair shall give ten (10) days notice of the mass meeting, in order that maximum participation by all Democratic voters may be encouraged. Those persons filing but not being elected to the Committee will be refunded the $10.00 filing fee.

Section 4.

Vacancies to the Committee and new members shall be filled 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 of those in attendance at any meeting of the committee, and if approved, 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 Virginia Democratic 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 at the meeting.

Section 6.

In addition to all other members of the Committee described in the Article, the Democratic member(s) of the Pamunkey County Electoral Board and each state legislator and elected local official representing Pamunkey County, or a part thereof, who is elected as a Democrat and lives in Pamunkey County shall become a member of the Pamunkey Democratic Committee. Those who are not elected members of the Committee shall be ex officio members. Members of the Twelfth Congressional District Democratic Committee who reside in Pamunkey County and who are not members of the Committee shall, upon election to the Twelfth Congressional District Democratic Committee become ex officio members of the Committee.

Section 7.

The absence without justification of a member from four (4) meetings of the committee during the member’s 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 absences occur, the Chair shall notify the member in question, in writing, that removal from the Committee 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, 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.

Any member desiring to resign from the committee shall inform the Secretary in writing, who will notify the Committee at the next regular meeting.

ARTICLE IV. OFFICERS

Section 1.

The officers of the Committee shall consist of a Chair, First Vice-Chair, Second Vice-Chair, Secretary and Treasurer.

Section 2.

The Officers shall be elected by the membership from among members within forty (40) days following the selection of members. Unless they resign or are removed from office, they shall serve for a term of two(2) years or until their successors take office.

Section 3.

The duties of the Chair shall include presiding at all meetings of the Committee, administering and executing all rules adapted 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.

Section 4.

The First 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 First Vice-Chair shall assume the position of the Chair should the position become vacant.

Section 5.

The duties of the Second Vice-Chair shall be to preside in the absence of the Chair and the First Vice-Chair and shall have all the authority of the Chair when both the Chair and First Vice-Chair are, for any reason, unable to act. He/She shall perform all duties delegated by the Chair. The Second vice-Chair shall assume the position of First Vice-Chair should the position become vacant.

Section 6.

The duties of the Secretary shall include keeping a record of all meetings of the Committee and proceedings thereof. This officer shall keep a file of all reports and official correspondence and a current roll of the membership. This officer shall keep a record of attendance of members and immediately notify the Chair when a member has four (4) absences which are unjustified. Within the (10) days after each organizational meeting of the Committee, the Secretary shall submit to the State Headquarters of the Democratic Party of Virginia the names, addresses, and telephone numbers of the newly elected officers and of the membership of the committee. The Secretary shall send notices of all meetings to all members of the Committee, shall conduct all correspondence, and perform such other duties as pertained to this office.

Section 7.

The duties of the Treasurer shall include administering the funds of the Committee, and exercising general supervision over the income and expenditures of the Committee. He/She shall submit to the Chair, no later than the 31st day of December of each year, a detailed written report of all receipts and expenditures of the committee. This report shall be presented to the Committee at its next meeting.

Section 8.

Vacancies in the office of Second Vice-Chair, Secretary and Treasurer shall be filed 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, and telephone numbers 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 membership, 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 the 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 ten (10) members of the Committee present.

Section 5.

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

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 ADA accessible.

ARTICLE VII. THE EXECUTIVE COMMITEE

Section 1.

The Executive Committee shall consist of the elected officers of the committee, the immediate past Chair, if a member of the current Committee, and Pamunkey County members of the Democratic Party state 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 the 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 appoint the following standing committees and the Chair of each, who must be a member of the Pamunkey County Democratic Committee:

1. 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.
2. An auditing committee of three (3) members which shall audit the Treasurer’s accounts annually and report its findings to the Committee.
3. A precinct organization committee which shall consist of a minimum of one member from each voting district, and such other members as the Chair may appoint. This committee shall select a captain from each precinct and, in cooperation with the Precinct Captains, shall have the responsibility of perfecting the Democratic Party organization in each precinct in the County in whatever way advances the best interests of the Party.
4. A fundraising committee, consisting of at least one member from each voting district, whose responsibility it is to raise funds to finance the activities of the Committee.
5. A legislative committee, which shall act as a liaison between the Committee and the elected officials and governing bodies. This committee shall keep the Committee informed of legislative and governmental matters of interest. Size and duties of this committee shall be at the discretion of the Chair.
6. A bylaws committee, which shall consider any proposed amendments to the current bylaws. This committee shall consist of three (3) members.

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.

ARTICLE IX. PRECINCT CAPTAINS

Section 1.

The Precinct Captains, selected by the precinct organization committee, shall coordinate the execution of Committee activities in each precinct.

ARTICLE X. TECHNOLOGY CAPTAIN

The Technology Captain, selected by the Chair, shall coordinate the use of the Registered Voter File, email list serve, website and any other technology based products. The Chair may assign additional duties as necessary. The Technology Captain shall serve at the pleasure of the Chair.