

ALBEMARLE COUNTY DEMOCRATIC COMMITTEE

BY-LAWS

(Adopted January 30, 1990, readopted in 1992, 1994, 1996, 1998, 2000, 2002, 2005, and revised and adopted 2007, 2011)

ARTICLE I, NAME

The name of this organization shall be the Albemarle County Democratic Committee (herein called the "County Committee" or "the Committee"). The Committee is organized under the rules and regulations of the Democratic Party of Virginia (herein called "the party") and shall abide by the Virginia Democratic Party Plan, as amended.

ARTICLE II, PURPOSES

Section 2.01. **Statement of Purposes.** The County Committee is organized as a non-profit association to have charge of the affairs and promote the interests of the party in Albemarle County, Virginia (herein called "the county"), in accordance with the Virginia Democratic Party Plans as amended from time to time. Without limiting the generality of the foregoing, the purposes shall include the following:

- (a) to support the nominees of the Party in all national, state and local elections;
- (b) to educate the public on ideals of the Party and the qualifications of its nominees for office including, if appropriate, the taking stands on issues of public importance;
- (c) to encourage interested individuals to join the Party and support its nominees for office;
- (d) to encourage all Democrats to register and vote for the Party's nominees in all elections;
- (e) to establish and implement procedures for the Party nomination of candidates for elective or appointive offices;
- (f) to provide assistance at all general and special elections in Albemarle County pursuant to the election laws as contained in the Code of Virginia.

ARTICLE III, MEMBERSHIP

Section 3.01. **Composition.** The County Committee shall be comprised of a maximum of 650 District Members plus ex-officio members as described below.

Section 3.02. **District Members.** District members shall be elected by caucuses of the various Magisterial Districts (herein called "Districts") at a biennial Mass Meeting of the County members of the Party to be between the first Saturday in December of the odd numbered year, and no later than the second Wednesday in January of the even numbered year. The total number of District Members and the number to be allocated to each District shall be determined by the Steering Committee prior to the Mass Meeting at

which the election of such members is to occur. Notice of this determination shall be included in the notice of the Mass Meeting.

Section 3.03. Qualifications of District Members. Any person who (a) is a qualified resident and domiciliary of the County, residing in the Magisterial district from which he or she is nominated; (b) believes in the principles of the Party; (c) is 16 years of age or older; and (d) does not intend to support the campaign of any candidate opposing any nominee of the Party in ensuing elections may be elected a District member of the County Committee.

Section 3.04. Voting in District Caucuses. Any member of the party who is a resident and domiciliary of a District and who is 16 years of age or older shall be entitled to vote in that caucus for the election of District Members to serve on the county committee and any other business before the caucus. Each person shall be entitled to one vote. No proxies shall be allowed.

Section 3.05. Ex-officio Members. Every member of the Party residing in the county who holds or has held within the preceding five years a local, state or national elective office or an office in the state or national Party organization (including membership on the State Central Committee) or who has served within the past five years as Chair of the county Committee shall be ex-officio a member of the County Committee, unless he or she does not wish to serve, without the right to vote and shall not be counted against any District's allocation of members thereon.

Section 3.06. Honorary Members. The Committee may from time to time confer honorary life membership on individuals who have given long and faithful service to the committee. Such honorary members shall receive notices of and be welcome to attend and participate in all meeting of the Committee but shall have no vote.

Section 3.07. Annual Dues. All members of the County Committee except Honorary Members will be requested to pay annually, not later than the first of April of each year, dues in the amount of at least \$25.00. Payment of dues shall not be a requirement of membership. A record as to whether dues have or have not been paid by each member shall be kept by the Treasurer, but no record shall be kept of the amount paid by individual members.

Section 3.08. Removal. Any member of the county Committee who shall be guilty of misconduct or of willful neglect of any committee responsibility may be removed by the affirmative vote of two-thirds of the members of the committee present at a meeting at which a quorum is present; provided, however, such action shall not be taken without prior written notice of a minimum of ten (10) days in advance of the proposed action having been given to the offending member, who shall be afforded an opportunity to appear at the meeting called for that purpose and refute the charges made.

Section 3.09. **Resignations.** Any member of the County Committee may resign at any time by giving oral or written notice to the Chair or the corresponding Secretary of the committee. Any such resignation shall take effect at the date of receipt of such notice or at any later time therein specified; and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 3.10. **Vacancies.** Any vacancy in the County Committee because of death, resignation, removal, disqualification or any other cause shall be filled for the unexpired portion of the term by a majority vote of the members of the committee from the District in which the vacancy has occurred, at a meeting called for that purpose. No person so elected to fill a vacancy shall be deemed a member of the Committee until his or her name has been submitted in writing by the District Chair to the County Committee Chair or the Corresponding Secretary.

ARTICLE IV, MEETINGS

Section 4.01. **Time and Place of Meetings.** The time and place of all public meetings of the Party shall be publicized full and in such manner as to assure timely notice to all interested persons. Such meetings shall be held in places easily accessible to all Party members and large enough to accommodate all interested persons. All meetings shall be held at the place in the County or the City of Charlottesville designated in the notice of such meetings.

Section 4.02. **Biennial Mass Meeting.** A biennial mass meeting of Democratic voters of the County shall be held not before the first Saturday in December of the odd-numbered year nor after the second Wednesday of January of the even-numbered year, at such time and place as may be determined by the Chair of the County Committee, for the purpose of electing members.

Section 4.03. **Other Mass Meetings.** In addition to the Biennial Mass Meeting, other mass meetings of Democratic voters of the County may be called from time to time by the County Committee, by the Steering Committee, or by the Chair of the County Committee, at such time and place as set for in the notice hereof.

Section 4.04. **Notice of Mass Meetings.** Notice of all mass meeting of Democratic voters of the County shall be published at least once, not less than 10 days before the meeting, in a newspaper of general circulation in the County, stating the place, day and hour of the meeting and the general purposes for which the meeting is called. Instead of a newspaper notice, the County Committee may provide notice by placing notice on the County Committee website and providing a press release to all relevant newspapers of general circulations.

Section 4.05. **Biennial Organization Meeting.** As soon as practicable after the Biennial Mass Meeting and not later than the second Wednesday in January, the outgoing Chair of the County Committee shall call a meeting of the outgoing officers and all

incoming members of the Committee at a time and place to be determined by him or her, for the purposes of electing new officers and turning over records, funds and other property of the Committee. In the event the outgoing Chair fails to call such a meeting prior to the second Wednesday in January of even- numbered years, one-tenth of the incoming members of the Committee may call it.

Section 4.06. Other Committee Meetings. Meetings of the County Committee may be called from time to time by the Chair of the County Committee or by one-fourth of the members of the Steering Committee. All meetings of the County Committee are open to any member of the County Committee and the public.

Section 4.07. Steering Committee Meetings. Meetings of the Steering Committee may be called from time to time by the Chair of the County Committee or by one-fourth of the members of the Steering Committee. All meeting of the Steering Committee are open to any member of the County Committee.

Section 4.08. Notice of County Committee and Steering Committee Meetings. Written notice of any meeting of the County Committee or the Steering Committee shall be given to each member of said Committee no less than ten days before such meeting. Notices shall state the place, day and hour of the meeting and the general purposes for which the meeting is called. Publication on the County Committee website and an e-mail announcement to the County Committee mailing list is acceptable for notice under this subsection.

Section 4.09. Other Committee Meetings. Standing, Special, and ad hoc committees shall meet upon call of their respective Chairs. All Standing Committees are encouraged to meet at least quarterly.

ARTICLE V, OFFICERS

Section 5.01. Committee Officers. The officers of the County Committee shall be a Chair, a Vice-Chair, a Recording Secretary, a Treasurer, a Counsel, and such other officers as may be designated in accordance with the provisions of Section 5.03.

Section 5.02. Election, Term of Office, and Qualifications. The officers of the County Committee shall be elected as a whole at a meeting called for that purpose as soon as practicable after the Biennial Mass Meeting, but not later than the 2nd Wednesday of the even-numbered year. Any individual desiring to stand for election must so inform the Committee Chairperson no later than ten (10) days prior to the date set for the election. Each officer shall hold office for a term of two years, unless reelected, or until his or her successor shall have been duly chosen and shall qualify or until his or her death, resignation or removal from office. No person shall serve in more than one office. All officers must be members of the committee.

Section 5.03. **Appointed Officers.** The County Committee may from time to time appoint such other officers as it may deem desirable in addition to those designated in Section 5.01 and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed.

Section 5.04. **Duties of Officers.** The officers shall be responsible for such duties as are normally associated with their titles and such other duties as may be required by law or prescribed by the committee.

Section 5.05. **Resignation.** Any officer may resign at any time by giving oral or written notice to the Chair or the corresponding Secretary of the Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later time therein specified; and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 5.06. **Removal.** Any officer of the County Committee who shall be guilty of misconduct or of willful neglect of any assigned duty may be removed by the affirmative vote of two-thirds of the members of the Committee present at a meeting at which a quorum is present. Notice of such action shall be given to the alleged offending officer who shall be afforded an opportunity to appear at the meeting called for that purpose and refute the charges made. Such notice shall be provided no later than ten (10) days prior to the meeting.

Section 5.07. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled for the unexpired portion of the term in accordance with the provision of Section 5.02.

Section 5.08. **Interim Appointment.** Between meetings of the County Committee, vacancies in any office may be filled on an interim basis by action of the Steering Committee, subject to confirmation at the next meeting of the County Committee.

Section 5.09. **District Officers.** The officers of each District Committee shall consist of a Chair and such other officers, as the District Committee shall determine, all to be elected by the members of the County Committee in that District. All provisions above shall apply to District Officers.

ARTICLE VI, COMMITTEES

Section 6.01. **Steering Committee.** The officers of the County Committee, the chairs of all Standing committees, and the District Chairs shall constitute the Steering Committee, whose duty it shall be to serve as an advisor to the County Chair and to act between meetings of the County Committee on matters requiring a decision where time limitations prevent action by the full Committee and when such action is not inconsistent with established Committee policy. Prior to the Biennial Mass Meeting at which the election of County Committee members is to occur, the Steering Committee shall

determine the number of members to be allocated to each district in the county, based on a formula equitably reflecting population and/or Democratic voting strength in the Districts, and shall similarly determine the number of delegates and alternates to be allocated for any Democratic Convention. The Steering Committee shall also be responsible for authorizing access to county Committee records for any purpose other than Committee work. The County Chair, or in his or her absence, the Vice-Chair, shall preside at all meeting of the steering Committee. If for any reason any Standing Committee Chair or any District Committee Chair is unable to be present at a meeting of the Steering Committee, he or she may designate a County Committee member to attend, with full authority to act.

Section 6.02. Standing Committees. The following Standing committees shall be established, with responsibility for the activities indicated by their titles and such specific duties as may be prescribed by the full Committee:

Ways & Means Committee;
Butler Scholarship Committee.

Every member of each Standing Committee must also be a member of the County Committee, and each Standing Committee must also have at least one member who is also a member of the Steering Committee. It need not be necessary that the member who is also a member of the Steering Committee be the chair of the Standing Committee.

Each Standing Committee shall have at least five (5) members. Standing Committees shall report their activities at least quarterly to the Steering Committee. No parliamentary act of any Standing Committee shall become official unless and until it is ratified by a vote of the Steering Committee.

Section 6.03. Additional Committees. The County Committee may from time to time create such other standing or special committees, as it may deem appropriate.

ARTICLE VII, QUORUM AND VOTING

Section 7.01. Quorum. Thirty percent of the members shall constitute a quorum of the County Committee; thirty percent of the members shall constitute a quorum of the Steering Committee; and a majority of members a quorum of any Standing or special committee. Except as otherwise provided, the act of a majority of those present at any meeting at which a quorum is present shall be the act of the body.

Section 7.02. Voting. At any meeting of the County Committee, the steering Committee or any standing or special committee, each member of such body shall be entitled to one vote. No proxies shall be allowed.

Section 7.03. Electronic Voting. Electronic voting shall be permissible, subject to the limitations of Sections 7.01 and 7.02. The period during which a vote may be validly

cast shall expire when a majority of those members eligible to vote have voted for or against the motion in question or seventy-two (72) hours from when the vote was called, whichever is shorter. A record of the vote of each voting member shall be saved for at least six (6) months following the completion of the electronic vote. The results of all electronic votes should be acknowledged and recorded in the minutes of the subsequent Steering Committee meeting.

ARTICLE VIII, NOMINATIONS FOR PUBLIC OFFICE

Section 8.01. **Committee Responsibility.** The County Committee shall prescribe the method to be used within the county and its magisterial districts for the nomination of candidates for county and other local offices. Such nominations may be made by primary election, mass meeting, or convention, or under the circumstances specified in Section 8.04, by action of the County Committee.

Section 8.02. **Nomination by Primary election.** Whenever the Committee determines that such nominations shall be by a primary election, that election shall be held in conformity with the Primary Plan of the Democratic Party and the applicable election laws of Virginia.

Section 8.03. **Nominations by Mass Meeting or Convention.** Whenever the Committee determines that such nominations shall be by any method other than a primary election, notice to the public of the time, place and method of nomination to be used shall be given in the newspaper of general circulation in the county at least ten days prior to the proposed meeting or convention, provided that, whenever a declaration of candidacy shall be required by committee action or by public law, the notice specified above shall be given at least ten days prior to the last day of which such declaration may be filed and shall include information needed by a candidate in order to meet those requirements.

Section 8.04. **Nomination by Committee.** When time does not permit nomination for elective office by primary election, convention, or mass meeting, and it therefore becomes necessary for the County Committee to make a nomination for such office, it shall proceed in the following manner:

- (a) the name of all qualified persons who have declared their candidacy or any qualified persons whose names may be presented by any member of the committee for consideration;
- (b) voting shall be by written ballot with each member of the Committee being entitled to one vote for each nomination to be made;
- (c) no voting by proxy shall be allowed;
- (d) the person (or persons in the event more than one person is being considered) who receives a majority of the votes cast for a given office shall be the nominee of the Party;

- (e) in the event no person receives a majority of the votes cast, the person with the lowest number of votes shall be dropped and the voting shall continue until a majority vote is received by the prescribed number of person(s) to be nominated.

Section 8.05. **Endorsement for Appointive Office.** In matters of patronage, the County Committee shall use its influence as an instrument of the Party to secure the appointment of qualified Democrats. Any member of the Party may urge the Committee to endorse any Democrat, but no member of the Committee shall, as an individual, sign a petition of letter of endorsement for any person seeking the endorsement of the Committee.

ARTICLE IX, MISCELLANEOUS

Section 9.01. **Parliamentary Authority.** Roberts Rules of Order Revised shall be the parliamentary authority for and shall govern all business procedure of this Committee except as otherwise provided to the contrary in these By-Laws.

ARTICLE X, AMENDMENTS TO BY-LAWS

Section 10.01. **Procedure for Amendments.** These By-Laws may be altered, amended, or repealed by a vote of a majority of the members of the entire Committee; provided that such alteration, amendments or repeal is expressed in writing, signed by at least two members of the Committee, and was either:

- (a) presented at a meeting held at least five days before it was to be acted upon; or
- (b) received (*electronically or*) by mail by each member of the Committee at least five days before it is to be acted upon.