

VIRGINIA BEACH DEMOCRATIC COMMITTEE BYLAWS

Adopted June, 2011

ARTICLE 1: NAME

The name of this organization, located in Virginia Beach, Virginia, is the "VIRGINIA BEACH DEMOCRATIC COMMITTEE," hereinafter referred to as the VBDC. 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 2: PURPOSE

The VBDC is the representative leadership body of the Democratic Party of Virginia Beach organized for the following purposes:

- a. To promote the election of the Democratic Party's nominees and other democrats who are candidates for public office at the local, state and national levels;
- b. To promote the growth and success of the Democratic Party at the local, state and national levels;
- c. To encourage and conduct efforts to register all qualified voters in the city of Virginia Beach and encourage voters to participate in the political process.
- d. To engender harmonious relationships among all members and to cooperate wholeheartedly with state and national Democratic committees;
- e. To promote participation in the delegate selection process and in all Democratic Party organizations at all levels, with particular concern for young people, women, and all ethnic minority groups; and
- f. To encourage competent members of the Democratic Party to offer themselves for elective office.

ARTICLE 3: MEMBERSHIP

- 3.1 Membership shall be open to all who support the Democratic Party and are registered voters of Virginia Beach. Membership applications will be available at each meeting and online.
- 3.2 Members shall have completed a signed VBDC application, either in writing or electronically; agreed to abide by the principles and bylaws of the Democratic Party; and been elected at a regular meeting; and paid their annual dues.
- 3.3 New members may be elected at a regular VBDC meeting or at a special meeting called for that purpose, after being nominated at a previous meeting. Once elected by the membership, the member may vote at that meeting.
- 3.4 All members of the Committee will be requested to voluntarily pay annually, not later than the First of April of each year, dues in the amount of at least thirty (30) dollars, except as noted as follows. Residents of Virginia Beach who are either a Young Democrat (YD) or a senior citizen may choose to join at that dues structure. Young Democrats, individuals under the age of thirty-six, may choose to pay at least at least ten (10) dollars as annual dues. Senior citizens, individuals over the age of sixty-five (65), may choose to pay at least eighteen (18) dollars as annual dues.
- 3.5 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 meetings of the Committee. Members may choose to pay life membership dues in the amount of \$1,000.

- 3.6 Absence, without sufficient justification, from four (4) consecutive meetings shall be grounds for a change in status from a voting to a non-voting member. Voting rights shall be re-instated at the request of the member at the next regular business meeting attended by the member.
- 3.7 VBDC Committee members shall not publicly support, endorse, or assist any candidate opposed to a Democratic nominee. Procedures noted in the DPVA Party Plan shall be utilized if a committee member is accused of undertaking such public activity. The VBDC or VBDC constituency groups may not formally endorse contested candidates for office prior to their nominations.

ARTICLE 4: QUORUM

A quorum of thirty percent (30%) of the voting membership shall be required to take any action, except to adjourn a meeting to another time or place.

ARTICLE 5: OFFICERS

- 5.1 **CHAIR** – Preside at all meetings. Administer and implement the provisions of these bylaws and the will of the VBDC. Serve as the official spokesperson of the VBDC. Appoint a Parliamentarian and a Sergeant-at-Arms. Submit adopted bylaws, rules, regulations, deemed necessary for the proper operation of the VBDC, or requested forms/documents to the Democratic Party of Virginia following DPVA guidelines. Perform other duties as required by **the** Democratic National Committee, the Democratic Party of Virginia, the DPVA Party Plan, the State Board of Elections, the Virginia Beach Democratic City Committee, the Virginia Beach Steering Committee, or local election laws and procedures.
- 5.2 **VICE CHAIR** – Perform such duties as may be assigned by the Chair. Assume the duties of the Chair in his/her absence.
- 5.3 **SECRETARY** – Maintain records of all VBDC and Steering Committee meetings. Maintain files of all reports and correspondence. Maintain a current roster of the membership. Maintain attendance record. Submit all required listing of members and officers to the Democratic Party of Virginia. Have lists and records available for review, when requested.
- 5.4 **TREASURER** – Administer the financial matters of the VBDC. Maintain records that account for all funds. Provide written and oral summary financial reports at each regular meeting and file required financial reports with appropriate governmental bodies. Serve as a member of the Finance Committee. Work with the Steering Committee to create an annual budget and present said budget to the membership for approval and amendments at a regular meeting. Ensure that the DPVA annual dues are submitted according the deadline established. File all required reports with state and federal agencies, e.g., Virginia State Board of Elections, IRS, etc. Provide records/documentation to the Audit Committee. Have lists and records available for review, when requested.
- 5.5 In addition to the above officers, the committee shall elect directors to coordinate vital functions of the VVDC. These operational officers, will work with a committee, formed through consultation with the Chair. Directors will make reports at each Steering Committee meeting describing organization and progress to date.
- a. **OUTREACH DIRECTOR** – Work to widen the participation of Virginia Beach residents, new voters and minorities in the activities of the VBDC and the Democratic Party; and work to increase membership. Promote the creation of constituency group caucuses and oversee their activities, including election of officers. Utilize

outreach programs of the DPVA/DNC to form caucus/group based on local interest groups. Promote Community Service.

- b. FUNDRAISING AND EVENTS (FINANCE) DIRECTOR – Responsible for all fundraising activities, including special events. Develop and implement a plan with the Finance Committee which will provide sufficient funds to manage committee activities, pay the annual assessment from the DPVA, and provide resources to endorsed candidates. Work with the Steering Committee to create an annual budget and present said budget to the membership for approval and amendments at a regular meeting.
- c. PRECINCT AND ELECTIONS DIRECTOR – Responsible for all precinct operations which includes organizing precincts by legislative (house, senate, and congressional) districts, identifying a precinct captain(s) per district, providing job descriptions for precinct captains and workers, sharing lists of potential precinct workers and materials, organizing and implementing a GOTV(get out the vote) plan for each election, providing names for phone banks for candidates, as well as coordinating and implementing other election related activities as requested by candidates or the DPVA and approved by the Chair/Steering Committee.
- d. CANDIDATE RECRUITMENT DIRECTOR – Responsible for efforts to identify and prepare candidates for elected office, including working with the candidates to complete the application/ filing process through the committee nomination process. Provide support, advice, and assistance to candidates throughout the election process.

5.6 VACANCIES

- a. In the event the Chair is unable to fulfill his/her term of office, the Vice Chair shall fill the remaining term
- b. In the event the Vice Chair declines to fill the remaining term of the Chair, a special election for the Chair shall be held within 45 days of the occurrence of the vacancy. The Vice Chair shall preside at the special election meeting.
- c. In the event a vacancy occurs in an office other than the Chairman, the Chairman shall appoint a member, with the approval of the Steering Committee. The appointee shall receive approval of the majority of the membership present at the next regular meeting. If the appointee does not receive a majority vote, the Chairman will offer another name to the Steering Committee for action as described herein.

ARTICLE 6: STEERING COMMITTEE

- 6.1 Steering Committee Membership shall consist of all officers and directors elected by the VBDC membership and the chairs of all Standing Committees.
- 6.2 The Steering Committee shall exercise general supervision of the affairs of the VBDC between regular meetings. The Steering Committee shall report any actions it takes at the next regular meeting. When situations arise in which a policy decision of the VBDC would normally be required but cannot be achieved in a timely fashion, the Steering Committee is empowered to make such decisions. When necessary, in the event that there is insufficient time given to assemble the Steering Committee, the Chair is authorized to make decisions in the absence of the Steering Committee. Such action would then be fully communicated with the Steering Committee via email.
- 6.3 Meetings shall be held when called by the Chairman as situations may require. The Chairman shall also call a meeting when requested to do so by four (4) or more Steering Committee members.

- 6.4 The Second (2nd) Congressional District Chairman shall serve as a member of the Steering Committee when he/she is a member of the VBDC. When the chair of the District does not reside in Virginia Beach, the chair would be an ex-officio member of the Steering Committee.
- 6.5 The Steering Committee will establish general operating procedures as needed to ensure the efficient operation of the committee. The committee shall consider procedures for the following: training for new officers following reorganization, approval of proposed expenditures, signatures needed for checking account, spending limits outside the budget, retention of records, access to records, cross training by officers to serve as backup for colleagues, VAN access, placement of material on the website, access to adding material to the website, audit guidelines, creating a yearly calendar for all meetings which will be posted on the web site, etc. These procedures will be reviewed and updated with the elections of new officers or following reorganization.
- 6.6 After the election of new officers, a meeting should be scheduled by the outgoing and incoming chairs so that officers can gather data and information from members who had previously served in the position.
- 6.7 The Parliamentarian and Sergeant-at-Arms, appointed by the Chair, shall be nonvoting members of the Steering Committee, performing all duties pertaining to these positions.
- 6.8 Support for nonpartisan candidates known to be Democrats in good standing shall be considered by the Steering Committee based on a recommendation by the chair. Based on authorization from the Steering Committee, the candidate may contact the DPVA regarding the purchase of data, etc.

ARTICLE 7: SPECIAL/STANDING COMMITTEES

- 7.1 The Chair shall create Special Committees as he/she deems necessary to complete out the responsibilities of the VBDC. The chair shall appoint Special Committee Chairs and their members. All Special Committee members shall serve at the pleasure of the Chair.
- 7.2 The Chair shall appoint the following standing committees:
- a. Communications
 - b. Membership
 - c. Technology
- Every effort shall be made to ensure that standing committees are composed of knowledgeable committee-specific members. All standing committees shall make reports at the Steering committee meetings.
- 7.3 Special committees shall be appointed by the Chair when needed and only for the amount of time required, for example: audit, bylaws, community service, and nominations.

ARTICLE 8: REORGANIZATION/ BIENNIAL PROCESS FOR NOMINATION AND ELECTION OF COMMITTEE MEMBERS AND OFFICERS

- 8.1 The election/reorganization process shall follow the procedures and timelines established in the Democratic Party of Virginia Party Plan. Members and officers shall be elected for two-year terms, as described in the Party Plan.
- 8.2 Members will be elected prior to the election of officers following procedures outlined in the DPVA Party Plan. Membership forms for the reorganization/biennial process must be submitted to the current Chair and/or individuals identified by the chair by 5:00 P.M., the first Saturday in December. Membership forms submitted

after this deadline will be presented to the newly elected membership and acted on after the reorganization process is completed in January. Current members must complete the necessary forms and participate in this process in order to vote and continue to be a part of the VBDC.

- 8.3 For the selection of officers, a nominating committee shall be appointed by the Chair and approved by the Steering Committee. At least two (2) months prior to elections, the membership shall be given the opportunity to vote for approval of the nominating committee members. The Chair shall select one member of the nominating committee to head the committee. No member of the Nominating Committee shall have his/her name placed in nomination. The Nominating Committee shall present a list of proposed officers to the membership at a meeting no later than one (1) month prior to the election.
- 8.4 The general membership shall have the opportunity to nominate, from the floor, members in addition to those recommended by the Nominating Committee.
- 8.5 The chairman shall communicate the timeline for election of members and officers to the Democratic Party of Virginia by November 1, or the date established in the Party Plan.
- 8.6 The Chair shall appoint the following committees to facilitate the election of officers and members including, rules, credentials, and teller committees. Candidates may select observers to view the tallying process.
- 8.7 Any ten(10) Virginia Beach Democratic voters who believe that the election has occurred in a manner inconsistent with the Party Plan, may, within fifteen(15) days after such election, appeal in writing to the chair of the congressional district.
- 8.8 The secretary shall submit to State Party headquarters within five (5) days of his/her election, the names, addresses, emails, and telephone numbers of the officers and members of the committee. Membership changes shall be submitted every six (6) months by the secretary until the next committee election.

ARTICLE 9: REMOVAL/APPEAL

- 9.1 The Steering Committee may remove from both elected office and/or membership any person found guilty of actions or conduct detrimental to the goals and objectives of the VBDC. Procedures noted in the Democratic Party of Virginia Party Plan shall be followed during the removal/appeal process. Such action requires a two-thirds (2/3) vote of the Steering Committee and shall not be taken without providing at least ten (10) days written notice to the accused member to allow an opportunity for the member to refute such charges in a private hearing before the Steering Committee.
- 9.2 Any person aggrieved by any decision, action, or failure to act by the VBDC may appeal to the congressional district. Disposition of such appeal shall follow the procedures provided in the Democratic Party of Virginia Party Plan. The decision of the congressional district committee can be appealed the DPVA Steering Committee.

ARTICLE 10: MEETINGS

- 10.1 General membership meetings shall be held at least six (6) times a calendar year and called by one of the following methods:
 - a. by the Chair,
 - b. when voted on by the membership at a regular meeting, or
 - c. by at least ten percent (10%) of the members of the VBDC if the signed request is filed with the chair at least fifteen days before the proposed meeting date.

- 10.2 Notice of all meetings shall be placed on the VBDC and DPVA websites at least seven (7) calendar days prior to the meeting.
- 10.3 When the VBDC determines that committee members, delegates, and alternates to any convention, or Democratic nominees for any office are to be selected by a method other than a primary, notice must be given as prescribed by the Democratic Party of Virginia Party Plan.
- 10.4 All meetings shall be open to the public; however, only members have the right to speak. The Chair may allow guests to address the membership.
- 10.5 Robert's Rules of Order shall govern the conduct of committee meetings.
- 10.6 Every meeting shall have the previous meeting's minutes presented and a report from the Treasurer.
- 10.7 Following DPVA procedures and rules applicable to the process, the VBDC shall prescribe the methods used to nominate candidates for officers and election of committee members and selection of delegates and alternates to party conventions.
- 10.8 Proxy voting will is prohibited.
- 10.9 Since the VBDC does not endorse candidates for non partisan offices, members may individually choose to work for a nonpartisan candidate.

ARTICLE 11: CHANGES TO THE BYLAWS

- 11.1 Amendment, suspension, or repeal of these bylaws shall be drafted by a special committee appointed by the Chair. The membership shall be provided a copy no less than fifteen (15) calendar days prior to the meeting called to address the requested action. A two-thirds (2/3) majority of the eligible voters present is required for amendment.
- 11.2 The chairman shall submit a copy of revised approved bylaws, adopted rules, or regulations deemed necessary for the proper operation of the VBDC to the State Headquarters following the timeline established in the Party Plan which is currently within fourteen (14) days of approval by the committee.
- 11.3 In addition to posting bylaws on the website, the chairman shall have a set of the bylaws available for the membership upon request.