



Honorable Kelly Fowler
Chairwoman
Virginia Beach Democratic Committee

Cc. Sandra Brandt, Chairwoman, 2nd Congressional District Committee

Chairwoman Fowler,

Please see the additional attachment to this email for the final copy of the Virginia Beach Democratic Committee's bylaws. These are to be put into effect for the upcoming reorganization of the Virginia Beach Democratic Committee, thus completing the order issued by the Democratic Party of Virginia's Steering Committee in January of 2021. We wish you the best of luck with your upcoming reorganization, and would encourage you to reach out to staff copied here if you have any questions.

A handwritten signature in black ink that reads "Susan R Swecker".

Susan Swecker
Chairwoman
Democratic Party of Virginia

A handwritten signature in black ink that reads "Marc Broklawski".

Marc Broklawski
Vice Chairman of Rules
Democratic Party of Virginia

Cc. Andrew Whitley, Executive Director, Democratic Party of Virginia; Shyam Raman, Political Director, Democratic Party of Virginia

919 East Main Street, Suite 2050, Richmond, VA 23219 • 804-644-1966 • vademocrats.org

PAID FOR BY THE DEMOCRATIC PARTY OF VIRGINIA

Adopted _____

ARTICLE 1: NAME

The name of this organization, located in Virginia Beach, Virginia, is the “VIRGINIA BEACH CITY DEMOCRATIC COMMITTEE (hereafter referred to as “the VBDC”). The Committee is organized under the rules and regulations of the Democratic Party of Virginia (hereafter referred to as "the Democratic Party" or “DPVA”) and shall abide by the Virginia Democratic Party Plan, and Democratic National Committee rules, procedures, guidelines, and instructions.

ARTICLE 2: PURPOSE

The VBDC is the representative organizational leadership body of the Democratic Party in the City of Virginia Beach and is established for the following purposes:

- 2.1. 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;
- 2.2. To promote the growth and success of the Democratic Party at the local, state and national levels;
- 2.3. 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; and
- 2.4. 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.

ARTICLE 3: MEMBERS AND AFFILIATES

VBDC welcomes those who support the values of the Democratic Party as Members and Associates. All Members and Associates are expected to provide basic contact information for communication purposes, sign up for the VBDC newsletter, follow VBDC on social media, participate in meetings and events, and contribute their time and talent as appropriate. Applications will be available online.

Members and affiliates may be defined as follows:

- 3.1. **Members** are those who support the Democratic Party and are registered voters of Virginia Beach. Members are elected to the VBDC and have voting privileges.
- 3.2. **Associates** are those who support the Democratic Party, have an interest in Virginia Beach politics, and may be ineligible to vote or are registered voters in another city, county or state. e.g. business owners, employees, college students, military family members, etc. Associates do not have voting privileges.

Requirements for Members:

- 3.3. 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 or special meeting; and may pay voluntary annual dues. Once elected by the membership, the Member may vote at that meeting.
- 3.4. The VBDC is the **representative organizational leadership body** of the Democratic Party of Virginia Beach, therefore Members are considered to be leaders and representatives of the party, with all privileges and responsibilities laid out in the Party Plan and these bylaws.
- 3.5. 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 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.

- 3.6. 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 VBDC. Members may choose to pay life membership dues in the amount of \$1,000.
- 3.7. Absence, without sufficient justification, from four (4) consecutive meetings shall be grounds for a change in status to a non-voting member. Voting rights shall be reinstated at the request of the member at the next regular business meeting attended by the member.
- 3.8. VBDC 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.
- 3.9. Each precinct is to be represented by at least one voting Member who resides in that precinct at the time of election according to the Party Plan of the Democratic Party of Virginia.
- 3.10. Members with voting privileges shall also serve as members of their respective City Council District Committee (hereafter "CDC").

Requirements for Associates:

- 3.11. Associates shall have completed a signed VBDC application electronically; agreed to abide by the principles and bylaws of the Democratic Party and may pay voluntary annual dues according to the dues schedule above and may serve on committees as non-voting members.
- 3.12. Associates 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

The Committee shall utilize the quorum percentage for voting prescribed by the state/national committees to take any action, except to adjourn a meeting to another time or place.

ARTICLE 5: OFFICERS

- 5.1. **Chair** – Preside at all meetings and be the Chief Executive and supervisory Officer of the Committee. Perform all the legal responsibilities assigned to local party Chairs by the Code of Virginia and the State Party Plan. Administer and implement the provisions of these bylaws and the will of the VBDC. Serve as the official spokesperson of the VBDC and inform the public of policies, aims, and activities of the Party and the VBDC in order to generate interest in Party and VBDC affairs. Submit adopted bylaws, rules, and 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. Serve as primary liaison between VBDC, statewide candidates' campaigns and DPVA. Provide leadership in planning VBDC strategy, meetings and events in collaboration with the VBDC Steering Committee.
- 5.2. **1st Vice Chair for Organization Operations** – Perform such organizational/leadership duties as may be assigned by the Chair. Coordinate the direction and work of the functional committees to

build organizational capacity and improve performance. Assume the duties of the Chair in his/her absence.

- 5.3. **2nd Vice Chair for Precinct Operations-** Provide leadership and coordination for building and sustaining an organizational structure for each Council District Committee and its precincts. Recruit, train and support Council District Chairs. Serve as liaison between VBDC, CDCs and local campaigns. In collaboration with CDCs, plan and execute precinct staffing for election days and early vote locations. Work with the Council District Committees to oversee the organization of precinct workers and activities to support candidates. Assume duties of the 1st Vice Chair, if he/she is unable or unavailable.
- 5.4. **Secretary** – Maintain records of all Committee and Steering Committee meetings. Maintain files of all reports and correspondence. Maintain a current roster of the membership including which Council District Committees each member is registered in. Maintain attendance record. Coordinate the nominating process of Democratic candidates for office in concert with the Chair or any Special Committee. Submit all required lists of Members and Officers to the Democratic Party of Virginia. Have lists and records available for review when requested.
- 5.5. **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 Fundraising/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 to 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.

Vacancies:

- 5.6. In the event the Chair is unable to fulfill his/her term of office, the 1st Vice Chair shall fill the remaining term
- 5.7. In the event the 1st 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 1st Vice Chair shall preside at the special election meeting.
- 5.8. In the event a vacancy occurs in an office other than the Chair, the Chair may appoint an individual to fill the role temporarily. The Steering Committee shall meet to issue a Call to Election to the VBDC for the purpose of filling the vacancy which shall comply with all relevant provisions of the VBDC Bylaws and DPVA Party Plan.

ARTICLE 6: STEERING COMMITTEE

- 6.1. Steering Committee membership shall consist of all Officers elected by the VBDC membership and the Council District Chairs elected by the members from each respective Council District.
- 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 or communicate by email with 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 Chair as situations may require. The Chair shall also call a meeting when requested to do so by four (4) or more voting members of the Steering Committee.
- 6.4. The Congressional District Chair(s) whose district(s) cover Virginia Beach shall serve as members of the Steering Committee. Democratic National Committee members or Democratic Party of Virginia Officers/Steering Committee Members who reside in Virginia Beach shall be considered non-voting members of the VBDC Steering Committee.
- 6.5. The Chair may appoint one voting member to the Steering Committee who is a Member of the VBDC and has either served as a past VBDC Chair or has served as an elected official representing any part of Virginia Beach.
- 6.6. 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.
- 6.7. 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.
- 6.8. The Chair may appoint a Parliamentarian and Sergeant-at-Arms, but both positions shall be non-voting members of the Steering Committee
- 6.9. Steering Committee members are expected to attend all Steering and Member Meetings, generally. Absence, without sufficient justification, from four (4) consecutive meetings (Steering and/or Member meeting) shall be grounds for a change in status to a non-voting member, thus making the member ineligible to be on the Steering Committee.

ARTICLE 7: STANDING/SPECIAL COMMITTEES

- 7.1. The Chair may appoint members or standing committees to perform the following tasks:
 - Technology/Communications
 - Membership
 - Finance/ Fundraising
 - Outreach/Volunteers
 - Planning/Programming
 - Voter Protection
- 7.2. 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 and serve as non-voting members of the Steering Committee.
- 7.3. The Chair may create Special Committees as he/she deems necessary to carry out the responsibilities of the VBDC. The Chair shall appoint Special Committee Chairs and their members when needed and only for the amount of time required, for example: audit, bylaws, community service, nominations, etc. Special Committee Chairs are considered non-voting members of the Steering Committee.

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. 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. The general membership shall have the opportunity to nominate Virginia Beach Democratic Committee Members to serve in the elected positions described herein.
- 8.4. The VBDC Chair shall issue a call and rules for the election of members and officers to the VBDC.
- 8.5. Any ten (10) Virginia Beach Democratic Committee voters who believe that the election has occurred in a manner inconsistent with the Party Plan, should follow the procedure established by the Democratic Party of Virginia.
- 8.6. The names, addresses, emails, and telephone numbers of the Officers and Members of the committee shall be transmitted to the Democratic Party of Virginia as prescribed in the Party Plan.

ARTICLE 9: COUNCIL DISTRICT COMMITTEES

- 9.1. Members of the VBDC shall be organized into Council District Committees based on where they are registered to vote.
- 9.2. Only those members with voting privileges properly elected to the VBDC shall be eligible to serve on a Council District Committee.
- 9.3. Each Council District Committee shall elect a Chair to serve on the VBDC Steering Committee. A vacancy shall be filled by the membership of a Council District Committee in accordance with the VBDC Bylaws and the DPVA Party Plan.
- 9.4. Each Council District Committee shall work to perfect the Democratic party within their respective Districts and work to support Democratic candidates running in their jurisdiction.
- 9.5. Council District Committees shall be entities of the VBDC and may raise funds for the VBDC while working in conjunction with the Treasurer. No Council District Committee shall file independently with the State Board of Elections or Federal Election Commission.

ARTICLE 10: APPEAL

- 10.1. Any Member may appeal any decision taken by the VBDC to the appropriate Congressional District Committee. 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 to the DPVA Steering Committee.

ARTICLE 11: VBDC MEETINGS

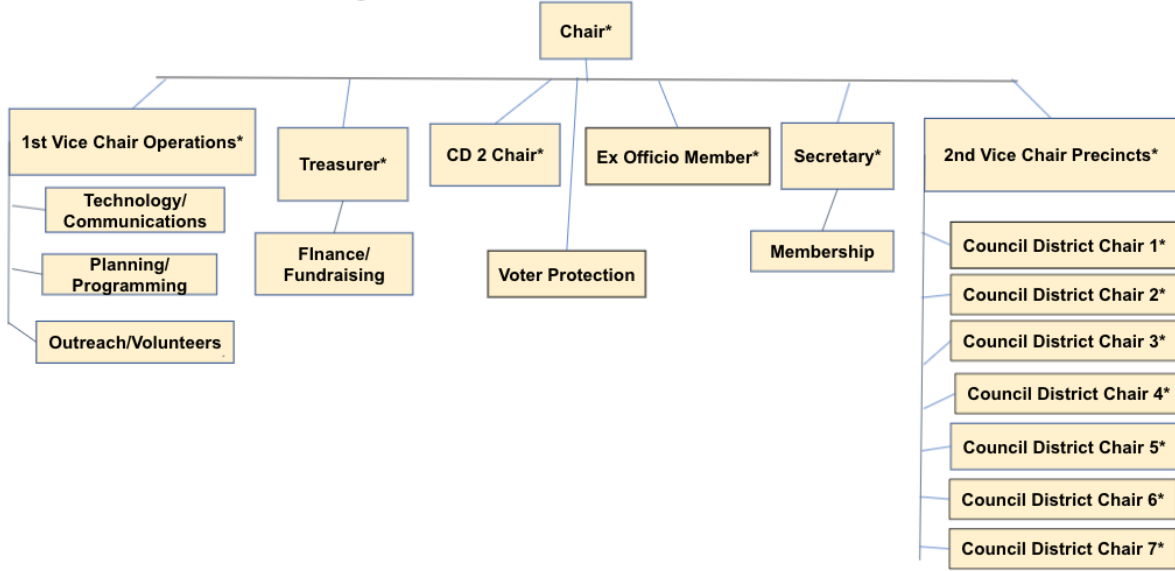
- 11.1. General membership meetings shall be held at least four (4) times a calendar year and called by one of the following methods:
 - by the Chair,
 - when voted on by the membership at a regular meeting, or
 - by at least ten percent (10%) of the members of the VBDC if the signed request is filed with the chair at least fifteen days before the proposed meeting date.
- 11.2. Notice of all meetings shall be placed on the VBDC website at least seven (7) calendar days prior to the meeting.

- 11.3. 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.
- 11.4. 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.
- 11.5. Robert's Rules of Order shall govern the conduct of committee meetings.
- 11.6. Every meeting shall have the previous meeting's minutes presented and a report from the Treasurer.
- 11.7. 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.
- 11.8. Proxy voting is prohibited.
- 11.9. The VBDC may choose to endorse candidates in nonpartisan elections via an endorsement caucus. For races run in individual districts and not citywide, the VBDC may delegate facilitation of an endorsement caucus to an individual Council District Committee. The appropriate committee shall issue a Call to Endorsement Caucus in accordance with the VBDC Bylaws and the DPVA Party Plan. Any caucus shall be open to the voters registered and eligible to vote in the next upcoming election provided they sign the caucus participation form with the affirmations listed in the DPVA Party Plan. This endorsement shall not preclude any individual members from supporting or choosing to work for any nonpartisan candidate.

ARTICLE 12: CHANGES TO THE BYLAWS

- 12.1. 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.
- 12.2. The Chair shall submit a copy of revised approved bylaws, adopted rules, or regulations deemed necessary for the proper operation of the VBDC to the DPVA following the timeline established in the Party Plan.
- 12.3. In addition to posting bylaws on the website, the Chair shall have a set of the bylaws available for the membership upon request.
- 12.4. Bylaw changes required as a result of actions taken by the Democratic Party of Virginia or the Democratic National Committee shall be automatically included in the Virginia Beach City Democratic Committee Bylaws. Updated copies will be shared at the next VBDC business meeting and emailed to members.

Virginia Beach Democratic Committee



*indicates Voting Member