

PRINCE WILLIAM COUNTY DEMOCRATIC COMMITTEE BY-LAWS

(Adopted October 26, 2017)

Table of Contents

ARTICLE I – Authority	4
ARTICLE II – Name	4
ARTICLE III – Purpose and Objectives	4
Section 3.1 Purpose.....	4
Section 3.2 Objectives	4
ARTICLE IV – Membership	4
Section 4.1 Who May Join	4
Section 4.2 Election of Members	5
Section 4.3 Membership of the Committee	5
Section 4.4 Vacancies	5
Section 4.5 Relocation of Member.....	5
Section 4.6 Ex-Officio Members.....	5
Section 4.7 Denial of Membership.....	6
Section 4.8 Removal from Office and Membership	6
Section 4.9 Magisterial District Assessment.....	6
Section 4.10 Voting at County Committee Meetings	7
Section 4.11 Seated Member Vacancies	7
Section 4.12 No Proxy Votes.....	7
Section 4.13 No Fees to Vote	7
ARTICLE V - ORGANIZATION AND OFFICERS	7
Section 5.1 Organization	7
Section 5.2 Organizational Meeting.....	8
Section 5.3 Eligibility to Vote in Organizational Elections.....	8
Section 5.4 Election Process	8
Section 5.5 Officers	9
ARTICLE VI - MEETINGS	11
Section 6.1 County Committee Meetings.....	11
Section 6.2 Notice Requirements.....	11
Section 6.3 Quorum	11
Section 6.4 Roster Availability	11
Section 6.5 Electronic Meetings.....	11
ARTICLE VII – COMMITTEES	12
Section 7.1 Magisterial District Committees	12
Section 7.2 Steering Committee	12
Section 7.3 Outreach Committee.....	13
Section 7.4 Precinct Operations Committee	13
Section 7.5 Political Committee.....	14
Section 7.6 Communications Committee	15
Section 7.7 Finance Committee	15
Section 7.8 Standing Committee Leadership.....	16
Section 7.9 Special Committees.....	16
Article VIII – Other Committees	19

Section 8.1 Appointment of Other Committees	19
Section 8.2 Quorum Requirements.....	19
Article IX - Endorsements, Public Statements and Releases	19
Section 9.1 Endorsements	19
Section 9.2 Public Statements and Releases	19
Article X – Amendment of Bylaws.....	20
Article XI – Parliamentary Authority	20
Glossary of Terms.....	21

ARTICLE I – Authority

This Committee is created under the authority of and in accordance with the Virginia Democratic Party Plan as adopted now or hereinafter amended by the Virginia Democratic State Central Committee. For purposes of these bylaws the County Committee operates as a Deliberative Assembly as defined in Robert’s Rules of Order Newly Revised.

ARTICLE II – Name

This Committee shall be known as the Prince William County Democratic Committee, hereinafter “County Committee”.

ARTICLE III – Purpose and Objectives

Section 3.1 Purpose

To promote the Democratic Party and its principles as contained in the Charter of the Democratic Party of the U.S.A. and in the Virginia Democratic Party Plan.

Section 3.2 Objectives

It shall be the duty of each officer and the membership of the County Committee to seek the registration of voters, to perfect the Democratic organization within the county, and to do all within his/her power to aid in the victory of the Democratic Party’s nominees in all elections except as provided in Section 10.9 of the Virginia Democratic Party Plan: “The obligations and duties imposed on any county, city or district committee or the Central Committee and their members in this Plan shall not be deemed to require support of any candidate who is publicly supporting a nominee on the ticket of any other political party in any general election where Democratic candidates for office appear on the ballot, or who publicly supports any other candidate opposed to a Democratic nominee.”

ARTICLE IV – Membership

Section 4.1 Who May Join

The Democratic Party in Prince William County is a party open to all residents of Prince William County who are willing to affirm their belief in the principles of the Democratic Party.

Section 4.2 Election of Members

Election to the County Committee and to Magisterial District Committees shall be by caucus and held in accordance with Article 8 of the Virginia Democratic Party Plan.

Section 4.3 Membership of the Committee

The County Committee shall consist of no more than 35 seated members and 15 alternate members and an unlimited number of associate members of each Magisterial District Committee except as stipulated in Sections 4.5 and 4.6. Among the 35, each precinct shall be represented by at least one seated member. Membership is for a two-year period commencing with the organizational meeting. Otherwise membership on the County Committee shall be by election of the Magisterial District Committee of the area in which the individual resides and shall be for the remaining portion of the two-year period in which he or she becomes a member. An applicant for membership must be presented at the County Committee meeting at which his or her name is submitted.

Section 4.4 Vacancies

Vacancies on the County Committee shall be filled by nomination of elected members from the magisterial district in which the vacancy occurs subject to the conditions outlined in Section 4.3.

Section 4.5 Relocation of Member

Any member elected from one magisterial district who shall change residence from that district to another Prince William County Magisterial District shall have 30 days to officially transfer to the new Magisterial District Committee or resign from the County Committee. Members transferring to a new Magisterial District Committee will not be liable for dues to that new MD Committee for the remainder of the calendar year. Alternate and Associate members will accede to the lowest ranking on the list of the new Magisterial District Committee.

Section 4.6 Ex-Officio Members

All publicly elected Democrats, all members of Congressional District Democratic Committees who reside within Prince William County, and all elected officers of the County Committee shall automatically become ex-officio seated members of the Democratic Committee of the Magisterial District in which they reside and of the County Committee. Their number shall not count against the 35 seated and 15 alternate members allowable to each Magisterial District Committee, notwithstanding that they may have filed application to be a member of a Magisterial District Committee. Ex-Officio members of the County Committee and Magisterial District Committees are not to be counted in determining if a quorum is present.

Section 4.7 Denial of Membership

Membership on the County Committee or Magisterial District Committee may be denied on the grounds that the applicant:

- a) is not a resident of Prince William County;
- b) is not a registered voter in the magisterial district in which they reside; and,
- c) does not subscribe and fully support candidates of the Democratic Party and candidates of the PWCDC or endorsed by the PWCDC.

Section 4.8 Removal from Office and Membership

Section 4.8.1 – The County Committee may remove from both office and membership any person who shall be guilty of willful neglect, as defined in the glossary, of any duty imposed upon him or her. Such action shall not be taken without notice to the offending member, and an opportunity be given for that member to refute any charges.

Section 4.8.2 – Removal action shall be taken only on the recommendation of the Steering Committee. Before making a recommendation of removal, the Steering Committee shall provide the member with ten (10) days written notice of the charges and with an opportunity for a hearing before the voting members only of the Steering Committee meeting in executive session. The Steering Committee shall provide a written report of its recommendation of removal to the County Committee. A vote to remove a member shall require a majority of the County Committee members present and voting at a meeting where a quorum is present.

Section 4.8.3 – Written records of removal proceedings shall be kept by the County Committee.

Section 4.8.4 – Any seated member who, without valid reason (as determined by the Steering Committee), is absent from three consecutive regular meetings or any four regular meetings and has failed to assist in any campaign activity of the PWCDC within a 12-month period may be removed from membership by the County Committee. A reasonable investigation must be made to determine whether good cause for such absences exists.

Section 4.9 Magisterial District Assessment

Each Magisterial District Committee shall be responsible for an annual assessment to the County Committee, the assessment shall be established by the PWCDC Steering Committee at its September meeting and shall be effective beginning in January of immediately following the September Steering Committee meeting. Should the Steering Committee determine that an increase in the annual assessment is needed, that increase may not exceed ten (10) percent of the total assessment of the previous year. Magisterial District Committees shall give each member an opportunity of paying dues not to exceed \$50.00 per member per year.

Section 4.10 Voting at County Committee Meetings

Only seated members of the County Committee, duly advanced alternate member(s), and ex-officio members, as defined in Section 4.6 of these bylaws, are entitled to vote at a County Committee meeting. A roll call vote shall be by secret ballot when required by these bylaws, called for by the Chair, or demanded by 25% of the members present and voting. Voting by show of hands or standing whenever the Chairperson is in doubt, or when requested by any member present and voting, is in order.

Section 4.11 Seated Member Vacancies

The Magisterial District Committee Chair or his/her successor as defined in Section 7.2.1, shall inform the County Committee Chair in the event a seated member vacancy is available during a County Committee meeting allowing an alternate member to be advanced. A duly advanced alternate member is an alternate member from a Magisterial District Committee who is selected by the Magisterial District Committee Chair to fill the seat of an absent seated member from the same magisterial district, without regard to precinct. The seated status of the duly advanced alternate is waived upon adjournment of the County Committee meeting in which the alternate member was advanced.

Section 4.12 No Proxy Votes

In no committee, convention or other representative body of the Prince William County Democratic Committee shall any person be permitted to have more than one vote or to vote by proxy, even if they hold more than one position.

Section 4.13 No Fees to Vote

No fee of any kind may be charged for the right to attend and vote at a caucus. A voluntary fee may be requested for participation in any convention; however, no party member shall be excluded from participation in a convention because of not paying a fee.

ARTICLE V - ORGANIZATION AND OFFICERS

Section 5.1 Organization

Section 5.1.1 – Each Magisterial District Committee shall elect seated members and alternate members of the PWCDC from their respective magisterial districts at caucuses to be held on or between the first and third Saturday in December of each odd numbered year. At such caucuses, Magisterial District Committees may also elect associate members of their respective Magisterial District Committees.

Section 5.1.2 – Each Magisterial Committee shall have convened an organizational meeting prior to the date of the county committee reorganization meeting. At such meeting, the Magisterial District Committee shall elect a Chair, Vice-chair, Secretary and Treasurer.

Section 5.1.3 – Each Magisterial District Committee shall have a set of bylaws available for its membership upon request and shall be on the PWCDC web site. Such bylaws shall be submitted to the County Committee for review as to form and consistency with these bylaws. It shall be the responsibility of the Magisterial District Committee Chair to submit such bylaws to the County Committee within one hundred twenty (120) days after approval of the County Committee bylaws.

Section 5.2 Organizational Meeting

Pursuant to Article 8 of the Virginia Democratic Party Plan, the organizational meeting of the County Committee shall be held between December 1st in odd numbered years and the 15th of the following January. The organizational meeting shall be recorded by the current County Committee Recording Secretary. The first order of business of said organizational meeting, presided over by the current County Committee Chair, shall be the seating of alternates and the election of a Temporary Chair after which the Temporary Chair shall preside. The sole duties of the Temporary Chair shall be to preside over the election of officers of the County Committee which shall be carried out immediately. The organizational meeting of the newly constituted County Committee shall be governed under the rules of the established bylaws that shall remain the bylaws of the new County Committee unless and until amended according to the procedure of Article X of these bylaws. Following the election of officers, the newly elected Chair may call a special meeting of the County Committee.

Section 5.3 Eligibility to Vote in Organizational Elections

Only seated members of the County Committee, or duly advanced alternate member(s), and ex-officio members as defined in Section 4.6 of these bylaws may vote in the County Committee organizational elections. Voting shall be by secret ballot.

Section 5.4 Election Process

At the organizational meeting, each office shall be voted on separately. The opportunity shall be afforded the seated members only, duly advanced alternate members, and other members as defined in Section 4.6 of these bylaws of the new County Committee to make nominations for each office from the floor at the organizational meeting. To be elected, a nominee must receive a majority vote of seated members, duly advanced alternate members and other members as defined in Section 4.6 of these bylaws present and voting. If a contested election of more than two nominees for an office, one nominee does not receive a majority vote, additional elections shall be held and the nominee receiving the lowest number of votes in each election shall be deleted thereafter from the ballot. If there is only one nominee for an office, the Recording Secretary shall be directed to cast a unanimous vote for the nominee.

Section 5.5 Officers

At its organizational meeting, the County Committee shall elect the following officers: Chair, Senior Vice Chair; Recording Secretary; Corresponding Secretary; and Treasurer, the said officers being seated members of the County Committee. Additionally, Vice-chairs for each Congressional District shall be elected by members present from each Congressional District.

Section 5.5.1 – Roles and Responsibilities of Chair

The Chair shall preside at meetings of the County Committee and the Steering Committee; shall delegate responsibility for management of committee affairs as required; shall be the Chief Executive Officer and shall have supervisory authority over the County Committee's activities under the policies and procedures as determined by the County Committee. The Chair shall be an ex-officio member of all standing and special committees. The Chair shall be an ex-officio, non-voting member of each Magisterial Committee, except the Chair's home Magisterial Committee where the Chair shall be a member with all responsibilities as any member of the Magisterial Committee. In accordance with Section 8.7 of the State Party Plan, it shall be the responsibility of the County Committee chair to submit committee bylaws to the State Party Headquarters within ninety (90) days of his or her election as chair. The Chair may appoint Chairs and/or Co-Chairs to Standing Committees and Special Committees.

The Chair is authorized to spend or to obligate the County Committee to spend a maximum of \$400.00, which shall only be for off budget items deemed necessary by the Chair, between meetings without approval of the County Committee, not to include fund-raisers. A written report of such expenditures or obligations must be made available to the County Committee or Steering Committee at the next meeting thereof. The Chair shall be a member of all standing and special committees except the nominating committee. Expenditures in excess of \$400.00 shall require the approval of the Steering Committee, which may be in person, telephonically or electronically.

Section 5.5.2 – Roles and Responsibilities of Senior Vice Chair

The Senior Vice-chair shall perform such duties as may be assigned by the Chair, and in the absence, resignation or inability of the Chair to perform his or her duties shall serve as acting Chair until the return of the Chair or, if necessary, until the election of a new Chair at such time, place or manner as determined by the Steering Committee. The Senior Vice Chair shall be an ex-officio member of all standing and special committees. The Senior Vice Chair shall be an ex-officio, non-voting member of each Magisterial Committee, except the Senior Vice Chair's home Magisterial Committee where the Senior Vice Chair shall be a member with all responsibilities as any member of the Magisterial Committee.

Section 5.5.3 – Roles and Responsibilities of Recording Secretary

The Recording Secretary shall be responsible for the taking and maintaining of the minutes of the County Committee meetings and the Steering Committee meetings. The Recording Secretary shall be custodian of all records of the County Committee unless otherwise directed by the Steering or County Committee. It shall be the responsibility of the Recording Secretary to

ensure that, on a monthly basis, each Magisterial District Committee Chair has provided the most up to date roster. The Recording Secretary shall be responsible for ensuring all records of the County Committee are appropriately transferred to the Recording Secretary-elect upon the election of new County Committee officers.

Section 5.5.4 – Roles and Responsibilities of Corresponding Secretary

The Corresponding Secretary shall be responsible for internal communications of the County Committee including:

- i) Notification of events, meetings, and other gatherings;
- ii) Transmission of meeting agenda and minutes;
- iii) Other communications to the membership as required.

Section 5.5.5 – Roles and Responsibilities of Treasurer

The Treasurer shall:

- i) Receive and be responsible for all money and the maintenance of all financial records;
- ii) Report in writing at each meeting to the County Committee;
- iii) File all campaign disclosure statements, including Federal Election Commission (FEC) and state reports, in a complete and timely manner;
- iv) Perform such other duties as may be assigned by the Chair.

The Treasurer shall be a member of the Finance Committee. The Treasurer shall be responsible for ensuring all financial records, and all campaign disclosure statements, including Federal Election Commission (FEC) and state reports are appropriately transferred to the Treasurer-elect upon the election of new County Committee officers.

Section 5.5.6 - Roles and responsibilities of Immediate Past Chair

The Immediate Past Chair shall remain a non-voting member of the Steering Committee for one year following his/her term as Chair. The duties and responsibilities expected of all Steering Committee members are also expected of the Immediate Past Chair. This includes preparing for and attending all Steering Committee meetings.

ARTICLE VI - MEETINGS

Section 6.1 County Committee Meetings

Regular meetings of the County Committee shall be held on the fourth Thursday of the months of January through October inclusive unless a different time of the month is ordered by the County Committee. The reorganization meeting held in January of even numbered years shall be counted as the January meeting for that year. The County Committee shall order November and December meetings as necessary. Special meetings may be called as follows:

- i) By the Chair of the County Committee;
- ii) By written call signed by four (4) Magisterial District Committee Chairs provided that the signed call is filed with the Recording Secretary of the County Committee at least fifteen (15) days before the proposed meeting date;
- iii) By written call signed by ten percent (10%) of the County Committee membership provided the signed call is filed with the Recording Secretary of the County Committee at least fifteen (15) days before the proposed meeting date;
- iv) By a vote of the County Committee at a properly convened meeting of the County Committee.

Section 6.2 Notice Requirements

Written or electronic notice of all County Committee meetings shall be sent to members at least seven days prior to each meeting by the Corresponding Secretary.

Section 6.3 Quorum

Thirty percent (30%) of the members of the County Committee shall constitute a quorum.

Section 6.4 Roster Availability

The Recording Secretary shall have available at County Committee meetings an updated list of seated and alternate members in order of precedence as referenced in Section 4.11 of these bylaws. It is the responsibility of the Magisterial District Committee Chairs to provide the aforementioned information to the Recording Secretary.

Section 6.5 Electronic Meetings

Electronic meetings are permitted by these bylaws for Steering Committee, Standing, and Special Committee meetings. Meetings may take place via "audioconference" or "teleconference". The person calling the electronic meeting will determine the method and provide connection instructions in the meeting notice. Individuals not in possession of the necessary technology may collocate with other meeting participants able to connect. This section also permits business to be conducted briefly via email to clean up any unfinished business missed in Steering Committee, Standing, and Special Committee meetings. All notification, recordkeeping, and quorum requirements are the same as in-person meetings.

ARTICLE VII – COMMITTEES

Section 7.1 Magisterial District Committees

Section 7.1.1 – A Magisterial District Committee is a sub-division of the County Committee and functions in a like manner. While Magisterial District Committees can have an unlimited number of members, each member must be identified as defined in Section 4.3 (35 seated members, 15 alternate members and an unlimited number of associate members, except as stipulated in sections 4.5 and 4.6 of these bylaws). Membership on individual Magisterial District Committees shall be open to anyone who wishes to become a member provided they meet the requirements as set forth in Article IV, Section 4.1 and 4.7 of these bylaws; however, only duly seated members, duly advanced alternate member(s) of the County Committee and other members as defined in Sections 4.5 and 4.6 of these bylaws and the Virginia Democratic Party Plan will be entitled to vote at County Committee meetings.

Section 7.1.2 – The Chair and the Vice Chair of the Magisterial District Committees must be seated members of the County Committee.

Section 7.1.3 – The Chair of each Magisterial District Committee shall provide by electronic means a roster of seated and alternate members to the County Committee Recording Secretary in a format specified by the Recording Secretary, and shall provide roster updates monthly no later than 7 days before each County Committee meeting.

Section 7.2 Steering Committee

Section 7.2.1 – The Steering Committee shall consist of the elected officers of the County Committee, non-voting Immediate Past Chair (for one year after the end of his/her term as Chair), Chair of each Magisterial District Committee or in his or her absence, by (in order of precedence) the Vice-Chair, Treasurer, or Secretary of said Magisterial District Committee, provided that they are seated members of the County Committee, and the Chair of the Young Democrats, provided he or she is a seated member of the County Committee. Committee Chairs designated as members of the Steering Committee in other sections of these By-Laws shall be full voting members of the Steering Committee provided all provisions of those other Sections are met. Standing Committee Chairs and Congressional District Committee members will be adjunct non-voting members of the Steering Committee.

Section 7.2.2 – The Steering Committee shall function as the operational governing body of the full committee.

Section 7.2.3 – The Steering Committee shall meet between regular meetings of the County Committee with written or electronic notice and agenda to be provided to each member at least seven days in advance by the Corresponding Secretary. Special or emergency meetings of

the Steering Committee may be held at the “Call of the Chair” on at least three days’ notice unless the necessity for the meeting dictates a shorter notice.

[Section 7.2.4](#) – The Chair of the County Committee shall be the Chair of the Steering Committee.

[Section 7.2.5](#) – A quorum for the conduct of business of the Steering Committee shall be the presence of the County Committee Chair or his/her successor as defined in Section 5.5.2 and the Chairs of at least four Magisterial District Committees or their successors as defined in Section 7.2.1.

[Section 7.3 Outreach Committee](#)

[Section 7.3.1](#) – The Outreach Committee’s primary function is to build the Democratic Party in Prince William County. Party building shall constitute outreach to the various community interest groups; the collection of and dissemination of volunteers to the various magisterial districts, and other activities that are deemed to constitute party building as identified by the Steering Committee and Outreach Committee membership.

[Section 7.3.2](#) – The Outreach Committee shall be composed of the Chair, selected by the elected members of the Steering Committee, and of one member appointed from each of the various magisterial districts.

[Section 7.3.3](#) – The Chair of the Outreach Committee shall present an operations plan, based on a template provided by the Steering Committee, to the Steering Committee within 30 days of his/her election as chair. The Chair shall present updates and reports on a monthly basis to the Steering Committee.

[Section 7.3.4](#) – The Chair of the Outreach Committee may establish subcommittees subject to the approval of the Steering Committee. The Chair of the Outreach Committee shall be responsible for transferring all records, documents, communications, and other items to his/her successor upon vacating his/her position.

[Section 7.3.5](#) – A quorum of the Outreach Committee shall be the presence of five (5) members of the Outreach Committee consisting of representatives of four (4) Magisterial District Committees and the Outreach Committee Chair or his/her successor.

[Section 7.4 Precinct Operations Committee](#)

[Section 7.4.1](#) – The Precinct Operations Committee shall be responsible for the precinct operations of the County Committee, including update of the Precinct Operations Manual, development of Election Day and absentee-in-person volunteer needs assessment, and Get-Out-The-Vote operations.

Section 7.4.2 – The Precinct Operations Committee shall be composed of the Chair, selected by the elected members of the Steering Committee, and of one member appointed from each of the various magisterial districts.

Section 7.4.3 – The chair of the Precinct Operations Committee shall present an operations plan to the Steering Committee within 30 days after his/her election as chair. The Chair shall present updates and reports on a monthly basis to the Steering Committee.

Section 7.4.4 – The Precinct Operations Committee shall be responsible for PWCDC precinct infrastructure, with the exception of technology.

Section 7.4.5 – A quorum of the Precinct Operations Committee shall be the presence of five (5) members of the Precinct Operations Committee consisting of representatives of four (4) Magisterial District Committees and the Precinct Operations Committee Chair or his/her successor.

Section 7.5 Political Committee

Section 7.5.1 – The Political Committee shall be responsible for political operations undertaken by the County Committee. Political activities shall include candidate recruitment, candidate and campaign staff training, research, message development, and support of magisterial district precinct operations. This committee shall work very closely with, and at the behest of, the various Magisterial District Committees as most political activities undertaken by the County Committee shall be in the magisterial district precincts and not the county level.

Section 7.5.2 – The Chair of the County Committee, the Senior Vice Chair, and the Magisterial District Committee Chairs shall be the primary members of the Political Committee. Volunteers from the various magisterial districts are free to join the Political Committee. The chair of the Political Committee shall be determined by the primary members.

Section 7.5.3 – The Chair of the Political Committee shall present an operational plan, based on a template provided by the Steering Committee, to the Steering Committee within 30 days of his/her election as Chair. The Chair of the Political Committee shall present updates and reports on a monthly basis to the Steering Committee.

Section 7.5.4 – The Chair of the Political Committee may establish subcommittees subject to the approval of the Steering Committee. The Chair of the Political Committee shall be responsible for transferring all records, documents, communications, and other items to his/her successor upon vacating his/her position.

Section 7.5.5 – A quorum of the Political Committee shall be the presence of five (5) members of the Political Committee consisting of representatives of four (4) Magisterial District Committees and the Political Committee Chair or his/her successor.

Section 7.6 Communications Committee

Section 7.6.1 – The Communications Committee shall be responsible for preparing communications undertaken by the County Committee which include timely news releases, and may include:

- i) Publishing print or online newsletters, distributed to the County Committee membership and specifically targeted individuals, businesses, and interest groups;
- ii) The maintenance of media outlets lists as well as relationship building with various reporters and news outlets that cover Prince William County politics;
- iii) The creation, distribution, and discussion of press releases; and
- iv) The maintenance and continued improvement of the County Committee website.

The Communications Committee Chair shall be responsible for Party communications including but not limited to newsletters, website, press releases, member correspondence, and other activities as required by the duties of this position.

Section 7.6.2 – The Communications Committee shall be composed of the Chair, appointed by the PWCDC Chair, and of one member appointed from each of the various magisterial districts.

Section 7.6.3 – The Chair of the Communications Committee shall present an operations plan, based on a template provided by the Steering Committee, to the Steering Committee within 30 days of his/her election as Chair. The Chair shall present updates and reports on a monthly basis to the Steering Committee.

Section 7.6.4 – The Chair of the Communications Committee may establish subcommittees subject to the approval of the Steering Committee. The Chair of the Communications Committee shall be responsible for transferring all records, documents, communications, and other items to his/her successor upon vacating his/her position.

Section 7.6.5 – A quorum of the Communications Committee shall be the presence of five (5) members of the Communications Committee consisting of representatives of four (4) Magisterial District Committees and the Communications Committee Chair or his/her successor.

Section 7.7 Finance Committee

Section 7.7.1 – The Finance Committee shall be responsible for all fund-raising activities of the County Committee and shall provide necessary resources and expertise to the various Magisterial Districts' fundraising efforts.

Section 7.7.2 – The Finance Committee shall be composed of the Chair, the Senior Vice Chair, the County Committee Treasurer and of one member appointed from each of the various magisterial districts.

Section 7.7.3 – The Chair of the Finance Committee shall present an operational plan, based on a template provided by the Steering Committee, to the Steering Committee within 30 days of his/her election as Chair. The Chair of the Finance Committee shall present updates and reports on a monthly basis to the Steering Committee, to include a prioritized budget.

Section 7.7.4 – The Chair of the Finance Committee may establish subcommittees subject to the approval of the Steering Committee. The Chair of the Finance Committee shall be responsible for transferring all records, documents, communications, and other items to his/her successor upon vacating his/her position.

Section 7.7.5 – A quorum of the Finance Committee shall be the presence of five (5) members of the Finance Committee consisting of representatives of four (4) Magisterial Committees and the Finance Committee Chair or his/her successor.

Section 7.8 Standing Committee Leadership

Standing Committees may elect a Vice Chair and/or Secretary from among their membership, unless otherwise prescribed in these bylaws.

Section 7.9 Special Committees

Section 7.9.1 Bylaws Committee

Section 7.9.1.1 – The Bylaws Committee shall be composed of the Chair of the County Committee or the Senior Vice Chair and the Chairs of the various Magisterial District Committees or their designated representatives. The Bylaws Committee shall be responsible for changes to the bylaws and will review Magisterial District Committee bylaws as to form and consistency with the County Committee bylaws.

Section 7.9.1.2 – A quorum shall be constituted of a representative from four (4) Magisterial District Committees in addition to the Chair, or his/her successor.

Section 7.9.2 Audit Committee

Section 7.9.2.1 – Annually, at the February meeting of the Steering Committee, the Chair shall appoint a three-member team to audit the Treasurer’s accounts and ledgers for the calendar year ending the previous December 31st and shall determine whether all campaign disclosure statements including FEC and state filings were filed as required. The Audit Committee shall provide the results of its audit at the May Steering and County Committee meetings, and

disband thereafter. The Spokesperson of the Audit Committee shall be selected by the three team members.

Section 7.9.2.2 – A quorum shall be constituted of the Spokesperson and one other member.

Section 7.9.3 Nominating Committee

Section 7.9.3.1 – The Nominating Committee shall consist of one seated member – who is not seeking election as a County Committee officer – from each Magisterial District. Each Magisterial District Committee shall select their representative, and notify the Chair, no later than the October meeting.

Section 7.9.3.2 – The Chair of the Nominating Committee shall be selected from those seated members of the Nominating Committee. The Nominating Committee shall report to the County Committee at least 30 days prior to the reorganization meeting.

Section 7.9.3.3 – A quorum of the Nominating Committee shall be the presence of five (5) members of the Nominating Committee consisting of a representative from four (4) Magisterial District Committees in addition to the Chair of the Nominating Committee or his/her successor.

Section 7.9.4 African American Committee

The African American Committee shall be made up of members of the Prince William Democratic Committee and is charged with recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, additionally bringing issues that impact the Committee to the PWCDC. The Chair of the PWCDC will be an ex-officio non-voting member of the Committee. A temporary Chair shall be appointed by the PWCDC Chair. The Committee shall then elect its leadership. Upon election the Chair shall be a member of the Steering Committee if the Committee has at least 15 members of the PWCDC.

Section 7.9.5 Asian American Committee

The Asian American Committee shall be made up of members of the Prince William Democratic Committee and is charged with recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, additionally bringing issues that impact the Committee to the PWCDC. The Chair of the PWCDC will be an ex-officio non-voting member of the Committee. A temporary Chair shall be appointed by the PWCDC Chair. The Committee shall then elect its leadership. Upon election the Chair shall be a member of the Steering Committee if the Committee has at least 15 members of the PWCDC.

Section 7.9.6 Latino American Committee

The Latino American Committee shall be made up of members of the Prince William Democratic Committee and is charged with recruiting and developing new members of the

PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, additionally bringing issues that impact the Committee to the PWCDC. The Chair of the PWCDC will be an ex-officio non-voting member of the Committee. A temporary Chair shall be appointed by the PWCDC Chair. The Committee shall then elect its leadership. Upon election the Chair shall be a member of the Steering Committee if the Committee has at least 15 members of the PWCDC.

Section 7.9.7 Teachers Committee

The Teachers Committee shall be made up of members of the Prince William Democratic Committee and is charged with recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, additionally bringing issues that impact the Committee to the PWCDC. The Chair of the PWCDC will be an ex-officio non-voting member of the Committee. A temporary Chair shall be appointed by the PWCDC Chair. The Committee shall then elect its leadership. Upon election the Chair shall be a member of the Steering Committee if the Committee has at least 15 members of the PWCDC.

Section 7.9.8 Democratic Women's Committee

The Democratic Women's Committee shall be made up of members of the Prince William Democratic Committee and is charged with recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, additionally bringing issues that impact the Committee to the PWCDC. In Prince William County, the Prince William Democratic Women's Caucus (PWDWC) serves in place of the Democratic Women's Committee. It focuses on women's and family issues, training and encouraging women to take more active leadership positions in politics. The Chair of the PWCDC will be an ex-officio member of PWDWC, however PWDWC shall elect its leadership. Upon election PWDWC's Chair shall be a member of the Steering Committee if PWDWC has at least 15 members of the PWCDC.

Section 7.9.9 Progressive Caucus

The Progressive Caucus shall be made up of members of the Prince William County Democratic Committee and is charged with the recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia. The Progressive Caucus shall bring attention to the issues that most affect Prince William County residents and lead the efforts to fight for the Democratic values governing these issues. The Progressive Caucus will partner with local and national organizations, businesses, and candidates to fight for Progressive Democratic values. The Chair of the PWCDC will be an ex-officio non-voting member of the Committee. A temporary Chair shall be appointed by the PWCDC Chair. The Committee shall then elect its leadership. Upon election the Chair shall be a member of the Steering Committee if the Progressive Caucus has at least 15 members of the PWCDC.

Section 7.9.10 Democratic Immigrant Caucus

The Democratic Immigrant Caucus shall be made up of members of the Prince William County Democratic Committee and is charged with the recruiting and developing new members of the PWCDC as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia and bringing issues that impact the Committee to the PWCDC. In Prince William County, the Democratic Immigrant Caucus serves in place of the Democratic Immigrant Committee. Its focus is on bringing attention to the issues of undocumented, immigrant, and naturalized citizens who are living in Prince William County and on fighting for Democratic values governing these issues. The Democratic Immigrant Caucus may partner with local and national organizations, businesses, and candidates standing up Democratic values. The Chair of the PWCDC will be an ex-officio member of the Democratic Immigrant Caucus; however, the Democratic Immigrant Caucus shall elect its own leadership. Upon election the Chair shall be a member of the Steering Committee if the Progressive Caucus has at least 15 members of the PWCDC.

Article VIII – Other Committees

Section 8.1 Appointment of Other Committees

Such other special committees shall be appointed from time to time by the Chair of the County Committee or the Steering Committee, as they deem necessary to carry on the work of the committee.

Section 8.2 Quorum Requirements

A quorum of a special committee shall be the presence of five (5) members of such special committee consisting of a representative from four (4) Magisterial District Committees in addition to the Chair of said special committee, unless otherwise directed by the Steering Committee.

Article IX - Endorsements, Public Statements and Releases

Section 9.1 Endorsements

The County Committee, as a Committee, shall not endorse any candidate prior to a primary, convention, caucus, or the filing deadline for submission of petitions. Any Party resources made available to candidates seeking the Party's endorsement or nomination shall be made available to all candidates on a non-discriminatory basis.

Section 9.2 Public Statements and Releases

Any member may introduce resolutions proposing or endorsing matters of public or party policy, adoption of which shall be by a majority of those members present and voting. No

person other than the Chair of the County Committee shall make releases or public statements in the name of or on behalf of the County Committee setting forth Party policy, nor shall any person disclose to the public actions taken by the County Committee in executive session, or of any Committee of the County Committee, except by approval of the Steering Committee.

Article X – Amendment of Bylaws

These bylaws can be amended at any regular meeting of the County Committee by a majority vote where a quorum is present provided that the amendments have been submitted in writing at the previous regular meeting.

Article XI – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of order Newly Revised, Perseus Books, Reading, MA, shall govern the County Committee in all cases to which they are applicable and when not inconsistent with the Democratic Party Plan, these bylaws, and any special rules of order the County Committee may adopt.

Glossary of Terms

Alternate Member – An alternate member to the County Committee is one who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. Each magisterial district is represented by up to the maximum of 15 alternate members.

Associate Member – An associate member of a Magisterial District Committee is a voting member of the Magisterial District who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. There is no limit on the number of Associate members each magisterial district committee may have.

Caucus – A caucus is a meeting of members of the Democratic Party whose purpose is to select or elect members or delegates. It is also a group of Democrats united to promote an agreed-upon cause. A caucus is referenced in these bylaws referring to a meeting that may be held by magisterial district committees for the purpose of election of seated members and alternate members to the County Committee and associate members to the Magisterial District Committee. It can also be the name of specific groups, such as the Prince William Democratic Women’s Caucus (PWDWC) or Progressive Caucus.

Duly Advanced Alternate Member – A duly advanced alternate member is an alternate member from a magisterial district, who is selected by the County Committee Chairperson to fill the seat of an absent seated member from the same magisterial district, without regard to precinct. Precedent for advancement shall be based on the highest caucus election vote count and in order of decreasing vote count or, in the absence of a caucus, the priority in filing time.

Deliberative Assembly – A deliberative assembly is an organization consisting of a defined membership that uses a parliamentary procedure for making decisions. It may have various classes of membership such a regular (voting), ex-officio and honorary members. It may have subordinate committees that use a less stringent parliamentary procedure. It is, in most instances a representative assembly. The Prince William County Democratic Committee is a representative assembly with three classes of members comprising seated (voting) members, alternate members (non-voting except in the absence of a seated member) and ex-officio members (voting). The Magisterial District Committee, a sub-division of the County Committee, is a deliberative assembly as defined above that has four classes of voting members; seated members, alternate members, associate members and ex-officio members. It uses the same parliamentary procedures as the County Committee.

Ex-Officio Member – Ex-officio members of their respective magisterial districts and of the county committee are elected democratic officials and elected members of Congressional District committees. Ex-officio members are voting members of the committee in the magisterial district in which they reside and are seated members of the county committee.

Additionally, the Chair and Senior Vice Chair of the PWCDC shall be ex-officio members of each Magisterial Committee and each standing and special committee of the PWCDC.

Leadership Team – The Leadership Team is made up of the Officers, Magisterial Chairs, Standing Committee Chairs/Co-Chairs and all Special Committee Chairs/Co-Chairs of the PWCDC.

Magisterial District - A magisterial district is a sub-division of Prince William County that defines the jurisdictional and voting boundary from which certain elected officials are chosen. The Prince William County Democratic Committee is organized by magisterial district committees.

Organizational Meeting – The Organizational Meeting of the Prince William Democratic Committee is the first meeting of the reconstituted Committee, whose principal purpose is to elect officers of the Committee (See Article V). The Organizational Meeting occurs once every two years following the election of members of the County Committee at the Magisterial District Committee level.

Precinct – A precinct is the smallest defined voting sub-unit within the County. Each magisterial district is made up of (approximately) equal numbers of precincts. Each precinct is expected to be represented by at least one seated member on the County Committee.

Quorum – A quorum of the County Committee is such a number as is sufficient to conduct business at its meetings. The established County Committee meeting quorum is 30 percent of the established membership of the committee as referenced in Section 6.3 of these bylaws.

Roll Call Secret Ballot – A roll call secret ballot is the voting method used in electing Officers of the County Committee. In this method of voting, the County Committee Chairperson may direct tellers to distribute ballots, upon which each member writes his/her vote. The Chairman will direct the Recording Secretary to call the roll of members and each member, as his/her name is called, will proceed to a balloting area designated by the County Committee Chair. When the roll call is finished, the tellers will proceed to count the votes and the results reported to the County, who then announces it to the County Committee.

Seated Member – A seated member to the County Committee is one who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. Each magisterial district is represented by up to the maximum of 35 seated members.

Special Committees – Special Committees are temporary committees. The bylaws and Nominating Committee are special committees that are defined by these bylaws. Other Special Committees may be appointed by the Chairperson of the County Committee or established by the Steering Committee for a specific purpose. Upon the completion of its duties the committee is discharged.

Standing Committee – A Standing Committee is a permanent committee with established duties as referenced in these bylaws. The Chair of each standing committee is defined in the bylaws and may be the Chair of the County Committee or a member of the County Committee elected by the Steering Committee. Each Magisterial District Committee is to be represented on a Standing Committee.

Steering Committee – The Steering Committee of the County Democratic Committee is the basic governing body of the Committee and meets in between County Committee meetings. (See Section 7.2 of these bylaws for the membership of the Steering Committee and its duties and responsibilities.)

Successor – The Senior Vice-Chair of the PWCDC shall be the successor of the Chair in the event the Chair is unable or unwilling to perform the duties of the Chair.

Willful Neglect – The following shall be considered willful neglect as discussed in Section 4.8.1:

- a) Malfeasance, misfeasance, or nonfeasance of duties;
- b) Conduct injurious to the good name of the Democratic Party or the Committee;
- c) Use or implication of the name or resources of the Committee to promote a contested candidate for public office who is not a Democratic nominee or endorsee;
- d) Public recruitment, endorsement, support, assistance, or contribution of or to an endorsed or nominated candidate for another political party or an independent, who is opposed to an endorsed or nominated Democratic candidate.