

**Roanoke County Democratic Committee Bylaws**  
Adopted March 1, 2018

**Mission** – The Roanoke County Democratic Committee (hereinafter referred to as RCDC) shall promote the interests of the Democratic Party in Roanoke County by advocating party positions and candidates, encouraging citizens to become active Democrats and raising the funds needed to accomplish this mission.

**Article I - Authority**

The RCDC exists under the authority of and in accordance with the Code of Virginia, the Democratic Party of Virginia State Party Plan (hereinafter referred to as Party Plan) and the rules of the Democratic National Committee. These bylaws, while not all encompassing, guide the actions of the RCDC. At all times, these bylaws remain subordinate to the Party Plan or bona fide specific instructions from the State Central Committee.

Upon adoption, these bylaws shall supersede all prior bylaws together with all amendments, references to notice, percentages, or other procedures described in the supplanted document(s). The rules and procedures herein will become the active authority and no actions taken in compliance with these bylaws and the Party Plan will be subject to liability or sanction.

**Article II - Membership**

**Part One: Eligibility**

Any person registered to vote in Roanoke County who agrees not to publicly support, endorse or assist any candidate running against a Democratic nominee may serve as a member of the RCDC.

**Part Two: Voting Member**

Members will be elected to a two-year term at the time of the RCDC reorganization as prescribed by the Party Plan, or in the absence of a prescribed procedure, after midnight on the first Friday in December of each odd numbered year, but prior to midnight on the second Wednesday of the following January. Members may also be elected to fill an unexpired term by magisterial district committees whenever a vacancy exists in that committee's membership.

1. Each Magisterial District shall elect 20 members, with at least one voting member living in each precinct at the time of his or her election.
2. A majority of elected Magisterial District members will elect a Chair from among its membership. Magisterial District Chairs may appoint other Magisterial District officers and committees.
3. In the absence of candidates residing in their district, Magisterial District Chairs may fill vacancies with county residents who reside in other districts.
4. Committee members shall be elected within Magisterial Districts by a simple majority vote (if opposed).

5. Prior to their election all persons must confirm their desire to serve by either attending the Reorganization Caucus or communicating their willingness in writing on a form prescribed by the RCDC.
6. Members of the State Central Committee who reside in Roanoke County become ex-officio members of the RCDC during the term of their office.
7. Democratic Local, State, District and Federal officeholders who reside in Roanoke County become ex-officio members of the RCDC during their term(s).

### **Part Three: Associate Membership**

Members of youth organizations with 2 or more members recognized by the RCDC who reside in Roanoke County may become Associate Members of the RCDC. Any Roanoke County resident who meets the requirements of Article Two, Part One may join as an Associate Member, if approved by the RCDC. Associate Members may participate in all committee affairs except they may not vote on RCDC business.

### **Part Four: Auxiliary Membership**

An Auxiliary Member is not required to be a resident of Roanoke County. They have all the rights of a regular member of the RCDC, but they may not vote on any RCDC business.

### **Part Five: Voting Rights**

Unless otherwise stated, all committee members elected or otherwise, have the same rights and privileges.

Only members who have been elected as part of the most recent biennial reorganization or have been elected to the RCDC at least 7 days prior to the meeting may vote on any matter.

## **Article III - Officers**

During the biennial reorganization meeting or within 30 days afterward, the RCDC shall elect these officers: Chair, 1<sup>st</sup> Vice Chair, Secretary and Treasurer.

**Chair:** Duties and authorities of the Chair shall include, but not be limited to:

- Coordinate the day to day work of the RCDC.
- Appoint or replace standing and temporary committee chairs or members.
- Appoint a parliamentarian.
- Delegate assignments to other officers and committee chairs.
- Prepare the agenda and preside over meetings.
- Act as temporary Chair of nominating caucuses.
- Serve as ex-officio member of all committees except nominating.
- Represent the RCDC at Congressional District committee meetings.
- Represent the RCDC at Virginia Association of Democratic Chairs Meetings.
- Ensure the treasurer's report is reviewed annually.

- File reports and forms required by Electoral Board, the Party Plan and other official entities.
- Expend or obligate the RCDC for any expense up to \$100.00.
- Pay for the full cost of advertisements mandated by the Party Plan.

**1<sup>st</sup> Vice Chair:** Duties and authorities of the 1<sup>st</sup> Vice Chair shall include, but not be limited to:

- Assume the duties of the Chair in the event of the Chair's absence or inability to perform their duties for any reason.
- Carry out additional duties as designated by the Chair.

**Secretary:** Duties and authorities of the Secretary shall include, but not be limited to:

- Ensure the recording and distribution of minutes from all RCDC meetings and Executive Committee meetings.
- Conduct routine and other correspondence as directed by the Chair.
- Arrange for the location and send out notices for all meetings and caucuses.
- Maintain a membership list and attendance records.

**Treasurer:** Duties and authorities of the Treasurer shall include, but not be limited to:

- Keep safe RCDC funds and maintain bank accounts.
- Account for income and disbursements.
- Bill for dues.
- Ensure compliance with disclosure and reporting laws.
- Maintain RCDC dues and assessment obligations in good standing.
- Provide a financial condition report to each RCDC and Executive Committee meeting.
- Annually submit financial records to a third party for certification that they are in good order.

The RCDC may also elect such other officers as necessary or as recommended by the RCDC Executive Committee and approved by the majority in attendance at a meeting of the RCDC. Such other officers may include:

- Maximum of three (3) Vice Chairs
- Corresponding Secretary

## **Article IV - Committees**

Standing and Temporary Committee Chairs may call meetings as needed to conduct business. Standing Committee members must be voting members of the RCDC. Temporary Committees may include members who are not members of the RCDC.

**Part One: Standing Committees** – The RCDC Chair shall appoint the following Standing Committees:

- **Candidate Recruitment & Development Committee** will vet, recruit, and groom candidates to run for public office as Democrats.
- **Education Committee** will help keep members abreast of current issues by scheduling programs for monthly meetings and planning informative seminars.
- **Fundraising Committee** is responsible for generating the resources that allow the Roanoke County Democratic Committee to meet the requirements of its Mission Statement. It organizes and hosts the Committee's primary fundraiser, the Annual Spring Fling, and oversees all other fundraising endeavors.
- **Information Technology Committee** provides expertise and advice in all matters relating to technology as well as overseeing the implementation of such as needed to carry out the mission of the committee. The IT Committee sets guidelines for and manages the RoCoDems' social media presence.
- **Outreach Committee** will strive to increase membership of the Roanoke County Democratic Committee and encourage participation by its existing members.

### **Part Two: Temporary Committees**

The RCDC Chair may appoint other committees as deemed necessary by the RCDC Executive Committee or RCDC. Any such committees shall report their progress to each RCDC meeting held during their existence. All Temporary Committees cease to exist upon completion of their mission.

### **Part Three: Executive Committee**

The RCDC Executive Committee is comprised of the Officers of RCDC, Roanoke County public officeholders elected as Democrats, Chairs of the Standing Committees, Magisterial District Chairs, and the Immediate Past Chair. The Executive Committee acts on behalf of the RCDC. Upon request, minutes of Executive Committee meetings shall be made available to any RCDC voting member.

## **Article V - Dues**

The RCDC Executive Committee shall approve and communicate a dues schedule prior to the biennial reorganization with approval by the RCDC. The schedule must be approved by the RCDC.

### **Part One: Dues Waiver**

The Executive Committee may waive dues for any individual RCDC member if requested by that member.

### **Part Two: Ex-Officio Members**

Ex-Officio members shall have the same obligation to pay dues as voting members.

### **Part Three: Associate and Auxiliary Members**

Associate and Auxiliary RCDC members shall pay one half (1/2) dues of RCDC voting member.

## **Article VI - Meetings**

The RCDC Chair shall call meetings as necessary to conduct party business and realize the RCDC mission statement.

### **Part One: Schedule**

The RCDC shall meet a minimum of four (4) times each calendar year. The RCDC Executive Committee shall meet at least eight (8) times each calendar year.

### **Part Two: Procedure**

Meetings shall proceed according to the Party Plan and general principles described in *Roberts' Rules of Order*. No proxy or other form of absentee voting is permitted.

### **Part Three: Meeting Authority**

RCDC meetings may override any Executive or other previous RCDC actions by a simple majority vote.

### **Part Four: Quorums**

Meetings require a quorum of 30% of the membership as it is reflected by the membership list maintained by the RCDC Secretary. Executive Committee meetings require a quorum of 50% of their committee members.

No quorum is required for informational meetings. Members in attendance at informational meetings may recommend any action or decision for ratification at the next RCDC meeting.

## **Article VII - Changes in RCDC Membership**

### **Part One: Vacancies**

In the event of a vacancy in the office of Chair, the 1<sup>st</sup> Vice Chair will assume the duties of the Chair and hold an election within forty-five (45) days of assuming those duties.

In the absence of the 1<sup>st</sup> Vice Chair, the Secretary will assume the duties of Chair.

In the absence of the Secretary, the Treasurer will assume the duties of Chair.

For all other vacancies, the Chair shall appoint an interim candidate and at the next RCDC meeting a permanent replacement will be elected by a simple majority vote. District Chair replacements need approval only from a majority of the District Committee members present (even if uncontested for election).

### **Part Two: Removal**

The RCDC Executive Committee may remove Officers or members for legitimate reasons including, but not limited to, excessive absence, willful neglect of duties, defalcation or violating party rules

Any voting member who consecutively fails to attend six (6) RCDC meetings shall be

automatically changed from a voting member to an associate member.

Removal for publicly advocating the election of a candidate opposed to the Democratic candidate for any public office may be initiated by any RCDC member and Executive Committee action must be completed within thirty (30) days.

Process – Any removal must be approved by two thirds (2/3) of the RCDC Executive Committee. The individual in question must be provided with the reasons for the pending action and afforded the opportunity to present opposing views. They must be notified in writing at least fourteen (14) days before the RCDC Executive Committee considers their case and may be present for deliberation and voting. If the person is entitled to vote on the question, they may do so.

A 60% vote of the RCDC is required to ratify a removal.

All decisions to remove an individual may be appealed to the Congressional District Committee according to the Party Plan.

### **Article VIII - Amending Bylaws**

These bylaws may be amended, changed or replaced by a two-thirds (2/3) vote of the RCDC after the proposed changes have been distributed during the preceding RCDC meeting or provided to the membership at least seven (7) days prior to the meeting at which they will be considered.