

# LCDC Bylaws

Final April 2, 2008

## ARTICLE I - NAME, AUTHORITY AND PURPOSE

Section 1. This organization shall be officially known as the Loudoun County Democratic Committee ("LCDC").

Section 2. The LCDC is organized under the authority of the Virginia Democratic Party Plan.

Section 3. It shall be the purpose of the LCDC to attend to the registration of voters, to perfect the Democratic organization within Loudoun County and to do all within its power to aid in the victory of the Democratic Party's nominees and other candidates endorsed by LCDC in all elections.

## ARTICLE II- MEMBERSHIP

Section 1. LCDC members shall be elected by a caucus of the Democratic voters of Loudoun County between the first Saturday in December of odd numbered years and the second Wednesday of the following January. Caucuses for the purpose of the election shall be held on Saturday or any other weekday evening. These members will be elected by precinct and at-large. Upon election of membership, the first order of business shall be the calling of the first regular meeting ("Reorganization meeting") at which the membership shall elect officers of the LCDC as per Article III.

Section 2. There will be one member designated as the Precinct Captain elected from each precinct by voters residing in the Magisterial District to which each precinct is assigned. In addition, there will be an equal number of members elected at-large by the Democratic voters of Loudoun County. Together, these elected members will comprise the LCDC.

Section 3. The number of at-large members may be increased by 2/3 vote of those present at any regular or special meeting during the term of the LCDC; thereby creating vacancies that will be filled according to Section 5, below.

Section 4. Declarations of candidacy for election to the LCDC shall be made in writing to the Chair by the filing deadline as set forth by the LCDC. The list of candidates shall be made available to all filed candidates and LCDC members. Any candidate for election to the LCDC who has duly filed and who is unopposed shall be declared elected. A caucus shall be held to vote on the candidates in contested elections for the remaining positions on the LCDC.

Section 5. The LCDC shall fill at-large vacancies in the LCDC by the following procedure: 1) A nominee's written declaration of candidacy shall be presented to the Chair. 2) The nomination for membership is made from the floor. 3) The nomination is postponed for consideration at the next regular meeting. 4) At the regular meeting immediately following nomination for membership, the LCDC shall vote on the membership of the nominee, with a majority vote being necessary for election to membership. The candidate must be present at one full meeting, either at the meeting when nominated or at the meeting during which the nomination is voted.

Section 6. Precinct Captain vacancies shall be filled by a nominee from the appropriate District Committee, who will then be voted on by the LCDC membership from that District.

Section 7. Declarations of candidacy and nominations to fill vacancies shall be accepted only from persons who declare themselves as Democrats and pledge to support Democratic candidates, who are residents of Loudoun County, and who are qualified to vote in the next election in Loudoun County.

Section 8. The LCDC shall have the right to remove anyone from either office or membership for failure to uphold the rules and principles of the Democratic Party of Virginia (particularly as set forth in the State Party Plan), including but not limited to public support for, endorsement of, or assistance to any candidate opposed to a Democratic nominee. Removal proceedings shall proceed as follows. 1) Any member may submit to the Chair (or a Vice-Chair in the case of charges against the Chair) written charges against a member or officer. The charges shall detail what rule or principle has been violated, and how that violation warrants removal of office or membership. 2) Upon receipt of charges, the Chair (or a Vice-Chair in the case of charges against the Chair) shall notify the charged officer or member of the charges and the date of a formal hearing to be held within ten (10) days of notification of the accused. 3) The formal hearing shall be held before a regular or special meeting of the LCDC called by the Chair, at which the Chair (or a Vice-Chair in the case of charges against the Chair) shall present the charges to the membership. 4) The charged member or officer shall have an opportunity to refute the charges for up to ten minutes in a presentation before the membership, with a minimum of five minutes for questions following the presentation (subject to extension at the discretion of the membership). 5) Removal from office or membership shall be effective upon a two-thirds (2/3) vote of LCDC members at such regular or special meeting immediately following the hearing. 6) Removal proceedings against a specific member or officer may only be initiated once per election cycle.

Section 9. Except for election as described in Article II, Section 1, the LCDC shall make every good faith effort to notify membership at least seven (7) days prior to the date of any meeting at which it is planned to elect an officer or a Special Member of the LCDC, with said notification to contain the name of the candidates.

Section 10. Regular members revert to Associate Members (Article IV, Section 3) at the third missed consecutive regular or special membership meeting or at their request. Subsequent attendance at

a regular or special membership meeting by an Associate reinstates the member to regular status at that meeting.

Section 11. A Special Member is an elected public official, or a past member of the LCDC, whose services to the Democratic Party are worthy of special recognition. A Special Member shall be nominated by the Executive Committee and elected by a majority of the LCDC at the next regular meeting after being nominated. Sections one through six of Article II do not apply to Special Members. Special Members enjoy all rights and privileges of membership, for the duration of their term in public office in the case of elected officials, or for life in the case of other Special Members, subject to the removal procedures specified in Section 8 of this Article.

Section 12 Each member of the Virginia Democratic State Central Committee who lives in Loudoun County shall, upon election, become a voting ex-officio member of the LCDC. Such members shall pay any required filing or membership fees unless waived by the LCDC.

## **ARTICLE III- OFFICERS**

Section 1. Following the election of its members as provided herein, the LCDC will elect a temporary chair responsible for organizing and calling the Reorganization Meeting to elect a Chair, two Vice-Chairs, Secretary, Treasurer, and such other officers as it deems necessary no later than the second Wednesday in January. The date, time and place of the meeting where the election of officers will occur shall be made known to committee members in advance as specified in Article 4 Section 1 of this document.

Section 2. Only members of the LCDC are eligible to become officers of the LCDC.

Section 3. It shall be the duty of the Chair to preside over all regular and special meetings of the LCDC. The Chair shall ascertain that a quorum (Article IV, Section 3) is present prior to the commencement of the business portion of a regular or special meeting. The Chair shall appoint required Legislative and Senatorial District representatives. The Chair shall also appoint Standing and Ad Hoc Committee Chairs, Parliamentarian, Sergeant-of-Arms, and Task Forces from time to time as may be required at his or her discretion.

Section 4. The duties of the Vice-Chairs shall be assigned by the Chair. It shall be the duty of one of the two Vice-Chairs to act for the Chair at meetings during the absence or unavailability of the Chair. The Chair shall designate the Vice-Chair to act in case of his or her absence after the elections for officers are held, but before the following Regular meeting,

Section 5. It shall be the duty of the Secretary to handle any correspondence necessary to accomplish the business of the LCDC, to keep accurate minutes of all meetings, distribute the minutes and keep the records of the LCDC. Furthermore, Secretary shall submit to State Party headquarters within five (5) days of his or her election the names, addresses, emails and telephone numbers of the officers and members of the committee. The Secretary shall submit a list of any changes to the committee list every 6 months thereafter until the next committee election.

Section 6. It shall be the duty of the Treasurer to keep an accurate account of all of the LCDC funds and to issue any authorized notes of obligation on behalf of the LCDC. The Treasurer shall provide a monthly Treasurer's report for LCDC records. It shall be the responsibility of the Treasurer to collect all monies owed to the LCDC.

Section 7. All vacancies in the offices of Chair, Vice-Chairs, Secretary, and Treasurer shall be filled by the LCDC within forty (40) days of the date of occurrence of such vacancy by majority vote.

## **ARTICLE IV - MEETINGS**

Section 1. Regular meetings of the LCDC shall be held monthly. The Chair may cancel or change the time, day or place of regular monthly meetings, provided that the Executive Committee makes every good faith effort to notify the membership in writing at least seven (7) days prior to the regularly scheduled meeting or the changed meeting date, whichever is earlier.

Section 2. Special meetings of the LCDC shall be held: (a) upon the call of the Chair, whenever he or she thinks it to be in the interest of the LCDC; or (b) within fifteen (15) days following receipt by the Chair of a written request signed by ten percent (10%) of the LCDC membership; or (c) at such times and places as a majority vote of the LCDC may determine. The Secretary shall make every good faith effort to notify the membership at least seven (7) days prior to the special meeting with the date, time, place and purpose of such meeting.

Section 3. The presence of 30 percent (30%) of the LCDC membership shall constitute a quorum to conduct business. Associate and Special members will not be considered in determining quorums.

Section 4. All regular and special meetings of the LCDC shall be open to the public for observation. The time and place of all meetings of the LCDC shall be publicized fully and in such manner as to assure timely notice (at least seven (7) days before said meeting date) to all interested persons. Such meetings shall be held in places easily accessible to all Democrats and large enough to accommodate all interested persons.

Section 5. All voting requirements specified in these bylaws for the LCDC and the Executive Committee shall be of members present and voting unless otherwise indicated. Executive Committee members may participate in Executive Committee meetings by conference call.

# **ARTICLE V - DISTRICT COMMITTEES**

Section 1. LCDC members residing in the magisterial districts shall constitute the membership of such respective District Committees.

Section 2. Each District Committee shall elect a Chair and Vice-Chair at the Reorganization Meeting, following the election of new Officers. These positions may be filled by a Precinct Captain or by an at-large Member. In the event of a vacancy in a District Chair, the Chair of the LCDC may appoint an acting District Chair, who shall serve until the District fills the position.

Section 3. District Committee meetings shall be held at the discretion of the District Chair, with a minimum of two District meetings each year.

# **ARTICLE VI - EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the Chair, two Vice-Chairs, Secretary, Treasurer, District Chairs or District Vice-Chairs as substitutes, Standing Committee Chairs, and the current President of the Loudoun County Young Democrats. Those members of the Executive Committee that are not regular members will not be entitled to vote but otherwise enjoy all rights and privileges of membership. The Executive Committee is authorized to act for the LCDC between meetings of the LCDC.

Section 2. The meetings of the Executive Committee are held at the call of the Chair or by the request of five members of the Executive Committee. Notification of the meeting shall be made to all its members a minimum of 24 hours in advance.

Section 3. Any actions taken by the Executive Committee shall be reported to the LCDC at the next regular meeting and any action taken by the Executive Committee can be overturned by a majority vote of the LCDC.

Section 4. The presence of 40 percent (40%) of the Executive Committee membership shall constitute a quorum to conduct business.

# **ARTICLE VII- STANDING COMMITTEES**

Section 1. The following shall constitute the Standing Committees of the LCDC:

- (a) Communications
- (b) Issues
- (c) Information Technology
- (d) Data Base Management Committee

- (e) Finance
- (f) Precinct Operations
- (g) Activities
- (h) Diversity and Outreach
- (i) Candidate Search and Training

Section 2. The Chairs of Standing Committees shall appoint the members of their committee. A member of any Standing Committee may be removed by the Chair of that committee or a two-thirds (2/3) vote of the Executive Committee, subject to the override provision by the LCDC as specified in Article VI, Section 4.

Section 3. The duties of the Standing Committees are as follows:

(a) Communications Committee: Undertake to prepare, publish and disseminate all information on the activities of the LCDC and to assist the Chair in addressing and responding to issues of public concern. The Secretary shall be a member of this committee.

(b) Issues Committee: Develop and present to the LCDC for discussion and endorsement issues of interest directly impacting Loudoun County voters. Research and present resolutions to the LCDC that are referred to the issues committee for review. At least one Vice-Chair shall be a member of this committee.

(c) Information Technology (IT) Committee: Maintain the LCDC web site and the LCDC electronic mailing list capability.

(d) Data Base Management Committee: Develop and maintain voter data bases including information on all registered voters, voting patterns, party affiliations and other pertinent data. Access to this data is only available by direction of the LCDC Executive Board. At least one Vice-Chair shall be a member of the issues committee.

(e) Finance Committee: Undertake all appropriate efforts to raise funds required for the operation of the LCDC. This committee shall conduct a financial audit twice each year. The Treasurer shall be a member of this Committee.

(f) Precinct Operations Committee: Organize and support LCDC district and precinct operations in the conduct of general elections, including responsibility for all materials and activities relevant to general election work. Coordinate LCDC election activities with candidate and state party campaigns.

(g) Activities Committee: Plan and coordinate social activities for the LCDC, coordinate with the Finance Committee where appropriate and coordinate public notification of the activities with the IT and Communications committees.

(h) Diversity and Outreach Committee: Plan and coordinate the LCDC's efforts to expand participation and membership in the LCDC by minority members of the Loudoun community.

(i) Candidate Search and Training Committee: Determine what elections are taking place affecting Loudoun County and search for Democratic candidates for said elections in coordination with LCDC officers and state party officials. The Chair shall be a member of the Candidate Search and Training Committee.

## **ARTICLE VIII- RESOLUTIONS**

Section 1. Proposed Resolutions of LCDC may be presented at any regular or special meeting of the LCDC. It is required, however, that (a) any proposed resolution be presented in legible format not to exceed two (2) pages; and (b) that sufficient copies of the Resolution shall be available for all members of the LCDC attending the meeting. The Resolution shall be presented to the Chair who, at his or her discretion, may elect to read the proposed Resolution to the LCDC when it is presented. Following presentation of the proposed Resolution, whether or not it is read publicly, the proposed Resolution shall be referred to the Issues Committee for consideration and presentation of a recommendation at the next regular meeting of the LCDC. The proposed Resolution shall be submitted to a vote of the LCDC for approval at the next regular meeting following its presentation. Resolutions shall be passed by majority vote at the regular meeting at which the proposed Resolution is presented for final consideration. Resolutions may be acted upon at the meeting at which presented if a vote of 3/4ths of those present favors action at that time. Adoption of a resolution shall still be by a majority of those voting.

## **ARTICLE IX - BUDGET**

Section 1. An annual budget identifying the anticipated revenues and expenditures for operation of the LCDC during the ensuing year will be prepared and submitted by the Chair to the Executive Committee for consideration by their March meeting. The Executive Committee will present the proposed budget to the LCDC not later than the regularly scheduled meeting for April of each year for consideration. Until such time the annual budget is passed, the Chair may spend or commit monies to keep the LCDC functioning not to exceed the recurring cost of running any permanent office plus \$500 per month. The Executive Committee or the LCDC may approve additional expenses. The subsequent approved budget is to account for all of these initial expenditures.

Section 2. The persons responsible for the various budget categories may incur expenses pursuant to the approved budget. Any proposed expenditure in excess of the total budgeted for the year in any category shall be undertaken only with the prior approval of the Executive Committee, if a proposed excess expenditure is greater than 15% of the budgeted category amount for the year, it must be approved by the full LCDC.

Section 3. All disbursements shall be made by check with the exception of the budgeted petty cash. Disbursement of funds in the amount of Five Hundred Dollars (\$500.00) or more shall require the signature of two Officers of the LCDC on the disbursing check and one of the required signatures shall be that of either the Chair or the Treasurer, with the exception of headquarters' expenditures such as rent, utilities, and headquarters staff.

Section 4. All funds received by the LCDC shall be deposited within three business days of receipt into the appropriate accounts of the LCDC.

## **ARTICLE X – BYLAWS**

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting. Any proposed amendment to the Bylaws shall be provided to the membership at least two (2) weeks prior to a vote being taken.

Section 2. These Bylaws shall carry over to the new LCDC after each reorganization.

## **ARTICLE XI -- FULL PARTICIPATION AND REGISTRATION**

Section 1. The LCDC shall not discriminate on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity, or disability. The LCDC shall adopt and implement an outreach program to encourage Democrats to participate in all organizations at every level and in all delegate selection processes. Particular concern should be undertaken regarding young people, women, African Americans and other ethnic minorities, persons with disabilities and other constituent groups. Every LCDC member and officer thereof, shall make efforts to include young people, women, African Americans and other ethnic minorities, persons with disabilities and other constituent groups in all LCDC committees and delegations to Democratic conventions and other party affairs. Mandatory quotas, however, shall not be imposed at any level of the delegate selection process or in any other party affairs.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Section 1. The parliamentary authority for meetings of the LCDC and the Executive Committee shall be the current version of Robert's Rules of Order, Newly Revised.

Copyright © by Loudoun County Democrats Online All Right Reserved.

Published on: 2008-03-10