

BYLAWS

of the

Roanoke City

Democratic Committee

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Preamble

The Roanoke City Democratic Committee exists to further the principles of the Democratic Party. We seek for our city and its citizens' individual freedom in the framework of a just society, and political freedom through the meaningful participation by all. We pledge to lead our party in a trustworthy and open manner. Based upon these principles, we do establish and adopt these Bylaws of the Roanoke City Democratic Committee (RCDC).

Article I.

The name of this organization shall be the Roanoke City Democratic Committee. (RCDC)

Article II.

Object

2.1 The object of the Roanoke City Democratic Committee shall be to facilitate and encourage the full participation of all Democrats in the City of Roanoke in choosing their elected officials and controlling their political destiny. It is dedicated to the preservation of all the rights enumerated in Article One of the Constitution of Virginia. The Roanoke City Democratic Committee exercises full equality with Democratic committees in other Virginia localities in controlling the activities and establishing the principles of the Democratic Party of Virginia.

2.2 The Roanoke City Democratic Committee endorses the principles contained in the Virginia Democratic Party Plan, bound always by the Constitutions of the United States of America and the Commonwealth of Virginia. Further, the RCDC pledges full cooperation with all rules and requirements promulgated in connection with any Call to the Democratic State Convention or Democratic Party Conference. This pledge is made to both the substance and to the spirit of the Call.

Article III.

Membership

3.1 Membership

All residents of the City of Roanoke who believe in the principles of the Democratic Party are hereby declared to be members of the Roanoke City Democratic Party.

3.2 Ex Officio Members

Ex-officio members of the Roanoke City Democratic Committee are those who sought, and currently hold public office as Democrats; members of the appropriate Congressional District Democratic Committee; or members of the Central Committee of the Democratic Party of Virginia. They must be residents of the City of Roanoke.

3.3 Associate Members

Any Democrat who is a Roanoke City resident shall be eligible for associate membership in the Roanoke City Democratic Committee. Associate Members may serve on committees, but shall not have voting rights nor be able to chair committees.

3.4 Auxiliary Members

Any Democrat who does not reside in the City of Roanoke is eligible for auxiliary membership in the Roanoke City Democratic Committee. Auxiliary members may serve on committees; however, they shall not have voting rights nor be able to chair committees.

3.5 Dues

The annual dues of the Roanoke City Democratic Committee shall be \$20.00 for all members.

- a) The Treasurer shall present a written bill for dues to any person who has not previously fulfilled their obligation to pay dues within 60 days of election to membership.
- b) Any member who is financially unable to pay any or all of applicable dues, may, by a signed statement registered privately with the Treasurer, have dues waived.
- c) The RCDC shall be responsible for paying the Democratic State Central Committee an annual dues assessment as determined by the State Central Committee.

Article IV.

Elections

4.1 Biennial Reorganization

The Roanoke City Democratic Committee shall be reorganized and elected by the members of the Roanoke City Democratic Party at an assembled caucus. The Chair of the RCDC, or the designee of the Chair, shall serve as Temporary Chair. The Temporary Chair must appoint a Temporary Secretary, and may appoint a sergeant-at-arms. The first order of business shall be the election of a Permanent Chair and Secretary for the caucus. The Permanent Chair may appoint a parliamentarian. The election of RCDC members shall take place as outlined in the following sections of this Article.

A. Nominations

Individuals may nominate themselves for election as, Precinct Captains or Assistant Precinct Captains. Nominations do not require a second. A person shall be present for either their nomination or election to be elected to a Party office. If any individual is the only person present from a given precinct, that person shall have the power to elect that precinct's captain and assistant precinct captains.

C. Election of Precinct Captains

The Democratic voters shall caucus by precincts and elect Precinct Captains by a simple majority vote. Each Precinct Captain must be a resident of the respective precinct, and only the Democratic voters residing within a given precinct may vote for their Precinct Captain.

D. Election of Assistant Precinct Captains

The Democratic voters of each precinct shall then elect at least one Assistant Precinct Captains. Each Assistant Precinct Captain must be a resident of the respective precinct and only the Democratic voters residing within a given precinct may vote for their Assistant Precinct Captains.

F. Failure to Achieve Majority

If no nominee for Precinct Captain or Assistant Precinct Captain receives a majority of the votes cast, the nominee who has received the fewest number of votes shall be

eliminated, and the precinct voters shall vote for the remaining nominees. If, after three ballots, a precinct cannot achieve a majority for any nominee, the full RCDC shall elect the given Party office after the election of Executive Officers under Section 4.2. If, after three ballots, the full RCDC is unable to achieve a majority for any Party office, the vote shall be decided in favor of the individual for whom the new Chair of the Committee voted on the third ballot. The new Chair of the Committee may not abstain on the third ballot.

G. Proxy Voting

Proxy voting is not allowed by Roanoke City Democratic Committee.

H. Location of Caucus

The Caucus will be held within one central location as provided by the RCDC in its call notice of the RCDC's reorganization.

4.2 Executive Officers

Following the Biennial Reorganization as outlined in the Democratic Party of Virginia (DPVA) Party Plan, RCDC shall have its first meeting for the purpose of electing the Executive Officers in this order: Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer.

If a simple majority for any officer is unattainable, the nominee with the fewest number of votes shall be eliminated and the Committee shall vote for the remaining nominees. If a simple majority is not achieved after three (3) subsequent ballots, the election shall be awarded to the nominee for whom the Chair voted on the third ballot. The Chair may abstain from ballots one and two, but is obligated to vote on ballot three. At the conclusion of the process, the newly elected Chair shall assume the gavel and continue the meeting.

Article V.

Executive Officers

5.1 Chair

The responsibilities of the Chair of the RCDC shall be as follows:

- a) to appoint and discharge all special committees and the ability to delegate this duty to appoint and discharge to others as deemed appropriate;
- b) to convene and chair RCDC meetings, as well as those of the Executive Committee and the Board of Directors;
- c) ability to appoint a parliamentarian;
- d) ability to delegate any duty of the Chair under these By-Laws to any other Executive Officer, City Committee member, or standing or special committee;
- e) to ensure that all deadlines and filing requirements established by the Democratic Party of Virginia, the Democratic National Committee, and the election statutes of the Code of Virginia, as well as all notice requirements are met;
- f) to submit a copy of these By-Laws to the State Headquarters of the Democratic Party of Virginia within ninety (90) days of election as chair or when amended;
- g) to maintain all appropriate records and materials pertinent to the office of Chair and to transmit such records and materials to the succeeding Chair.

5.2 First Vice Chair

The Vice Chair shall temporarily assume all powers and responsibilities of the Chair in the absence of, or at the request of, the Chair. The Vice Chair shall oversee the Standing Committees and filing deadlines.

5.3 Second Vice Chair

The Second Vice Chair shall be responsible for

- a) maintaining a roster with the Secretary and Treasurer;
- b) maintaining attendance records of each meeting of the RCDC and Executive Committee, and establishing a quorum at all duly convened meetings of the RCDC and Executive Committee;
- c) nominations to any vacancies of Precinct Captains or Assistant Precinct Captains.

5.4 Secretary

The Secretary shall be responsible for

- a) notification of each meeting with the time, date, and location in cooperation with the Communications Committee;
- b) taking and distribution of minutes of the general, Executive Committee, and board of directors' meetings;
- c) submission of reports to the Democratic Party of Virginia as outlined in the Party Plan;
- d) maintenance of records, reports, and correspondence;
- e) maintenance of the official membership roster, in cooperation with the Second Vice Chair;
- f) transmission of records and materials to the succeeding secretary.

5.5 Treasurer

The Treasurer shall be responsible for

- a) the recordkeeping of all financial affairs of the RCDC
- b) for giving a current statement of the finances of the RCDC at each regular meeting;
- c) maintenance of bank accounts listed in the name of the Roanoke City Democratic Committee as authorized by the RCDC
- d) payment of expenses incurred by RCDC by check signed by both the Treasurer and Chair of RCDC, as directed by the Committee
- e) maintenance of all appropriate records and materials pertinent to the office of Treasurer and shall transmit such records and materials to the succeeding Treasurer.

5.6 Permanent Vacancy

In the event that a permanent vacancy occurs for any Executive Office, a new election to fill the vacancy shall be called at the next regularly scheduled RCDC meeting following notice of the vacancy given by the ranking member of the Executive Committee to all members of the RCDC.

Article VI.

Meetings

6.1 Regular Meetings

The Roanoke City Democratic Committee shall conduct monthly meetings. The Executive Committee shall have the authority to cancel a meeting with ten (10) days' notice by means

of a simple majority vote. In the event of inclement weather, the Executive Committee may, by means of a simple majority vote, cancel a meeting with reasonable notice.

6.2 Called Meetings

The Chair may call for a meeting, as needed or ten (10) percent of the membership may file a request with the Chair with an allowance of at least fifteen (15) days' notice of the proposed date.

6.3 Standing or Special Committees

All standing or special committees shall establish a regular meeting date, time, and location. This information is to be posted on the master calendar maintained by the Communications Committee.

6.4 Electronic Meetings

The business of the RCDC can be validly transacted only at a regularly or properly called meeting of its members at which a quorum is present. A meeting is defined as a single official gathering in one room or area. In order to maintain its policy of open meetings, electronic meetings shall not be permitted. The exception shall be when the RCDC, or a committee of the RCDC meets as defined above, with a quorum, and, with the permission of the presider, a member may be present by electronic means. That member retains voting rights.

6.5 Quorum

A quorum of thirty percent (30%) of the members shall be required to take any action, except to adjourn a meeting to another time or place, unless the committee votes to set a higher quorum requirement, not to exceed forty percent (40%). Ex-officio or non-voting members of the Roanoke City Democratic Committee shall not be counted toward a quorum.

Article VII.

The Executive Committee and the Roanoke City Democratic Committee Board

7.1 The Executive Committee

The Executive Committee shall be composed of the Executive Officers: Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer. The Executive Committee shall advise the Chair on the oversight and direction of the RCDC. The Executive Committee shall be empowered to transact urgent business of the RCDC when a timely convening of the full RCDC Board is deemed impractical. All matters taken up by the Executive Committee in such an emergency meeting shall be brought before the RCDC Board as soon as practical, and shall be ratified by that body. All business conducted in this fashion shall also be ratified by the RCDC at its next regularly scheduled meeting.

7.2 The Roanoke City Democratic Committee Board of Directors

The RCDC Board shall be composed of members of the Executive Committee, Standing Committee Chairs, and ex-officio members of RCDC. All Board members shall submit written reports to the Secretary one (1) week in advance of the meeting.

7.3 Distribution of Roles

Any individual serving in an elected board level position, including Standing Committee Chair Congressional District Representative, or officer, may not hold any other elected board level position. Immediate resignation from the current elected board level position is required

upon election to a different elected board level position. No public officeholder or candidate for public office shall serve as an Executive Officer. Immediate resignation from an Executive Officer position is required upon qualification of a candidate in a party nomination process or general, primary, or special election.

7.4 Meetings

The Executive Committee and the RCDC Board of Directors shall meet in alternating months.

Article VIII.

Standing Committees

8.1 Standing Committees

The Standing Committees of the RCDC, shall be: the Programs and Outreach Committee, the Ways and Means Committee, the Communications Committee, and the Candidate Recruitment and Elections Committee. Chairs shall be nominated by any member of the RCDC at the first regularly scheduled meeting; chairs may also volunteer to serve. The slate of chairs shall then be approved by the RCDC. Chairs shall submit a list of their members to the RCDC to be approved at the first subsequent Board meeting.

8.2 The Programs and Outreach Committee

The Programs and Outreach Committee responsibilities shall include:

- a) assisting the RCDC Chair in planning programs and arranging speakers for meetings;
- b) cooperating with other local Democratic Committees and organizations for joint activities;
- c) the Second Vice Chair shall be a member of this committee.

8.3 The Ways and Means Committee

The Ways and Means Committee responsibilities shall include:

- a) fundraising;
- b) creation of the annual budget and presentation to the RCDC Board;
- c) approval of expenditures;
- d) present amendments to the budget in consultation with the RCDC Board;
- e) the Treasurer shall be a member of this committee.

8.4 The Communications Committee

This committee shall be responsible for informing members of RCDC and the public at large as to the business of the Committee through digital means. Contact with the news media shall be at the discretion of the Chair.

8.5 The Candidate Recruitment and Elections Committee

This committee shall be responsible for the process of selecting delegates from the City of Roanoke to state and national conventions of the Democratic Party. The committee shall recruit and nominate Democratic candidates for office, and to support nominees during their campaigns. Support may include, but is not limited to voter registration drives, phone banks, door to door canvasses, volunteer recruitment, and Election Day operations.

8.6 Vacancies

In the event of a vacancy in any elected position, there shall be immediate nominations with an election to follow no later than the next scheduled meeting of RCDC.

Article IX.

Violations of Ethical Conduct

Violations of Ethical Conduct may include, but not be limited to:

- a) dereliction of duty or misconduct;
- b) having four (4) consecutive absences from RCDC meetings;
- c) being found in violation of the RCDC Primary Campaign Policy;
- d) being found to have supported a candidate other than the Democratic nominee during a general election.

That individual will receive a letter from the RCDC Chair detailing the offense and outlining possible remedies. If the member objects to the remedies, the Chair shall appoint a special committee to conduct an investigation and a hearing according to the process described in *Robert's Rules of Order Newly Revised*. Following the outcome of the hearing, the special committee shall brief the RCDC Board on their findings and give their recommendations for further action, if any. The RCDC Board may then refer the recommendations to the RCDC in order to vote to carry out the special committee's recommendations with a two-thirds (2/3) majority of members present and voting required to carry the motion. An appeal may be mounted to the Congressional District Committee by following the process outlined in the DPVA Party Plan.

Article X.

Primary Campaign Impartiality

Given that the goal of the RCDC is to facilitate the election of Democrats, it is also incumbent upon the Committee to remain impartial in the matter of Democratic primaries. In order to be fair to candidates, the following guidelines must be followed:

- a) During primary election campaigns, members may engage in support for Democratic candidates. It shall be the affirmative responsibility of all RCDC officers to assure that it is clear that the support of individual members for candidates does not imply RCDC support.
- b) There may not be canvassing for a primary candidate by the Committee as a whole.
- c) Officers must notify a majority of the Executive Committee prior to becoming a part of campaign leadership.
- d) Democratic office holders may not endorse non-Democrats for office.

If any of Parts b. or c. is violated by a member of the RCDC, then resignation from RCDC is required for the duration of the election cycle, and that member may be subject to processes outlined in Article IX: Violations of Ethical Conduct.

Article XI.

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Roanoke City Democratic Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the DPVA Party Plan, and any special rules of order the RCDC may adopt.

Article XII.

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Roanoke City Democratic Committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.