

THE BY-LAWS OF THE



ALLEGHENY COUNTY
DEMOCRATIC COMMITTEE

AS ADOPTED IN CONVENTION, SATURDAY, FEBRUARY 7, 2009

**THE BY-LAWS OF THE
ALLEGHENY COUNTY DEMOCRATIC COMMITTEE,**
as adopted in Convention by the Allegheny County Democratic Committee, Saturday, February 7, 2009.

THE RULES OF THE ALLEGHENY COUNTY DEMOCRATIC COMMITTEE

PREAMBLE OF THE BY-LAWS

We, the Democrats of the County of Allegheny, united in a common purpose, hereby rededicate ourselves and our Party to the principles which have historically sustained our Party. These principles include the concept that government exists to serve the people; the concern for the promotion of the well-being of all people, and thus the willingness to listen to the needs, hopes and aspirations of the people; the promotion of individual freedom and initiative; and equal justice for all citizens under the law. We acknowledge that a political party which wishes to lead must listen and work with those it would lead. A party which asks for the trust of the people, all people, must prove that it trusts the people; and a party which hopes to bring forth the best this County can achieve must symbolize and embody the best and most honored of the County's heritage and traditions.

We, the Democrats of Allegheny County, are committed to the broadest and fullest participation of all Democrats in the affairs of the Party, and we are also committed to encourage and foster the participation of citizens in the governing process.

What we seek for our County we hope and pray for all the people; individual freedom in the framework of a just society, and political freedom and liberty for all. We pledge ourselves to open, honest endeavor and to the conduct of public affairs in a manner worthy of a society of free people under God. For these ends and upon the stated principles, we do establish and adopt these Rules of the Democratic Party of Allegheny County.

**RULE I
Party Organization**

The Organization shall be known as the Democratic Party of Allegheny County, Pennsylvania, and shall consist of those structures established under these Rules.

**RULE II
Robert's Rules of Order**

Except as otherwise provided for in these Rules, all County, Ward and Municipal committee meetings shall be conducted in accordance with Robert's Rules of Order, as amended.

**RULE III
The County Committee**

1. The County Committee shall be composed of two (2) members from each voting precinct in the County, both of whom shall not be of the same sex, and who shall be designated on the ballot as "Male Member" and "Female Member", and who shall be elected in the Primary election held each even numbered year, and hold office for a term commencing on the first day of the month following their election and ending on the last day of the month in which their successors are elected, provided that they continue to reside in the district from which they were elected.
2. The Chairperson, Vice-Chairperson, Secretary and Treasurer of the City Committee of Pittsburgh, of each Ward of the City of Pittsburgh and each Third Class City,

Borough, Township, Town and Municipality shall be members of the County Committee. Each of these members shall have the same voting powers as an elected County Committee member, except for Ward and Municipal reorganization elections.

3. The Chairperson, Vice-Chairperson, Secretary and Treasurer of the City or of any City Ward, Third Class City, Borough, Township, Town or Municipality may vote only for the endorsement of candidates who are running in the district where he or she resides.
4. A State Committee member shall have the right to vote for the endorsement of candidates for Congress, the State Senate, the General Assembly, and the Democratic State Committee who are running in the district where he or she resides. He or she shall have the right to vote for the endorsement of candidates for all County Offices; including County Executive, County Council, Controller, District Attorney, Sheriff, Treasurer, and Judge of the Court of Common Pleas. He or she shall also have the right to vote in the election of a Chairperson and Vice-Chairperson of the County Committee, and on official party business relating to the County Committee. A State Committee member shall not have the right by virtue of his or her membership on the State Committee to vote for the endorsement of candidates for District Judge, School Board, or any local or municipal office. Nor shall he or she have the right to vote in the election of party officers for the City, or of any Ward, Third Class City, Borough, Township, Town or Municipality.
5. A State Committee member who is also an elected or appointed member of the County Committee or any person who holds more than one (1) party office in Allegheny County shall not be permitted to cast more than one (1) vote per ballot in any endorsement meeting or in the election of party officers.

RULE IV

County Committee Vacancies

1. In the event that a vacancy occurs in the office of a Member of the County Committee, for any reason whatsoever, it shall be filled by appointment by the County Chairperson for the remainder of the unexpired term, upon the recommendation of the Ward or Municipal Chairperson on whose committee the vacancy has occurred. If no such recommendation is made within forty-five (45) days of the declared vacancy, the County Chairperson may act alone to fill the vacancy. Committee members so appointed shall have all rights, duties and privileges of an elected Committee member.
2. The office of Member of the County Committee shall be declared vacant upon the occurrence of one (1) of the following events:

- or
- a. The death of a member of County Committee
- or
- b. Receipt by the Headquarters of the ACDC of a written resignation of a member
- or
- c. A written certification by a Ward or Municipal Chairperson or a Committee member that a member has moved out of the district from which said member was elected is received by the office of Allegheny County Democratic Committee. Upon receipt of such certification, the County Chairperson shall give thirty (30) days written notice of his intent to declare said office vacant to said member at the address from which he or she was elected and at any other known address prior to declaring said office vacant.
3. Within sixty (60) days of a declared vacancy on the County Committee, the County Chairperson shall make an appointment, upon the recommendation of the Ward or Municipal Chairperson, to fill the vacancy. However, in no event shall any such appointment to fill a vacancy on the County Committee be made within thirty (30) days prior to an endorsement meeting, any special election, or between the date of the Primary election and the date of the election of Municipal Officers.

In the event that the aforementioned sixty (60) day period expires without an appointment having been made, no appointment shall be made to fill the vacancy until after the next election, whether Primary or general. If the vacancy is not filled in the next election, it shall again be considered a declared vacancy.

RULE V **Ward and Municipal Officers**

1. Within fifteen (15) days of the certification of the election of County Committee members by the County Department of Election, the County Chairperson shall mail to all Committee members notice of the Party Ward and Municipal reorganization election meetings to be held in the month following the Primary election in each even numbered year.
2. That there shall be a Ward Chairperson and Ward Vice-Chairperson, both of whom shall not be of the same sex, and a Ward Secretary in each Ward of the City of Pittsburgh selected by a majority of the Members of the County Committee of the respected Wards. Said Ward Officers shall be elected during the month following the Primary election in each even numbered year on a day and at a time and place designated by the County Chairperson. They shall hold office for a term commencing on the date of their election and ending on the date of the election of their successors. The Ward Chairperson shall appoint a Ward Treasurer who shall serve at the pleasure of the Ward Chairperson, said Treasurer also having a right to vote as outlined and further described in these By-laws. None of said Ward Officers need be a member of the County Committee. All officers must reside in the Ward for which they have been elected or appointed to serve as officers.

3. There shall be a Municipal Chairperson and Municipal Vice-Chairperson, both of whom shall not be of the same sex, and a Municipal Secretary, in each Third Class City, Borough, Township, Town and Municipality each of whom shall be elected by a majority of the members of the County Committee of the respective Third Class Cities, Borough, Township, Town and Municipality; said Municipal Officers shall be elected during the month following the Primary election in each even numbered year on a day and at a time and place designated by the County Chairperson. They shall hold office for a term commencing on the date of their election and ending on the date of the election of their successors. The Municipal Chairperson shall appoint a Municipal Treasurer who shall serve at the pleasure of the Municipal Chairperson, said Treasurer also having a right to vote as outlined and further described in these By-laws. None of said Municipal Officers need to be a member of the County Committee. All officers must reside in the Municipality for which they have been elected or appointed to serve as officers.

RULE VI

Conduct of the Election of Ward and Municipal Officers

1. In all elections of Ward and Municipal Officers, the votes of a majority of the County Committee members from the particular Ward or Municipality are required to elect. Only County Committee members may vote in such elections.
 - a. No election of Ward or Municipal Committee Officers may be held unless and until a quorum of members is present, such term being defined as the presence of a majority of such Ward or Municipal Committee. Any such election held without a quorum of members being present shall be declared to be void and invalid, and the particular Committee will be required, within ten (10) days, to reconvene in order to conduct such election, unless directed by the County Chair to proceed in a different manner or form. Should there be no quorum at such reconvention, it shall be declared that the particular Ward or Municipality is unable to hold an election, and the Ward or Municipal Committee Officers shall be appointed by the County Chair in accordance with Rule VI, Section 4 of these Rules.
 - b. In all elections of Ward or Municipal Committee Officers, the votes of a majority of the members of such Committee shall operate to elect such Officers. For the purposes of this Rule, the term "majority" shall mean fifty percent (50%) plus one (1) of the total votes cast, i.e., greater than one-half ($\frac{1}{2}$) of the votes cast. Voting in such an election is limited to members of the particular Committee for whose benefit the election is being held.
2. The election of Ward and Municipal Officers shall be conducted by secret ballot. No proxies shall be permitted. No more than four (4) ballots shall be taken to elect any Ward or Municipal Officer. Ten minute caucuses shall be permitted after the second and third ballots if requested by any Committee member eligible to vote in the election.

3. The general public shall be permitted to observe the election.
4. If, for any reason, the members of the County Committee in any Ward of Pittsburgh or Municipality shall fail to elect a Ward or Municipal Chairperson, Vice-Chairperson, or Secretary or in the City of Pittsburgh a City Chairperson, Vice-Chairperson or Secretary on the date specified for their election, the County Chairperson shall appoint a person or persons to fill any or all such vacancies after the expiration of fifteen (15) days. If for any reason, a properly elected Ward or Municipal Chairperson shall fail to appoint a Ward or Municipal Treasurer within ten (10) days after taking office, or within ten (10) days after a vacancy occurs in said office, the County Chairperson may appoint a person to fill the vacancy after the expiration of fifteen (15) days from the failure to appoint.
5. The County Chairperson, whenever he or she deems it necessary or advisable to do so, may designate in writing a representative to preside at and to conduct such election meetings in any Ward of Pittsburgh or Municipality.

RULE VII

City Committee and Officers

1. The Chairperson, Vice-Chairperson Secretary and Treasurer of each Ward of the City of Pittsburgh shall constitute the City Committee of Pittsburgh.
2. At a meeting convened and presided over by the County Chairperson, during the month following the Primary election in each even numbered year, the City Committee shall elect a City Chairperson, City Vice-Chairperson, both of whom shall not be of the same sex, and City Secretary, none of whom need to be a member of the said City Committee. A majority of the votes of the entire membership of the City Committee as constituted under this Rule shall be necessary for the election of each of said officers. Thereafter, said City Committee shall meet at the call of the City Chairperson.
3. Should any vacancy occur in the office of the City Chairperson, City Vice-Chairperson or City Secretary for any reason whatsoever, the same shall be filled for the unexpired term at a special meeting of the City Committee, which shall be convened and presided over by the County Chairperson. Written notice to the members of the City Committee of such election shall be given by the County Chairperson. A majority of the votes of the entire membership of the City Committee shall be required to elect.
4. The election procedures set forth in Rule VI, Sections 2 and 3, for the election of Ward and Local Officers shall be followed in the election of the City Chairperson, Vice-Chairperson and Secretary.
5. The City Chairperson shall appoint a Treasurer of the City Committee who shall hold office for a term commencing on the first day of the month following the election of the City Chairperson, or until his respective successor has been appointed. If for any reason the City Chairperson shall fail to appoint a Treasurer of the City Committee within ten (10) days after his or her election as Chairperson or after a vacancy occurs in the office

of Treasurer, the County Chairperson may appoint a person to fill the vacancy after the expiration of fifteen (15) days of the City Chairperson's failure to appoint.

RULE VIII
County Committee Officers

1. The officers of the County Committee shall consist of a County Chairperson, County Vice-Chairperson, County Secretary and County Treasurer.
2. The County Chairperson and the County Vice-Chairperson shall be elected in the month following the Primary election in each even numbered year by the newly elected County Committee members and the newly elected City, Ward and Municipal Chairpersons, Vice-Chairpersons and Secretaries, and the newly elected State Committee members. Each person qualified to vote is entitled to only one (1) vote regardless of the number of party offices he or she holds.
3. The County Chairperson shall set the date, time and place of the meeting to elect County Committee Officers during the month following the Primary election in each even numbered year. The election shall be conducted by secret ballot. No proxies shall be permitted.
4. No candidate for the office of County Chairperson or the office of County Vice-Chairperson may be eligible unless he or she declares his or her intention to seek said office by submitting a letter declaring his or her candidacy addressed to the Secretary of the Allegheny County Democratic Party at the Allegheny County Democratic Headquarters, received at least ten (10) days prior to the date of the election meeting. No person shall be permitted to submit letters for and seek both offices.
5. In order for a duly declared candidate for the office of County Chairperson or County Vice-Chairperson to be placed before the election meeting, the candidate must be nominated by a person qualified to cast a ballot from the floor of the election meeting, and such nomination must be seconded by another person qualified to cast a ballot. If there is no candidate eligible to be placed before the election meeting to fill the office of County Chairperson or County Vice-Chairperson, the candidates shall be nominated for election in accordance with Robert's Rules of Order.
6. The balloting for the County Chairperson and the County Vice-Chairperson shall take place simultaneously. The candidate receiving the highest number of votes for the office of County Chairperson, whether such candidate be a man or woman, shall be elected County Chairperson. The candidate receiving the highest number of votes for County Vice-Chairperson of the opposite sex from the candidate receiving the highest number of votes for County Chairperson shall be elected County Vice-Chairperson.
7. The County Secretary and County Treasurer shall be appointed by the County Chairperson and shall hold office for a term commencing on the date of their respective

appointments and ending on the dates of the appointments of their respective successors.

8. Should any vacancy occur in the office of the County Chairperson, for any reason whatsoever, the County Vice-Chairperson shall take office immediately as County Chairperson and shall serve for the unexpired term.
9. Should a vacancy occur in the office of County Vice-Chairperson, for any reason whatsoever, prior to January 1 of any even numbered year, said vacancy shall be filled by election at a special meeting of the County Committee called for that purpose by the County Chairperson, and held within thirty (30) days of the date the vacancy occurs. Said election shall be by a plurality of those persons attending said meeting and otherwise eligible to vote. No person may be nominated to fill said vacancy who is not of the opposite sex from the County Chairperson. If the vacancy occurs after January 1 of any even numbered year, the County Chairperson shall appoint a County Vice-Chairperson of the opposite sex to serve for the unexpired term.

RULE IX
Powers and Duties of Party Officers

1. The powers and duties of the County Chairperson shall be as follows:
 - a. To supervise all of the functions of the County Committee
 - b. To implement and enforce the Rules of the County Committee
 - c. To call and preside over such meetings of the County Committee as are provided for in or by these Rules
 - d. To make such appointments as are prescribed by these Rules
 - e. To execute and deliver such contracts and other documents as shall be necessary for the operation of the Party
 - f. To cause an audit of the County Committee's records to be made annually or at the end of the term of the County Treasurer, whichever shall first occur
 - g. To preside over and serve as the Chairperson of the County's State Committee Delegation
 - h. To appointment, and to supervise the functions of, such standing or special subcommittees as may be necessary or advisable to carry out party business and to delegate thereto such powers and duties as may be necessary or advisable
 - i. To establish a full-time office to serve as the Headquarters of the ACDC and to adequately equip, staff and supervise the functions of said office
 - j. To perform such duties as may be prescribed by these Rules, the State Party Rules, and the National Party Charter, as well as any statutory duties
 - k. At the end of his or her term, to turn over to his or her successor, all documents and records pertaining to party affairs.
 - l. To provide a Committee handbook outlining the responsibilities and expectations of committee men and women.

2. The powers and duties of the County Vice-Chairperson shall be as follows:
 - a. To assist the County Chairperson in the performance of his or her duties
 - b. To perform the duties of the County Chairperson in his or her absence
 - c. At the end of his or her term, to turn over to his or her successor, all documents and records pertaining to party affairs.

3. The powers and duties of the County Secretary shall be as follows:
 - a. To give notice to all County Committee persons of all meetings of the County Committee
 - b. To take, or provide for the taking of accurate notes of the discussions, reports, proposed resolutions and votes thereon which transpire at the meetings of the County Committee and to render to the members of the Committee copies of the minutes thereof within a reasonable time after said meetings
 - c. To keep in his or her custody the seal of the County Democratic Party and to affix its imprint to any document as shall be necessary, attesting thereto with his or her signature
 - d. To assist the County Chairperson in the performance of his or her duties and to perform such other duties as may be delegated to him or her by the County Chairperson
 - e. At the end of his or her term, to turn over to his or her successor all documents and records pertaining to party affairs.

4. The duties and powers of the County Treasurer shall be as follows:
 - a. To keep custody of all of the County Committee's funds in such account or accounts as shall be authorized by the County Chairperson
 - b. To disburse, upon the countersignature of the County Chairperson, such funds as shall be necessary to pay the just debts of the County Committee, taking proper vouchers for said disbursements
 - c. To keep and maintain complete and accurate accounts of all receipts and disbursements of the County Committee in books belonging to the County Committee
 - d. To prepare and render statements of his or her transactions as Treasurer, as shall be requested by the County Chairperson, and to prepare and deliver to the County Chairperson annual itemized reports of the financial condition of the County Committee
 - e. To prepare and render such financial reports as may be required by any local, state, or federal law
 - f. To take custody of the financial records of all duly-appointed standing or special subcommittees of the County Committee, which records shall be provided by the Treasurers of the respective subcommittees annually, or in the case of a special subcommittee, within sixty (60) days of the disbanding of said subcommittee
 - g. To appoint, with the advice and consent of the County Chairperson, an assistant Treasurer to assist him or her in the performance of his or her duties and to delegate in writing to said assistant such duties as the Treasurer, with the advice and consent of the County Chairperson, deems necessary and advisable.

- h. To assist the County Chairperson in the performance of his or her duties and to perform such other duties as may be delegated to him or her by the County Chairperson
 - i. At the end of his or her term, to turn over to his or her successor, all documents and records pertaining to party affairs.
5. **The powers and duties of the City Ward and Municipal Chairpersons, Vice-Chairpersons, Secretaries and Treasurers shall conform to those of the County Officers to the extent applicable.**
6. No City, Ward, or Municipal Committee shall be eligible to receive funding from the Allegheny County Democratic Committee unless said Committee maintains a checking account with two signature lines.

RULE X
County and City Executive Committee

1. Following his or her election, the County Chairperson shall appoint a County Executive Committee consisting of not less than fifteen (15) Democratic electors of the County. It shall be the duty of the County Executive Committee to assist, advise and counsel with the County Chairperson in all matters pertaining to the management of the party in the County, and to make such recommendations to the County Committee, from time to time, as the welfare of the party may demand. Members of the County Executive Committee shall serve for a term of two (2) years, but may be removed from office at any time by the County Chairperson.
2. Following his or her election, the City Chairperson shall appoint a City Executive Committee consisting of not less than fifteen (15) Democratic electors of the City of Pittsburgh. It shall be the duty of the City Executive Committee to assist, advise and counsel with the City Chairperson in all matters pertaining to the management of the party of the City, and to make such recommendation to the City Committee, from time to time, as the welfare of the party may demand. Members of the City Executive Committee shall serve for a term of two (2) years, but may be removed from office at any time by the City Chairperson.

RULE XI
Qualifications and Political Activity
of All County Committee Members and Party Officials

1. **Any County Committee member or party officer who is personally absent from two (2) consecutive endorsement meetings, excluding special endorsement meetings, shall forfeit his/her membership in the Allegheny County Democratic Committee. Any member who forfeits his or her membership under this Section may appeal to the County Executive Committee for a hearing as outlined in these By-laws.**

2. No elector shall be eligible to become a member of the County Committee or a County, City, Ward and local party officer unless he or she shall be registered as a Democrat at the time of his or her election.
3. No elector shall be eligible to become a member of the County Committee or a County, City, Ward or local party officer unless he or she resides in the County, City, Ward or Local Municipality at the time he or she seeks office and/or appointment.
4. Any member of the County Committee or party officer who shall register as a member of any other political party shall cease to be a member of the County Committee or a party officer and his or her office shall be declared vacant.
5. The political activity of members of the County Committee and of all County, City, Ward or local party officers is subject to provisions of Rule I of Rules of the Democratic Party in the Commonwealth of Pennsylvania.
6. Endorsements voted by members of the County Committee whether for State, County, City or local officers, are binding on all party officers and members of the County Committee.

RULE XII
Endorsement of Candidates

1. The County Chairperson shall call a meeting on the Sunday immediately preceding the County Filing Deadline, prior to the Primary election for the purpose of endorsing candidates for Congress, State Senate, General Assembly, District Justice, all County offices and for the State Democratic Committee.
2. The County Chairperson and each Local Chairperson shall call a meeting prior to Primary election in each odd numbered year for the purpose of endorsing candidates for School Board and all City and other local offices.
3. No candidate shall be eligible for endorsement by the Allegheny County Democratic Committee if any one (1) or more of the following conditions exist:
 - a. Said candidate is not a registered Democrat at the time of endorsement
 - b. Any such candidate has an outstanding accounts receivable with the Allegheny County Democratic Committee
4. Endorsements shall be by secret ballot of a plurality of those present and voting.
5. All endorsements shall be binding upon all members of the County Committee.

RULE XIII

Selection of Democratic Candidates After the Primary Election

1. All vacancies that may occur on the County ticket of nominated Democrats shall be filled by a majority vote for those attending the meeting of all City, Ward, and Local Chairpersons, Vice-Chairpersons and Secretaries called for that purpose by the County Chairperson after due notice of such a meeting has been given.
2. When a vacancy occurs on the ticket of nominated Democrats for any city-wide office in the City of Pittsburgh, the same shall be filled by a majority vote of those persons attending a meeting of the City Committee called for that purpose by the County Chairperson after due notice of such a meeting has been given.
3. When a vacancy occurs on the ticket of nominated Democrats in any Third Class City, Ward, Borough, Township, Municipality, School District or Magisterial District, the same shall be filled by a vote of a majority of the entire membership of the County Committee of said political area, at a meeting called by the Chairperson of said political area, after due and proper notice to each member thereof, except that a meeting to fill a vacancy for any office in a political area consisting of more than one (1) municipality shall be called by the County Chairperson.
4. When a vacancy occurs on the ticket of nominated Democrats for the office of Representative in Congress, State Senator or Representative in the General Assembly, a person shall be recommended to fill such vacancy by a majority vote of those persons attending a meeting called for that purpose by the County Chairperson of all members of the County Committee within that political area.

RULE XIV

Quorum of the County Committee

Four Hundred (400) or more members of the Democratic County Committee who shall attend a regularly convened meeting thereof shall constitute a quorum.

RULE XV

Frequency of Meeting

The County Committee shall meet at least once a year at the call of the County Chairperson. Each Local Committee shall meet at least four (4) times during each year at the call of the Local Chairperson.

RULE XVI

Meetings of the County Executive Committee

1. The County Executive Committee shall meet at least twice a year within thirty (30) days of the Primary and general elections. The County Chair may call additional meetings of the County Executive Committee if in the determination of the County Chair such additional meetings are warranted and/or necessary.

RULE XVII
Special Meetings of the County Committee

It shall be the duty of the County Chairperson to call a special meeting of the County Committee whenever a written request to do so shall be presented to him or her, signed by at least Four Hundred (400) members of the County Committee.

RULE XVIII
Amendment of Rules

These Rules may be amended at any regular or special meeting of the County Committee, the call for which shall contain due notice of such amendments as will be proposed, provided that a majority of the members of the Committee attending said meeting vote in favor thereof.

HONORABLE JAMES R. BURN, JR., ESQUIRE,
CHAIRMAN, ALLEGHENY COUNTY
DEMOCRATIC COMMITTEE

HONORABLE J. DERON GABRIEL, ESQUIRE,
CHAIRMAN, BYLAWS COMMITTEE