



Patrick County Democratic Committee Bylaws

Article 1. Name and Authority

Section 1. Name

The name of this organization is the Patrick County Democratic Committee (hereinafter referred to as “PCDC”).

Section 2. Organizational Authority

PCDC is organized under the authority of and in accordance with the current Party Plan of the Democratic Party of the State of Virginia (“Party Plan”). These bylaws exist in addition to the Party Plan in order to govern the day-to-day operations of PCDC and remain in effect unless repealed.

Should these bylaws conflict with the Party Plan, or a conflict arise due to adoption of an amended Party Plan, the Party Plan shall have precedence over these bylaws.

Should these bylaws, or the Party Plan, conflict with the Code of Virginia, or a conflict arise due to a change in law, the Code of Virginia shall have precedence over these bylaws and the Party Plan.

Section 3. Applicable Laws

PCDC operates fully in accordance with the Code of the State of Virginia and the Federal Election Commission, and with rules and regulations set forth by the Virginia Department of Elections and the Federal Election Commission.

Article 2. Mission

Section 1. Mission Statement

PCDC exists to promote and protect democracy in Patrick County; to grow and improve the Democratic Party; and encourage and expand the participation of all Virginians in exercising their right to fully engage in fair elections and choose elected officials who share their vision.

Section 2. Duties

- To actively work to increase voter registration.
- To perfect the Democratic organization within the county.
- To aid the victory of the Democratic Party's nominees in all elections.
- To carry out all responsibilities assigned by the Party Plan and the Code of Virginia.
- To represent the Democratic voters in the county in matters of Party and public policy.
- To certify all eligible candidates of the Party in the county.
- To do all within its power to aid in the victory of Democratic nominees in all elections, local, state and federal.

Section 3. Non-Discrimination Statement

PCDC will not discriminate on the basis of gender, race, age, color, creed, national origin, religion, economic status, sexual orientation, ethnic identity, disability or other protected class status; and will make a reasonable effort to encourage diversity, equity, inclusion, and accessibility in all activities of the PCDC.

Article 3. Membership

Section 1. Membership Eligibility

A. Committee Members.

Anyone wishing to become a full member of PCDC must certify that they:

- Are a legally registered voter in Patrick County.
- Identify with the principles and values of the Democratic Party, and
- Will not support any candidate opposed to any Democratic nominee.

Full members can speak during discussion at all business meetings, make motions, second motions and vote on committee business.

B. Young Democrat Members.

Individuals who wish to be involved with the Committee but who do not qualify for full membership because they are too young to vote, but who reside in Patrick County may apply to become a Young Democrat Member. Young Democrat Members who are elected by the committee can speak during discussion at all business meetings, make motions, second motions and vote on committee business.

C. Ex-Officio Members.

Any member of a Party committee over PCDC, including the Congressional District Committee or Central Committee, who resides in Patrick County shall, upon their election, become a voting Ex-Officio Member of PCDC. Additionally, any Democratic elected official representing any part of Patrick County and any Democratic member of the Patrick County electoral boards are considered an Ex-Officio Member.

D. Associate Members.

Individuals who wish to be involved with the Committee but who do not qualify for full membership may apply to become an Associate Member. Associate members who are elected by the committee may participate in committee conversations, but cannot make or second motions, nor vote on committee business.

Section 2. Member Duties

Members shall be expected, within their ability, to:

- Attend and participate in meetings regularly.
- Volunteer for voter drives, community outreach, canvassing, GOTV (get out the vote) and Election Day activities.
- Volunteer and participate in at least one sub-committee.

The Executive Board should be prepared to make accommodations to help members meet these expectations.

Section 3. Reorganization and Election of Members

A. Reorganization.

Per the Party Plan, every two years PCDC will vote on and elect all members of the committee, between December 1st in each odd-numbered year and January 15th the following, even-numbered year. The caucus may be held on a Saturday or a weekday evening.

The date, time, and location shall be approved by a vote of the majority of the Executive Board.

B. Notice of Reorganization Caucus.

PCDC shall, as directed by the Party Plan, post a Call to Caucus which details the rules of the Reorganization Caucus, including filing instructions, qualifications, conduct, officer election notice, and other important details.

PCDC shall provide notice of this caucus by placement of a general notice of the filing deadline and the caucus, including the caucus date, time, and location, along with the Call to Caucus, on the PCDC web site and social media platforms; by email notification to Democrats who reside in Patrick County; and through other reasonable means that will disseminate information about the caucus to registered voters in Patrick County. In addition, reasonable actions shall be taken to promote participation in the caucus in accordance with the Affirmative Action provisions of the Party Plan of the DPVA.

The Call to Caucus and caucus rules should be reviewed and approved by a vote of the majority of the Executive Board.

C. Membership Application.

Individuals who wish to become a member must annually submit a completed membership application to a member of the Executive Board either in person or online.

Blank applications must be made available at meetings and online.

All members must submit an application and be elected at this time, regardless of previous membership status. The application must be completed and received by the deadline detailed in the Call to Caucus.

D. Member Elections.

At the reorganization caucus, all members may be voted in by a single vote of unanimous consent.

E. Officer Elections.

Officer elections shall occur immediately following the close of the reorganization caucus. The officer elections shall be administered by a committee member who is not running for an Officer position, and is agreed upon by a majority vote of the members present.

Members who wish to run for an Officer position, or accept a nomination for an Officer position, must submit an eligibility form before the position is voted on.

In a multi-way race for a single office, candidates must receive a majority vote. If no candidate receives a majority, the candidate with the lowest vote total is eliminated and a runoff election will take place. This process will be repeated until there is a majority winner or a tie. A tie vote will be broken by a coin toss.

F. Called Member Election.

Anyone eligible for membership may apply annually at any time, by submitting a completed membership application to a member of the Executive Board either in person or online.

The Executive Board will review all pending membership applications and put the membership vote on the agenda for the next regular meeting. Called member elections should be the first order of business.

G. Called Officer Election.

If an Officer position is vacant, anyone eligible to fill the position may declare their candidacy at any time, by submitting a completed eligibility form to a member of the Executive Board either in person or by email.

The Executive Board will schedule a vote on the candidate at the next regular meeting.

Section 4. Dues

A. Timing.

Dues are due upon a member's election to PCDC, and again in January of each year.

B. Amount.

Dues shall be set by a majority vote of the Executive Board. Members must be notified of any change in dues at least thirty (30) days before the new amount takes effect.

C. *Waiver.*

Dues may be reduced or a financial waiver may be granted for any member by a member of the Executive Board upon request from that member. Inability to pay dues shall not be a consideration for membership.

D. *Payment.*

Dues can be paid to the Treasurer by cash, check, or online through ActBlue. The Treasurer must keep a record of dues payments from all members and provide a receipt upon request.

Section 5. Removal

A. *Removal by Vote.*

Any member of PCDC may be removed from the committee if charged and convicted for cause, such as:

- Violating any provision of the Party Plan or PCDC Bylaws,
- Malfeasance
- Gross misconduct, or
- Actively working to undermine Democratic candidates
- Actively working against the purpose and goals of PCDC
- Engaging in activities that are a conflict of interest of PCDC
- Missing more than three (3) consecutive meetings, without cause.
- Using their membership to promote their own personal side interests/business for the purpose of direct or indirect financial gain.

Such charges may be brought by any member of PCDC during a regular meeting or directly to an Officer.

The accused member must be given a hearing and allowed time to address any complaint. The accused member must be given written notice of the charges at least ten (10) days before the scheduled hearing.

Members can only be removed by a two-thirds (2/3) vote of the membership.

B. *Removal by default.*

PCDC members may be automatically removed if they move out of the state of Virginia. Alternatively, these members can choose to become an Associate Member if they still plan to be involved with the committee.

C. *Appeals.*

Removals may be appealed to the 9th District Committee in accordance with the Party Plan.

Article 4. Officers and Duties

Section 1. Duties of the Executive Board

Officers of the Executive Board are responsible for managing and making decisions within the powers and responsibilities allowed by these bylaws.

The Executive Board should meet once every three months, either in-person or virtually, to review the committee's status, confirm upcoming plans, and review items that need to be put to a full committee vote.

Section 2. Officers of the Executive Board

The following Executive Board Officers will be elected by a majority of the members of PCDC: Chair, Vice Chair, Secretary, and Treasurer.

Section 3. Duties of Officers

A. Chair.

- Administer and execute the PCDC bylaws.
- Preside at meetings of the committee, only voting when that vote is decisive, as per *Robert's Rules of Order*.
- Work with the Executive Board to assist with PCDC activities.
- To ensure that all voting members have an equal voice on all committee matters.
- Represent PCDC at regional, district and state-wide DVPA events, conventions, and calls.
- To oversee the PCDC bank account, membership list, and social media accounts.
- Work to execute duties as laid out in the Party Plan.
- Fulfill legal requirements as laid out in the Code of Virginia.
- Delegate tasks as necessary and possible to best fulfill the committee's duties and mission.
- Serve as Press Liaison for PCDC.

B. Vice Chair.

- The Vice Chair will take on the duties of the Chair when the Chair is unavailable to act or is not present.
- Serve as Acting Chair in the event the Chair resigns, until an election to choose a new Chair can take place, and to schedule such election.
- To perform duties as assigned by the Chair and to assist the Chair in fulfilling duties.
- To help the Chair oversee the PCDC bank account, membership list, and social media accounts.

C. Treasurer.

- Manage the PCDC bank account.
- Ensure that bills are paid on time, paying with check or debit card.
- Collect dues and keep a record of all incoming funds.
- Deposit all checks and cash.
- Keep a record of all expenditures and relevant records.
- Create a monthly treasurer's report to present at each meeting.
- Work with the Development Sub-Committee to create and follow an annual budget.

- Track finances with respect to Virginia and FEC laws and complete the required filing of committee finance reports requirements of the committee by the Virginia Department of Elections (ELECT).

D. Secretary.

- Create and manage committee forms and stationery.
- Maintain the master contact list.
- Assist with the PCDC social media accounts, posting time-sensitive content and replying to comments and DMs when appropriate.
- Take accurate attendance for all PCDC events.
- Keep attendance records for each meeting, ensuring that quorum is met prior to any business voting taking place.
- Record detailed and accurate minutes during all PCDC meetings and post the completed minutes for each meeting to a shared Google Drive folder for member access.

Section 4. Term

Each Officer of the Executive Board shall serve a two-year term, beginning and ending with the officer elections following reorganization.

Outgoing Officers may continue to serve and assist the new Officer at that Officer's request for up to two (2) months after the Officer is elected.

Section 5. Vacancy

If a vacancy occurs mid-term, the position can be filled by a Called Officer Election, and the Officer will serve out the remainder of the term until the next reorganization.

If no one runs for or accepts a nomination to run for an open office, and the office is vacant, then any member at any time may express a desire to be considered for the office and a Called Officer Election will be held at the start of the next meeting.

In the event of an officer vacancy, the currently elected Executive Board members will agree upon a division of duties of the vacant office.

Article 5. Meetings

Section 1. Schedule

PCDC shall convene for an in-person/hybrid regular business meeting once per month, barring extenuating circumstances, in which case the Chair may opt to have a fully virtual meeting.

The days and times of the regular business meetings must be approved by majority vote. The meeting schedule can be revisited by an approved motion at any regular meeting.

The Chair of the Communications Sub-Committee shall be responsible for notifying the public of regular business meetings through email, web site, Mobilize, social media, notices in the newspaper, and other reasonable means, at least ten(10)days before the

scheduled meeting. This responsibility is passed to the Secretary or Chair, in the absence of a Subcommittee.

Section 2. Location

When possible, PCDC meetings will be held in a location that allows hybrid attendance for accessibility.

If the circumstances make meeting in-person unfeasible, the meeting may be fully virtual.

At any meeting that allows for virtual attendance, PCDC must strive to provide good quality audio and video, and allow attendees to comment or speak throughout the meeting.

Section 3. Meeting Procedure

PCDC meetings will follow the parliamentary procedure of *Robert's Rules of Order, Newly Revised*.

Section 4. Quorum

Meetings will need to have a quorum of at least 30% to vote on committee business. If too few members come to a meeting, the meeting can be adjourned and a special meeting scheduled for another time.

Quorum is determined by the count of current Committee Members, including Young Democrats, in good standing and Ex-Officio Members. Associate Members do not count towards quorum.

Section 5. Absence of Quorum

If a quorum is not present at the time a meeting is called to order, or if a quorum is lost during the course of a meeting, the Chair may:

- a. Recess: Declare a temporary recess to allow time to contact absent members.
- b. Assembly Measures: Authorize the committee to contact absent members by phone, text, or email to request their attendance, either in person, by phone or by video conference.
- c. Adjourn: If quorum cannot be secured within a reasonable time frame as determined by the Chair, the meeting shall be adjourned to a later time or date.

Section 5. Special Meetings

The Chair, or at least a current quorum of the committee, may call a special meeting to address specific business. The meeting will be advertised through all the same channels as a regular meeting.

Section 6. Voting

Only Committee Members and Young Democrats in good standing may vote on a motion during any committee regular business meeting.

All votes shall be cast in a transparent manner that permits the official record to reflect the individual vote of the member. Votes may be conducted by show of hands, roll call, or an electronic form that captures the name of each voter and maintains a permanent record of the vote. Per the DPVA Party Plan, secret or anonymous balloting is prohibited for all regular committee business.

Members unable to attend a meeting in person may cast a vote by proxy, subject to the following conditions:

- a. A proxy must be submitted in writing (including email or electronic submission) to the Secretary or Chair at least 2 hours prior to the start of the meeting, where votes are to be cast on known agenda topics.
- b. The proxy must specify the name of the designated proxy-holder, who must be a member in good standing of the PCDC.
- c. The proxy may authorize the holder to vote on specific agenda items or grant general voting authority for the duration of that meeting.
- d. No individual present may hold or exercise more than one(1) proxy vote at any given meeting.
- e. All proxy appointments shall be verified by the Secretary or Chair prior to the vote and recorded in the meeting minutes.

Article 6. Finance

Section 1. Annual Budget

The Treasurer, Chair of the Development Sub-Committee, Chair, and Vice Chair shall work together to develop a budget to present to the committee for approval.

The budget should include expected expenditures as well as fundraising goals, based on the previous year's budget and taking into account budget requests from each standing sub-committee.

Section 2. Amendments to the Budget

Sub-committees may make a motion at any meeting to request an amendment to the budget and authorize an expenditure that exceeds the amount allocated. This request must take place before the money is spent.

Section 3. Petty Expenses

Members of the Executive Board may make small necessary purchases without approval, up to \$50 per month.

Section 4. Emergency Expenses

In the rare occasion that a necessary emergency expense comes up, that expense can be authorized by any Executive Officer.

However, at the next meeting following the emergency expenditure, the committee may vote to deny reimbursement if the committee feels the expense was not necessary and immediate.

Section 5. Mileage

If the funding has been allocated, members may submit for travel reimbursement at the current year's IRS mileage rate.

Travel must be for a vital committee expense and the trip must have been a substantial distance and only been for approved committee business, e.g. attending an out of town conference, picking up or delivering signs, etc.

Section 6. Bank Account Access

The Chair and Treasurer should all be authorized signers on the PCDC bank account, able to have a debit card, sign checks, and access the account online.

Whenever a Chair or Treasurer resigns, is removed, or is newly elected, both the new and the previous Chair or Treasurer, must make a bank appointment to change the authorized users of the PCDC bank account. A letter signed by the current Chair is required. If the removed individual is not available for a bank appointment, reasoning must be documented by the Secretary and submitted to the bank along with the letter from the current Chair.

Article 7. Sub-Committees and Duties

PCDC shall have the following standing sub-committees: Development, Membership, Elections, Community Involvement, and Communications.

Each sub-committee shall select by majority vote a sub-committee chair. The sub-committee chair's term will end when reorganization occurs, and the next meeting of the sub-committee after reorganization should begin with a vote for sub-committee chair.

If a sub-committee chair steps down then the next meeting of the sub-committee after the resignation should begin with a vote for a new sub-committee chair.

Section 1. Development Committee

The Development Committee is responsible for ensuring an active and engaged donor base that will continue to fund PCDC initiatives. This includes:

- Work with the Chair and Treasurer to create and follow an annual budget.
- Plan fundraising events and campaigns.
- Plan and execute at least two annual fundraising events.
- Develop a potential donor list through VAN and community contacts, and cultivate relationships.
- Research and establish new fundraising methods.

Section 2. Membership Committee

- Work to increase the active membership of PCDC.
- Plan membership drives and find ways to reach new potential members.
- Organize social events to build bonds among members.
- Create fun ways to encourage volunteerism and participation.
- Assist with running the reorganization caucus.

- Maintain an accurate membership and contact list.

Section 3. Elections Committee

- Manage poll greeters and volunteers for Election Day.
- Find and recruit potential Democratic candidates for local and state elections.
- Assist candidates with ballot petitions.
- Find, or develop, candidate training and resources to assist our local candidates.
- Also serve as the nominating committee to verify ballot petitions.
- Maintain our voter database and input data, with at least one member having VAN access and training.
- Generate lists and create phone banks and canvasses for voter outreach.
- Create voter registration and education campaigns, with the Community Involvement committee.
- Either the chair or one sub-committee member should be designated as Voter Protection Liaison.

Section 4. Community Involvement Committee

- Develop relationships with community organizations.
- Cultivate contacts with social services and other assistance groups.
- Organize service days for members.
- Organize or assist with funding drives, food drives, and amplify asks from local charity groups that align with our values.
- Administer the Dudley Clark Memorial Scholarship each year.
- Attend local meetings of charities, social groups, Chamber of Commerce events, local government meetings and other events as deemed appropriate.

Section 5. Communications Committee

- Develop a communications policy to present to the full committee with a guide to the consistent voice that all official committee communications should adopt.
- Create an advertising plan with creative ways to reach new people.
- Assist Chair with information to be sent out in the email newsletters and reminders.
- Create content, graphics and post ideas to be sent to the Chair and Secretary for the PCDC social media accounts and/or website.
- Create a monthly posting schedule to ensure that we have consistent, relevant content posted.
- Write relevant, Democratic based blog posts for the web site.
- Create and maintain a list of media contacts.
- Get photos and videos of our public events to use for social media and print advertising.

Section 8. Ad Hoc Committees

The Chair may designate temporary ad-hoc committees as needed to handle time-constrained concerns.

Article 8. Committee Property

Section 1. Physical Property

Items purchased with PCDC money, or explicitly donated to PCDC, are the sole property of PCDC and transfer to the care of the currently elected Chair or Executive Board.

The Chair is responsible for appropriately storing all PCDC property and making sure items remain undamaged between uses.

Section 2. Paper Records

All paper records of PCDC activity, past budgets, stationery, business cards, letterhead, and other printed or paper records produced by PCDC are the sole property of PCDC and transfer to the care of the currently elected Secretary or Executive Board.

Section 3. Electronic Media and Records

All electronic media, including but not limited to the PCDC web site, social media, email newsletter admin account, email accounts, Google Drive and all files within, Mobilize, ActBlue, VAN Votebuilder, and other accounts created specifically for PCDC activities, are the sole property of PCDC and transfer to the care of the currently elected Chair or Executive Board.

Section 4. Account Administration

Where possible, online accounts that allow multiple users shall have at least two users from the current Executive Board will have administrative access in the event that one of them is unavailable or locked out. All Executive Board members shall have access to the logins to all accounts belonging to PCDC.

Accounts that can only have one login and password must be linked to the PCDC email account that all Executive Board members can access.

A. Social Media.

The Chair and Secretary must have full administrative access to social media account dashboards such as Meta/Facebook Business Manager. The Chair of the Communications Sub-Committee will have limited access.

B. Web Site.

The Chair, Secretary, and Chair of the Communications Sub-Committee must have administrative access to the web site. The Communications Committee may also choose to designate or hire a webmaster to handle web site and domain administration. Members wishing to post blogs on the website should send their post to the Communications Committee for review and posting.

C. Mobilize.

The Chair, Secretary, and Chair of the Communications Sub-Committee must have administrative accounts created on Mobilize linked to their own email address and login. Other members can be granted access by Executive Board vote. Otherwise, committees can submit their event information to the Chair of the Communications Sub-Committee to post.

D. VAN Votebuilder

The Executive Board, Chair of the Elections Sub-Committee, and Voter Protection Liaison must have access to VAN Votebuilder approved by DPVA. The Elections Committee may also request additional members to assist as needed.

E. Email.

The Executive Board must have the current password to the main committee email account(s).

Section 3. Electronic Media and Records

All electronic media, including but not limited to the PCDC web site, Facebook, Bluesky, Instagram, email newsletter admin account, email accounts, Google Drive and all files within, and other accounts created specifically for PCDC activities, are the sole property of PCDC and transfer to the care of the currently elected Chair or Executive Board.

Section 4. Passwords and Security

A. Election of New Officer.

New officers should receive account access and password required for their position within one (1) week of their election.

B. Removal/Resignation of Officer.

Whenever an Executive Board Officer leaves their position, they should lose access to any relevant accounts and passwords. All account access must be revoked immediately.

For accounts that allow multiple users, like Mobilize, Meta/Facebook Business Manager, and the like, another account administrator must log in and remove their account.

If, through an Executive Board Officer change, a former Officer must lose access to an account where a single password was shared, the password for that account must be changed immediately.

C. Password Security.

Passwords should always be strong and kept safe, and accounts should use 2 Factor Authentication when possible. Every member who has access to a PCDC associated password is responsible for safeguarding it.

Article 9. Candidate Endorsements

As per the Party Plan, the PCDC will not endorse a candidate when there is a Democratic primary, or endorse a candidate who is running against a Democratic candidate.

PCDC may endorse a candidate by a majority vote after that candidate has become the official party nominee for a seat.

Article 10. Amendment of Bylaws

Section 1. Call to Amend

Any member may make a motion to create an amendment to these bylaws at any regular or called meeting. If the motion for the amendment passes, the Chair shall designate an ad-hoc committee to develop the wording for the amendment.

When the committee reaches a consensus, they will notify the Chair and a vote on the amendment will be scheduled at the next meeting that is at least five (5) days out.

Section 2. Notice

Members of PCDC must be notified by email or USPS mail of the intent to consider an amendment to the bylaws at least five (5) days prior to the meeting in which this consideration is anticipated. The notice to current members must include the text of the amendment or change.

An amendment or change may be considered at either a regular or called meeting.

Section 3. Passage

In order to vote on and pass a bylaws amendment, the meeting must meet a quorum of 40% of the current membership, and the amendment must pass with a two-thirds (2/3) majority of the voting members present.

The amendment in full must be read out loud for all members present before discussion and voting.

If the amendment does not pass, a motion may be made to send the amendment back to committee for re-writing.

Section 4. Party Notification

Once amended, these bylaws and any other rules and regulations will be forwarded to the State Party in accordance with the Party Plan.

Section 5. Bylaws Integrity

The final, current, approved PCDC bylaws shall be:

- Formatted to include on every page: date that full bylaws were last approved, date bylaws were last amended, and current and total page numbers.
- Made available in an uneditable format (i.e. PDF) which can be read and downloaded publicly from the PCDC web site.

- Printed with four official copies, each kept by the current Chair, Vice Chair, Treasurer and Secretary, with the original signatures of both the Chair and Secretary at the bottom of every page.