

PRINCE WILLIAM COUNTY DEMOCRATIC COMMITTEE BYLAWS

Approved by Prince William County Democratic Committee
April 22, 2021

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ARTICLE I – AUTHORITY

This Committee is created under the authority of and in accordance with the Virginia Democratic Party Plan as adopted now or hereinafter amended by the Virginia Democratic State Central Committee. For purposes of these bylaws the County Committee operates as a Deliberative Assembly as defined in Robert’s Rules of Order Newly Revised.

ARTICLE II – NAME

This Committee shall be known as the Prince William County Democratic Committee, hereinafter “County "Committee” or "PWCDC”. Also, hereinafter the Democratic Party of Virginia shall be known as the “DPVA”; the Prince William County Democratic Committee’s Steering Committee shall be known as the “Steering Committee”; and the Magisterial District Democratic Committee (s) shall be known as the “MDDC” or MDDCs”.

ARTICLE III – PURPOSE AND OBJECTIVES

Section 3.1 Purpose

To promote the Democratic Party and its principles as contained in the Charter of the Democratic Party of the U.S.A. and in the DPVA Plan.

Section 3.2 Objectives

It shall be the duty of each officer and each member of the County Committee to seek the registration of voters, to perfect the Democratic organization within the county, and to do all within their power to aid in the victory of the Democratic Party’s nominees and endorsers in all elections except as provided in Section 10.9 of the DPVA Party Plan: “The obligations and duties imposed on any county, city or district committee or the Central Committee and their members in this Plan shall not be deemed to require support of any candidate who is publicly supporting a nominee on the ticket of any other political party in any general election where Democratic candidates for office appear on the ballot, or who publicly supports any other candidate opposed to a Democratic nominee.”

ARTICLE IV – MEMBERSHIP

Section 4.1 Who May Join

The Democratic Committee in Prince William County is a Committee open to all persons residing in Prince William County who are willing to affirm their belief in the principles of the Democratic Party.

Section 4.2 Election of Members

Election to the County Committee and to MDDCs shall be by caucus and both consistent and in compliance with Article 8 of the DPVA Party Plan. These caucuses occur between the first and third Saturday in December of each odd numbered year as part of the required two-year reorganization of the County Committee and the MDDCs. At each caucus the members of each existing MDDC shall elect the members of the respective reorganized MDDC.

Section 4.3 Membership of the Committee

The County Committee shall consist of no more than 35 seated members, no more than 15 alternate members, and an unlimited number of associate and ex officio members from each MDDC as stipulated in Section 4.6. Among the 35 seated members, each precinct shall be represented by at least one seated member. The maximum of 35 seated members for each Magisterial District Committee shall be reduced by the number of precincts without any seated member and will be restored up to 35 as the vacancies are addressed. Membership is for a two-year period commencing with the organizational meeting. Otherwise, membership on the County Committee is by election of the MDDC in which the individual resides for the remaining portion of the two-year period in which they join.

Section 4.4 Vacancies

Vacancies on the County Committee shall be filled by the election of new members by the MDDC in which the vacancies occur subject to the conditions outlined in Section 4.3.

Section 4.5 Relocation of Member

Any member elected from one MDDC who changes residence from that district to another Prince William County MDDC shall have 30 days to officially transfer to the new MDDC or resign from the County Committee. Members transferring to a new MDDC will not be liable for dues to the new MDDC for the remainder of the calendar year.

Section 4.6 Ex officio Members

All Democrats publicly elected to partisan or non-partisan offices, all members of Congressional District Democratic Committees who reside within Prince William County, and all elected officers of the County Committee shall automatically become ex officio seated members of the MDDC in which they reside and of the County Committee. Their number shall not count against the 35 seated and 15 alternate members allowable to each MDDC, notwithstanding that they may have filed application to be a member of a MDDC. Ex officio members of the County Committee and MDDCs do not count in determining if a quorum is present at any County or MDDC meeting.

Section 4.7 Denial of Membership

Membership on the County Committee or MDDC may be denied on the grounds the applicant:

- i) does not reside in Prince William County;
- ii) does not reside in the Magisterial District;
- iii) does not subscribe and fully support candidates of the Democratic Party and candidates of the County Committee or endorsed by the County Committee; or
- iv) has demonstrated a history of actions and activities that were detrimental to the Democratic Party, the County Committee, the MDDC, candidates of the Democratic Party, or candidates endorsed by the County Committee.

Section 4.8 Removal from Office and Membership

Section 4.8.1 – The County Committee may remove from both office and membership any person who shall be guilty of willful neglect, as defined in the glossary, of any duty imposed upon them, or because of the member's actions which would provide such grounds for a denial of membership under Section 4.7. Such action shall not be taken without notice to the offending member, and an opportunity be given for that member to refute any charges.

Section 4.8.2 – Removal action shall be taken only on the recommendation of the Steering Committee. Before making a recommendation of removal, the Steering Committee shall provide the member with at least ten calendar (10) days written notice of the charges and with an opportunity for a hearing before the voting members only of the Steering Committee meeting in executive session. The Steering Committee shall provide a written report of its recommendation of removal to the County Committee. A vote to remove a member shall require a majority of the County Committee members present and voting at a meeting where a quorum is present.

Section 4.8.3 – Written records of removal proceedings shall be kept by the PWCDC Recording Secretary.

Section 4.9 Assessment / Dues

Section 4.9.1 – Each MDDC shall be responsible for an annual assessment to the County Committee, the assessment shall be established by the Steering Committee no later than its September meeting and shall be effective beginning in January of the year immediately following the Steering Committee decision. Should the Steering Committee determine that an increase in the annual assessment is needed, that increase may not exceed ten (10) percent of the total assessment of the previous year rounded down to the nearest multiple of \$5.00.

Section 4.9.2 - MDDCs shall give each member the opportunity to pay dues of up to \$50.00 for each calendar year. Such requests shall be made with the clear understanding that any such payment is voluntary. Each MDDC may elect to reduce the \$50.00 upper limit in their requests for dues contributions. Each MDDC shall collect from each dues-contributing member the information required by state and federal laws for political contributions and provide this information within ten (10) workdays to the County Committee Treasurer for use in preparing and submitting the reports required for political contributions.

Section 4.10 Voting at County Committee Meetings

Only seated members of the County Committee, duly advanced alternate members, and ex officio members, as defined in Section 4.6 of these bylaws, are entitled to vote at a County Committee meeting. In accordance with the DPVA Party Plan, in no case shall the use of secret written ballots be allowed in County Committee votes. Any County Committee voting member present may request and shall be permitted to review ballots used in any vote. When paper ballots are used, each ballot must be signed by the member for it to be counted. Officer elections, when a vote is required, shall be conducted via a signed, written ballot. When preprinted ballots are prepared for use, they must always include a blank line for write-in candidates. Voting by voice, by show of hands, or standing, whenever the Chair is in doubt, or when requested by any member present and voting, is in order.

Section 4.11 Seated Member Vacancies

The Magisterial District Committee Chair or their substitute as defined in Section 7.2.1, shall inform the County Committee Chair in the event a seated member vacancy is available during a County Committee meeting allowing an alternate member to be advanced. A duly advanced alternate member is an alternate member from a MDDC who is selected by the MDDC Chair to fill the seat of an absent seated member from the same MDDC, without regard to precinct. The seated status of the duly advanced alternate reverts to alternate upon adjournment of the County Committee meeting. Associate members are not eligible to be advanced to seated status.

Section 4.12 No Proxy or Multiple Votes

In no committee, convention or other representative body of the County Committee shall any person have multiple votes or be permitted to vote by proxy.

Section 4.13 No Fees to Vote

No fee of any kind may be charged for the right to attend and vote at a caucus. A voluntary fee may be requested for participation in any convention; however, no party member shall be excluded from participation in a convention because of not paying a fee.

ARTICLE V – ORGANIZATION AND OFFICERS

Section 5.1 Organization

Section 5.1.1. – Each MDDC shall elect seated and alternate members to the County Committee from their respective reorganized MDDCs at caucuses to be held on or between the first and third Saturday in December of each odd numbered year. These caucuses shall follow the reorganization meeting that elected the new Chair, Vice-chair, Secretary, and Treasurer for each respective reorganized MDDC in accordance with Section 5.1.2. Voting for County Committee seated members and alternate members shall be limited to the newly elected members of each respective reorganized MDDC. As a result of these caucuses, those members of each respective reorganized MDDC who were not elected seated or alternate members shall be designated associate members of each respective reorganized MDDC.

Section 5.1.2 – Each MDDC shall have convened a reorganization meeting prior to the date of the County Committee reorganization meeting. This reorganization meeting shall follow the caucuses that elected the members of each respective reorganized MDDC in accordance with Section 4.2. At its meeting, each MDDC shall elect a Chair, Vice-chair, Secretary, and Treasurer. Voting at each meeting shall be limited to the newly elected members of each respective reorganized MDDC.

Section 5.1.3 – Each MDDC shall have a set of bylaws available for its membership upon request. Approved bylaws shall be posted on the County Committee and respective MDDC web sites. Each MDDC shall review its bylaws within ninety (90) days after approval of the County Committee bylaws. As a result of this review each MDDC shall modify its bylaws, if necessary, to conform to the approved County Committee bylaws.

The resulting MDDC revised bylaws shall be submitted to the Steering Committee for review and approval as to form and consistency with the then current County Committee bylaws. It shall be the responsibility of the MDDC Chair to submit such bylaws to the Steering Committee.

Section 5.2 Organizational Meeting

Pursuant to Article 8 of the DPVA Party Plan the organizational meeting of the County Committee shall be held between December 1st in odd numbered years and the 15th of the following January, unless an extension is granted by the DPVA. This extension is routinely granted due to the County Committee's Meeting occurring on the fourth Thursday of the month. This organizational meeting shall follow the caucuses that elect the members of each reorganized MDDC conducted in accordance with section 4.2. The organizational meeting shall be recorded by the current County Committee Recording Secretary. The first order of business of said organizational meeting, presided over by the current County

Committee Chair, shall be the seating of alternates and the election of a Temporary Chair after which the Temporary Chair shall preside. The sole duties of the Temporary Chair shall be to preside over the election of officers of the County Committee which shall be carried out immediately. The organizational meeting of the newly constituted County Committee shall be governed under the rules of the established bylaws that shall remain the bylaws of the new County Committee unless and until amended according to the procedure of Article X of these bylaws. Following the election of officers, the newly elected Chair may call a special meeting of the County Committee.

Section 5.3 Eligibility to Vote in Organizational Elections

Only seated members of the County Committee, duly advanced alternate members, and ex officio members as defined in Section 4.6 of these bylaws may vote in the County Committee organizational elections.

Section 5.4 Election Process

At the organizational meeting, each office shall be voted on separately. The opportunity shall be afforded the seated members, duly advanced alternate members, and ex officio members as defined in Section 4.6 of these bylaws of the new County Committee to make nominations for each office from the floor at the organizational meeting. To be elected, a nominee must receive a majority vote of seated members, duly advanced alternate members and ex officio members as defined in Section 4.6 of these bylaws present and voting. If there is only one nominee for an office, the Recording Secretary shall be directed to cast a unanimous vote for the nominee. If, in a contested election of more than two nominees for an office, one nominee does not receive a majority vote, additional elections shall be held and the nominee receiving the lowest number of votes in each election shall be removed thereafter from the ballot. Any voting required will be conducted by signed written ballots which include blank lines for write in candidates or those nominated from the floor. A majority vote (50% plus one of members voting) is required for any officer election.

Section 5.5 Officers

At its organizational meeting, the County Committee shall elect the following officers: Chair; Senior Vice-Chair; Recording Secretary; Corresponding Secretary; and Treasurer, the said officers being seated members of the County Committee. Vice-Chairs for each Congressional District shall be elected by members present from each Congressional District. Additionally, the Chair, Senior Vice-Chair, and Congressional District Vice-Chairs must reside in Prince William County.

Section 5.5.1 – Roles and Responsibilities of Chair

The Chair shall preside at meetings of the County Committee and the Steering Committee; shall delegate responsibility for management of committee affairs as required; shall be the Chief Executive Officer and shall have supervisory authority over the County Committee's

activities under the policies and procedures as determined by the County Committee. The Chair shall be an ex officio member of all Standing and Special Committees or Caucuses except the nominating committee. The Chair shall be an ex officio, non-voting member of each MDDC, except the Chair's home MDDC where the Chair shall be a seated member with all responsibilities as any member of the MDDC. In accordance with the DPVA Party Plan, it shall be the responsibility of the County Committee chair to submit committee bylaws to the State Party Headquarters within ninety (90) days of election as Chair. The Chair may appoint Chairs and/or Co-Chairs to Standing, Special, and Temporary Committees or Caucuses.

The Chair is authorized to spend or to obligate the County Committee to spend a maximum of \$400.00, which shall only be for off budget items deemed necessary by the Chair, between meetings of the County Committee without approval of the County Committee. A written report of such expenditures or obligations must be made available to both the County Committee and the Steering Committee at their next meetings. Expenditures in excess of \$400.00 shall require the approval of the Steering Committee, which may be in person, by telephone or electronically.

Section 5.5.2 – Roles and Responsibilities of Senior Vice-Chair

The Senior Vice-Chair shall perform such duties as may be assigned by the Chair, and in the absence, resignation or inability of the Chair to perform their duties, shall serve as acting Chair until the return or replacement of the Chair. Refer to Section 5.5.6. for additional information on the process. The Senior Vice-Chair shall be an ex officio member of all standing and special committees except the nominating committee. The Senior Vice-Chair shall be an ex officio, non-voting member of each MDDC, except the Senior Vice-Chair's home MDDC where the Senior Vice-Chair shall be a seated member with all responsibilities as any member of the MDDC.

Section 5.5.3 – Roles and Responsibilities of Recording Secretary

The Recording Secretary shall be responsible for the taking and maintaining of the minutes of the County Committee meetings and the Steering Committee meetings. The Recording Secretary shall be custodian of all records of the County Committee unless otherwise directed by the Steering or County Committee. It shall be the responsibility of the Recording Secretary to ensure that, on a monthly basis, each MDDC Chair has provided the most up to date roster of all MDDC members. The outgoing Recording Secretary shall be responsible for ensuring all records of the County Committee are appropriately transferred to the new Recording Secretary upon the election of new County Committee officers.

Section 5.5.4 – Roles and Responsibilities of Corresponding Secretary

The Corresponding Secretary shall be responsible for internal communications of the County Committee, including: notification of events, meetings, and other gatherings;

transmission of meeting agenda and minutes; and other communications to the membership including, but not limited to, social media.

Section 5.5.5 – Roles and Responsibilities of Treasurer

The Treasurer shall: receive and be responsible for all money; the maintenance of all financial records; the reporting of any inconsistent transactions to the Steering Committee; report in writing at each meeting to the County Committee; file all campaign disclosure statements, including Federal Election Commission (FEC) and state reports, in a complete and timely manner; and perform such other duties as may be assigned by the Chair.

The Treasurer shall be a member of the Fundraising Committee. The outgoing Treasurer shall be responsible for ensuring all financial records, and all campaign disclosure statements, including FEC and state reports are appropriately transferred to the new Treasurer upon the election of new County Committee officers.

Section 5.5.6- Unplanned Vacancy of County Committee Chair and Senior Vice-Chair

Unplanned vacancies for the County Committee Chair and Senior Vice-chair that occur during the two -year membership period may be filled at such time, place or manner as directed by the Steering Committee. In such instances a Nominating Committee may be established, with size, composition and length determined by the Steering Committee, to ensure a thorough and transparent search of the County Committee membership for suitable candidates. The selection decision of the Steering Committee shall be announced to the County Committee as soon after as practical, and no later than in the notice and agenda for the next County Committee monthly meeting.

Section 5.5.7 – Roles and responsibilities of Immediate Past Chair

The Immediate Past Chair shall remain a non-voting member of the Steering Committee for one year following their completed term as Chair. The duties and responsibilities expected of all Steering Committee members are also expected of the Immediate Past Chair. This includes preparing for and attending all Steering Committee meetings.

Section 5.5.8 – Roles and Responsibilities of the Vice-Chairs for the Congressional Districts

Each Vice-Chair for a Congressional District shall be responsible for informing the members of the County Committee and the MDDCs who reside within the respective Congressional District of the activities of the Democratic Committee for that Congressional District and of any other activities within the Congressional District that are relevant to the Democratic Party. In those years in which there is a Democratic convention for that Congressional District, they will organize and manage the process of selecting Prince William County delegates to that convention, attending the convention, and leading the Prince William County delegation at the convention.

Each Vice-chair may, at their discretion, delegate these roles and responsibilities to other members of the County Committee who reside within their respective Congressional Districts.

ARTICLE VI – MEETINGS

Section 6.1 County Committee Meetings

Regular meetings of the County Committee shall be held on the fourth Thursday of the months of January through November unless a different time of the month is ordered by the County Committee. The reorganization meeting held in January of even numbered years shall be counted as the January meeting for that year. The County Chair may order December meetings as necessary no later than the date of the regular November meeting. Special meetings may be called as follows:

- i) By the Chair of the County Committee;
- ii) By written call signed by four (4) MDDC Chairs provided that the signed call is filed with the Recording Secretary of the County Committee at least fifteen (15) days before the proposed meeting date;
- iii) By written call signed by ten percent (10%) of the County Committee membership provided the signed call is filed with the Recording Secretary of the County Committee at least fifteen (15) days before the proposed meeting date; or
- iv) By a vote of the County Committee at a properly convened meeting of the County Committee.

Section 6.2 Notice Requirements

Written or electronic notice of all County Committee meetings shall be sent to members at least seven (7) days prior to each meeting by the Corresponding Secretary.

Section 6.3 Quorum

Thirty percent (30%) of the seated members of the County Committee shall constitute a quorum. For the purpose of determining if a quorum is present those alternate members who have been duly advanced to voting status in the absence of seated members shall count as seated members.

Section 6.4 Roster Availability

The Recording Secretary shall have available at County Committee meetings an updated list of seated alternate and ex officio members in a standard format the Recording Secretary has provided to the MDDC Chairs. It is the responsibility of the MDDC Chairs to provide the current roster to the Recording Secretary no later than the time prescribed in Section 7.1.3.

Section 6.5 Electronic Meetings

Electronic meetings are permitted for County, Steering, Standing, Special and Temporary Committee meetings. Meetings may take place via “audio conference” or “teleconference”. The person calling the electronic meeting will determine the method and provide connection instructions in the meeting notice. Individuals not in possession of the necessary technology may collocate with other meeting participants able to connect. This section also permits business to be conducted briefly via email to clean up any unfinished business missed in Steering, Standing, Special and Temporary Committee meetings. All notification, record keeping, quorum, and voting requirements are the same as for in-person meetings. In unusual circumstances the County and Steering Committees may agree to waive a regularly scheduled Committee Meeting or to have the meeting held via current teleconference or audio conference technology. All requirements provided for in Section 6 above apply in any such meeting.

ARTICLE VII – STANDING AND SPECIAL COMMITTEES OR CAUCUSES

Section 7.1 Magisterial District Committees

Section 7.1.1 – A MDDC is a sub-division of the County Committee and functions in a similar manner. While MDDCs can have an unlimited number of members, each member must be identified as defined in Section 4.3 (35 seated members, 15 alternate members, an unlimited number of associate members, and ex officio members as stipulated in Section 4.6). Membership on individual MDDCs shall be open to anyone who wishes to become a member, provided they meet the requirements as set forth in Article IV, Sections 4.1 and 4.7 of these bylaws; however, only seated members, duly advanced alternate members of the County Committee and ex officio members as defined in Section 4.6 and the DPVA Party Plan will be entitled to vote at County Committee meetings.

Section 7.1.2 – The Chair and the Vice-Chair of the MDDCs must be seated members of the County Committee.

Section 7.1.3 – The Chair of each MDDC shall provide by electronic means a roster of seated, alternate, and ex officio members to the County Committee Recording Secretary in a standardized format provided by the Recording Secretary and shall provide roster updates monthly no later than seven (7) days before each County Committee meeting, unless requested otherwise by the County Committee Chair.

Section 7.2 Steering Committee

Section 7.2.1 – The Steering Committee shall consist of the elected officers of the County Committee, non-voting Immediate Past Chair (for one year after the end of their completed term as Chair), Chairs of each MDDC – or in their absence, by (in order of precedence) the Vice-Chair, Treasurer, or Secretary of said MDDC, provided that they are seated members

of the County Committee – the Chair of the Young Democrats, provided they are a seated member of the County Committee, and the non-voting Executive Director of the County Committee. Standing and Special Committee and Caucus Chairs designated as members of the Steering Committee in other sections of these bylaws shall be full voting members of the Steering Committee provided all provisions of those other sections are met.

Section 7.2.2 – The Steering Committee shall function as the operational governing body of the County Committee. It will be the controlling authority in instances where compensated (such as Executive Director) or uncompensated positions require broad communication within the County Committee, with the DPVA and with various sources such as elected officials, applicable media sites, to ensure a transparent process and a thorough search to identify highly qualified candidates. The process to be followed will be determined by the Steering Committee and communicated to the County Committee.

Section 7.2.3 – The Steering Committee shall meet between regular meetings of the County Committee with written or electronic notice and agenda to be provided to each member at least seven (7) days in advance by the Corresponding Secretary. Special or emergency meetings of the Steering Committee may be held at the “Call of the Chair” on at least three (3) days’ notice unless the necessity for the meeting dictates a shorter notice.

Section 7.2.4 – The Chair of the County Committee shall be the Chair of the Steering Committee.

Section 7.2.5 – A quorum for the conduct of business of the Steering Committee shall be the presence of the County Committee Chair or Vice-Chair as defined in Section 5.5.2 and the Chairs of at least four (4) MDDCs or their designee.

Section 7.3 Outreach Committee

Section 7.3.1 – The Outreach Committee shall be responsible for building the Democratic Party in Prince William County. Party building shall include outreach to the various community interest groups; the collection of and dissemination of volunteers to the various MDDCs; and other activities that are deemed to constitute party building as identified by the Steering Committee and Outreach Committee membership.

Section 7.3.2 – The Outreach Committee shall be composed of the Chair, selected by the elected members of the Steering Committee, and of one member appointed from each of the MDDCs. Upon selection the Chair shall be a voting member of the Steering Committee if the Outreach Committee has members from at least five (5) of the MDDCs.

Section 7.3.3 – The Chair of the Outreach Committee shall present a marketing plan to the Steering Committee within 45 days of their selection as chair. The Chair shall present updates and reports to the Steering Committee every other month.

Section 7.3.4 – The Chair of the Outreach Committee may establish subcommittees subject to the approval of the Steering Committee. The outgoing Chair of the Outreach Committee shall be responsible for transferring all records, documents, communications, and other items to the new Chair of the Outreach Committee upon vacating the Chair position.

Section 7.3.5 – A quorum for the conduct of business of the Outreach Committee shall be the presence of the Outreach Committee Chair, or their designee, and the Chairs of at least four (4) MDDCs or their designee(s).

Section 7.4 Precinct Operations Committee

Section 7.4.1 – The Precinct Operations Committee shall be responsible for the precinct operations of the County Committee, including update of the Precinct Operations Manual, development of Election Day and absentee-in-person volunteer coverage, Get- Out-The-Vote operations, and the utilization of technology to improve efficiencies.

Section 7.4.2 – The Precinct Operations Committee shall be composed of the Chair, selected by the elected members of the Steering Committee, and of one member appointed from each of the MDDCs. Upon selection the Chair shall be a voting member of the Steering Committee if the Precinct Operations Committee has members from at least four (4) of the MDDCs.

Section 7.4.3 – The Chair of the Precinct Operations Committee shall present an operations plan to the Steering Committee within 45 days after their selection as Chair. The Chair shall present updates and reports to the Steering Committee every other month. The outgoing Chair of the Precinct Committee shall be responsible for transferring all records, documents, communications, and other items to the new Chair of the Precinct Operations Committee upon vacating the Chair position.

Section 7.4.4 – A quorum of the Precinct Operations Committee shall be the presence of five (5) members of the Precinct Operations Committee consisting of representatives of four (4) MDDCs and the Precinct Operations Committee Chair or designee

Section 7.5 Fundraising Committee

Section 7.5.1 – The Fundraising Committee shall be responsible for all fundraising activities of the County Committee and shall support MDDC fund raising efforts when requested.

Section 7.5.2 – The Fundraising Committee shall be composed of the Chair or Co-Chairs who are appointed by the PWCDC Chair, the PWCDC Senior Vice-Chair, the PWCDC Treasurer, and one member appointed from each of the MDDCs. All members shall be voting members. The Chair or Co-Chairs of the Fundraising Committee shall be a voting member(s) of the Steering Committee with one vote.

Section 7.5.3 – The Chair of the Fundraising Committee shall present a business plan to the Steering Committee within forty-five (45) days of their appointment as Chair. The Chair of the Fundraising Committee shall present updates and reports, to include a prioritized budget, to the Steering Committee every other month.

Section 7.5.4 – The Chair of the Fundraising Committee may establish subcommittees as needed. The outgoing Chair of the Fundraising Committee shall be responsible for transferring all records, documents, communications, and other items to the new Chair of the Fundraising Committee upon vacating the Chair position.

Section 7.5.5 – A quorum of the Fundraising Committee shall be the presence of six (6) members of the Fundraising Committee consisting of representatives of four (4) MDDCs, the County Treasurer, or designee, and the Fundraising Committee Chair or designee.

Section 7.6 Voter Rights and Protection Committee

Section 7.6.1 - The Voter Rights and Protection Committee shall be responsible for providing guidance to the Committee and MDDCs regarding current efforts to make voter registration more difficult and ongoing efforts to suppress the act of voting through legislation, insufficient voting locations, voting by mail, and other tactics to influence elections.

Section 7.6.2 – The Voter Rights and Protection Committee shall be composed the Chair, appointed by the Chair of the County Committee, one member from each MDDC, the County Committee Voter Protection Liaison with the DPVA, and other resources that assist in its activities. It will work closely with the Precinct Operations Committee to ensure effective external and internal coverage where appropriate. The Chair shall be a voting member of the Steering Committee if the Voter Rights and Protection Committee has representatives from at least five (5) MDDCs.

Section 7.6.3 – The Chair of the Voter Rights and Protection Committee shall present an operations plan that addresses primary concerns for the current year, long term concerns and action plan to address those concerns within 45 days after appointment as Chair. The Chair will provide reports and plan updates to the Steering Committee every other month and recommend topics or speakers for the County Committee monthly meeting. The

outgoing Chair of the Voter Rights and Protection Committee shall be responsible for transferring all records, documents, communications and other items to the incoming Chair when vacating the position.

Section 7.6.4 - A quorum of the Voter Rights and Protection Committee shall be the presence of four (4) MDDC representatives, the Chair and the County Committee Voter Protection Liaison or their designees.

Section 7.7 Special Committees/Caucuses

Section 7.7.1 - Special Committees or Caucuses focus on the needs, development and membership of specific communities. Additional information regarding these organizations is provided in Article VII, Sections 7.7.2 through 7.7.5. Current examples include the Black Democratic Caucus and the Democratic Women's Caucus. These Democratic Committees or Caucuses shall be made up of members of the County Committee and are charged with recruiting and developing new members of the County Committee as well as identifying potential candidates for elected or appointed office within Prince William County and the Commonwealth of Virginia, and bringing to the County Committee issues that impact the community the specific Committee represents. They may partner with local and national organizations, businesses, candidates, and individuals having common concerns and objectives consistent with Democratic values. Such organizations, businesses, candidates, and individuals may participate in the activities of the Committee as necessary to facilitate meeting the Committee objectives.

Section 7.7.2 - Voting rights within these Committees shall be restricted to members of the County Committee, including associate members.

Section 7.7.3 - The Chair of the County Committee will be an ex officio non-voting member of each Committee. A temporary Chair shall be appointed by the County Committee Chair. Each Committee shall then elect its leadership. Upon election the Chair of each Committee shall be a voting member of the Steering Committee when they have presented a Committee Roster to the County Committee Chair indicating at least 20 County Committee members are active participants of the Committee or Caucus.

Section 7.7.4 - The Committee or Caucus Chair is expected to provide the Recording Secretary with a list of current members as provided in Section 7.1.3.

Section 7.7.5 - Standing and Special Committees or Caucuses may elect a Vice-Chair and/or Secretary from among their members, unless otherwise prescribed in these bylaws. Each Standing and Special Committee or Caucus Chair shall provide a current membership roster to County Committee Chair each calendar quarter in the format referenced in Section 6.6.4.

ARTICLE VIII – TEMPORARY COMMITTEES

Section 8.1 Bylaws Committee

Section 8.1.1 – The Bylaws Committee shall be composed of the Chair of the County Committee or the Senior Vice-Chair and the Chairs of each of the MDDCs or their designated representatives. The Bylaws Committee shall be responsible for changes to the bylaws and will review and approve MDDC bylaws as to form and consistency with the County Committee bylaws before they are posted.

Section 8.1.2 – A quorum shall be constituted of a representative from four (4) MDDCs in addition to the Chair or Senior Vice-Chair.

Section 8.2 Audit Committee

Section 8.2.1 – Annually, at the February meeting of the Steering Committee, the Chair shall appoint a three-member team to audit the Treasurer’s accounts and ledgers for the calendar year ending the previous December 31st and shall determine whether all campaign disclosure statements including FEC and state filings were filed as required. The Audit Committee shall provide the results of its audit at the May Steering Committee and County Committee meetings and disband thereafter. The Spokesperson of the Audit Committee shall be selected by the three team members.

Section 8.2.2 – A quorum shall be constituted of the Spokesperson and one other member.

Section 8.3 Nominating Committee

Section 8.3.1 – The Nominating Committee shall consist of one seated member – who is not seeking election as a County Committee officer – from each MDDC. Each MDDC shall select their representative, and notify the Chair, no later than the October meeting.

Section 8.3.2 – The Chair of the Nominating Committee shall be selected from those seated members of the Nominating Committee. The Nominating Committee shall report to the County Committee at least 30 days prior to the reorganization meeting.

Section 8.3.3 – A quorum of the Nominating Committee shall be the presence of five (5) members of the Nominating Committee consisting of a representative from four (4) MDDCs in addition to the Chair of the Nominating Committee.

Article IX – OTHER COMMITTEES

Section 9.1 Appointment of Other Committees

Other Special Committees shall be appointed from time to time by the Chair of the County Committee or the Steering Committee as deemed necessary to carry on the work of the

County Committee.

Section 9.2 Quorum Requirements

A quorum of any such Special Committee shall be the presence of five (5) members consisting of a representative from four (4) MDDCs in addition to the Chair of said Special Committee, unless otherwise directed by the Chair of the County Committee or Steering Committee.

Article X – ENDORSEMENTS, PUBLIC STATEMENTS AND RELEASES

Section 10.1 Endorsements - The County Committee, as a Committee, and those entities defined in Articles VII and VIII shall not endorse any candidate prior to a primary, convention, caucus, or the filing deadline for the submission of petitions applicable to the office being sought. Any County Committee or MDDC resources made available to any candidate seeking the County Committee's or a MDDC's endorsement shall be made available to all candidates seeking the same office and the County Committee's or a MDDC's endorsement on a non-discriminatory basis.

Section 10.2 Endorsements in Non-Partisan Elections

The County Committee, the MDDCs, and those other entities defined in Articles VII, VIII, and IX shall not endorse any candidate prior to the filing deadline.

Section 10.2.1 Magisterial District PWC School Board Members

Each MDDC shall have the option of endorsing a candidate for the Magisterial District's position on the PWC School Board in those years in which there is an election for that position. Each MDDC shall plan, schedule, organize, and conduct the process for arriving at such an endorsement when the MDDC elects to exercise the option. Each MDDC shall endorse no more than one candidate for the PWC School Board with no endorsement being an option. Each MDDC's endorsement for the Magisterial District's PWC School Board position shall be binding on the County Committee.

Section 10.2.2 PWC School Board Chair

The County Committee shall have the option of endorsing a candidate for the PWC School Board Chair in those years in which there is an election for that position. The County Committee shall plan, schedule, organize, and conduct the process for arriving at such an endorsement when the County Committee elects to exercise the option. The County Committee shall endorse no more than one candidate for the PWC School Board Chair with no endorsement being an option.

Section 10.2.3 PWC Soil and Water Conservation Board Members

The County Committee shall have the option of endorsing candidates for the PWC Soil and Water Conservation Board in those years in which there is an election for any of the three

positions on that board. The County Committee shall plan, schedule, organize, and conduct the process for arriving at such endorsements when the County Committee elects to exercise the option. The County Committee shall endorse no more candidates than the number of PWC Soil and Water Conservation Board members to be elected that year with no endorsement being an option.

Section 10.2.4 – The County Committee reserves the right to rescind endorsements for any candidate at any time who – through words or deeds – indicates that:

- i) They do not support Democratic Party positions; and/or
- ii) They publicly support a candidate running against a candidate endorsed by the County Committee, following the same process outlined in Section 4.8.1 – 4.8.3 in these bylaws.

Section 10.3 – Individual Endorsements

Section 10.3.1 – Individuals who are not Magisterial District or County Committee elected officials may endorse any Democratic candidate they wish. However, they shall not imply, state or convey in print or media that their individual endorsement is also an endorsement by their MDDC or the County Committee.

Section 10.3.2 – Officials who are members of either a MDDC or the County Committee may endorse any Democratic candidate prior to a primary, convention, caucus, or filing deadline. However, they shall not imply, state or convey in print or media that their individual endorsement is also an endorsement by their MDDC or the County Committee.

Section 10.3.3 – The Executive Director for County Committee shall support all candidates prior to a primary, convention, caucus, or filing deadline in a non-partisan manner. Any resources, advice, or services made available by the Executive Director to any candidate seeking the Party's nomination shall be made available to all candidates on a non-discriminatory basis. I.E., the Executive Director may inform all candidates that it is not in the Party's best interest to split the ticket but in doing so they are now obligated to communicate this information to all candidates in that race and avoid putting actual or perceived pressure on any of the candidates.

Section 10.3.4 – Elected Officials and Candidates above the County Committee level may endorse or support whomever they wish. However, they are not allowed to obligate either the County Committee or any MDDC to support or endorse their choice.

Any member may introduce resolutions proposing or endorsing matters of public or Party policy, adoption of which shall be by a majority of members present and voting. No person other than the Chair of the County Committee shall make releases or public statements in the name of or on behalf of the County Committee setting forth Party policy, nor shall any person disclose to the public actions taken by the County Committee in executive session,

or of any Committee of the County Committee, except by approval of the Steering Committee.

Article XI – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the County Committee by a majority vote where a quorum is present provided that the amendments have been submitted electronically or in writing by the previous regular meeting.

Article XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of order Newly Revised, Da Capo Press, Boston, MA, shall govern the County Committee in all cases to which they are applicable and when not inconsistent with the DPVA Party Plan, these bylaws, and any special rules of order the County Committee may adopt.

GLOSSARY OF TERMS

Alternate Member – An alternate member to the County Committee is one who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. Each magisterial district is represented by up to a maximum of 15 alternate members.

Associate Member – An associate member of a MDDC is a voting member of the MDDC who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. There is no limit on the number of Associate members in each MDDC . Associate Members may attend the County Committee meeting but are not eligible to be advanced for voting purposes.

Caucus – A caucus is a meeting of members of the Democratic Party whose purpose is to select or elect members or delegates. It is also a group of Democrats united to promote an agreed- upon cause. A caucus is used in these bylaws referring to a meeting that may be held by MDDCs for the purpose of election of seated members and alternate members to the County Committee and associate members to the MDDC. It can also be used in the name of specific groups, such as the Prince William County Democratic Women’s Caucus (PWCDWC) or Progressive Caucus.

Duly Advanced Alternate Member – A duly advanced alternate member is an alternate member from a MDDC who is selected by the MDDC Chair to fill the seat of an absent seated member from the same MDDC without regard to precinct.

Deliberative Assembly – A deliberative assembly is an organization consisting of a defined membership that uses a parliamentary procedure for making decisions. It may have various classes of membership such a regular (voting), ex officio, and honorary members. It may have subordinate committees that use a less stringent parliamentary procedure. It is, in most instances, a representative assembly. The County Committee is a representative assembly with three classes of members comprising seated (voting) members, alternate members (non-voting except in the absence of a seated member), and ex officio members (voting). The MDDC, a sub-division of the County Committee, is a deliberative assembly as defined above that has four (4) classes of voting members: seated, alternate, associate, and ex officio members. It uses the same parliamentary procedures as the County Committee.

Ex officio Member – Ex officio members of their respective MDDCs and of the County Committee are elected democratic officials and elected members of Congressional District committees. Ex officio members are voting members of the MDDC in which they reside and

are seated members of the county committee. Additionally, the Chair and Senior Vice Chair of the County Committee shall be ex officio members of each MDDC and each Standing and Special Committee of the County Committee unless otherwise stated in these bylaws.

Leadership Team – The Leadership Team is made up of the Officers, MDDC Chairs, Standing Committee Chairs/Co-Chairs and all Special Committee Chairs/Co-Chairs of the County Committee.

Magisterial District – A Magisterial District is a sub-division of Prince William County that defines the jurisdictional and voting boundary from which certain elected officials are chosen. The County Committee is organized by MDDCs.

Majority Vote – A majority vote is at least 50% plus one(!) voting member present. In case of more than two (2) candidates, the voting continues if no candidate obtains the required majority, with the candidate receiving the fewest votes dropping off the ballot each time until a majority is achieved.

Organizational Meeting – The Organizational Meeting of the County Committee is the first meeting of the reconstituted Committee, whose principal purpose is to elect officers of the Committee (See Article V). The organizational meeting occurs once every two years in January following the election of members to the County Committee by each MDDC.

Precinct – A precinct is the smallest defined voting sub-unit within the County. Each Magisterial District is made up of (approximately) equal numbers of precincts. Each precinct is expected to be represented by at least one seated member on the County Committee.

Quorum – A quorum of the County Committee is such a number as is sufficient to conduct business at its meetings. The established County Committee meeting quorum is 30 percent of the established membership of the County Committee, as referenced in Section 6.3 of these bylaws. A quorum may be identified for particular Standing and Special Committees based on the representation of those committees.

Robert's Rules of Order – The parliamentary authority governing the conduct of meetings at all levels of the County Committee and its existing committees. It is the reference to be used, along with DPVA and DNC relevant guiding documents, when there is a question as to whether an action not specifically referenced in these bylaws may be appropriate. See Article XII

Roll Call Ballot – A roll call ballot is one voting method used in electing Officers of the PWCDC. In this method of voting, the PWCDC Chair will direct the Recording Secretary to call the roll of the members present and each member shall respond with their vote. When

the roll call is finished, the tellers will proceed to count the votes and report the results to the PWCDC Chair who then announces it to the County Committee.

Alternately, the PWCDC Chair may direct the tellers to distribute ballots, upon which each member signs their name and marks their vote. The Chair will then direct the Recording Secretary to call the roll of members and each member, as their name is called, will proceed to a balloting area designated by the PWCDC Chair. When the roll call is finished, the tellers will proceed to count the votes and report the results to the Chair who then announces it to the County Committee. Ballots shall then be available to any member present who wishes to review them.

Seated Member – A seated member to the County Committee is one who was duly elected to membership pursuant to Article IV, Section 4.3 of these bylaws, and whose term of membership is for a two-year period commencing with the organizational meeting. Each MDDC is represented by up to the maximum of 35 seated members, that maximum reduced by the number of precincts who are not represented on that MDDC.

Special Committees/Caucuses – Special Committees and Caucuses focus on the interest, needs, development, and membership recruitment of specific communities. Additional information is provided in Article VII, Sections 7.7.1 – 7.7.5. Current examples include the Democratic Black Caucus and Democratic Women's Caucus. A Special Committee may be established by the County Committee Chair or the Steering Committee as needed to address a particular need.

Standing Committee – A Standing Committee is an ongoing committee with established duties or focus as referenced in these bylaws. The process for selecting a Chair, membership, and quorum requirements of each Standing Committee is defined in each individual listing in Section VII of the bylaws.

Steering Committee – The Steering Committee is the basic governing body of the County Committee and meets monthly between County Committee meetings. (See Article VII, Section 7.2 of these bylaws for the membership of the Steering Committee and its duties and responsibilities.) Chairs of Standing and Special Committees are members if they meet the requirements listed in these bylaws for their Committee or Caucus.

Temporary Committees - The Bylaws, Financial Audit and Nominating Committees are current Temporary Committees that are defined in Article VIII of these bylaws. Other Temporary Committees may be appointed by the County Committee Chair or Steering Committee for a specific purpose. Upon the completion of its duties the committee is disbanded.

Willful Neglect – This is a specific term used in various legal or disciplinary settings. Within the context that it might apply to matters of the County Committee the following guidance is provided to its reference in Article IV, Section 8.1

- i) Malfeasance, misfeasance, or nonfeasance of duties;
 - ii) Conduct injurious to the good name of the Democratic Party or the County Committee;
 - iii) Use or implication of the name or resources of the County Committee to promote a contested candidate for public office who is not a Democratic nominee or endorser; or
 - iv) Public recruitment, endorsement, support, assistance or contribution of or to an endorsed or nominated candidate for another political party or an independent, who is opposed to and endorsed or nominated Democratic candidate.
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