




SCHUYLKILL COUNTY DEMOCRATIC COMMITTEE

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BY-LAWS OF THE DEMOCRATIC PARTY OF SCHUYLKILL COUNTY, PENNSYLVANIA

RULE I County Committee

Section 1. **Powers.** The County Committee shall be the authoritative body of the Democratic Party of Schuylkill County and in all matters of party management not specifically covered by law or by these rules. It shall have full powers and authority to act for the Democratic Party of Schuylkill County and may delegate such power and authority to committees or to representative Democratic voters of the county. The County Committee is a component organization of the Pennsylvania State Democratic Committee and, through State Committee, the Democratic National Committee, and these rules are subject to all mandatory provisions required by State Committee and/or the DNC.

Section 2. **Precinct Committee Persons.** The Democratic voters of each election precinct of Schuylkill County, shall elect at the Spring Primary Election to be every four (4) years in the year the Governor is elected, three resident registered Democrats from each election precinct in the county. The gender diversity of male and female members in any precinct may not be greater than one (e.g.: two males/females to one female/male; or one female , one male and one non-binary). Such Precinct Committee Persons shall be selected by the Democratic voters of each election precinct from the candidate or candidates whose names shall appear upon the printed ballot, and who shall have filed petitions with the Election Bureau prior to the Primary Election, so that the names shall appear on the printed Primary Election ballot. A write-in candidate must have ten (10) votes to be elected. Upon certification of the Primary Election results by the Board of Elections or appropriate county authority, and after the proper election of the County Chairperson, the County Chairperson shall appoint to each precinct with vacancies an individual or individuals meeting the requirements for election as a Precinct Committee Person and of maintaining overall gender balance requirement on the County Committee. No appointments shall be made by the County Chairperson between the last day for filing nominating petitions for Precinct Committee Person and the election of the County Chairperson. Precinct Committee Persons shall have charge of the Democratic organization in their respective precincts and shall hold office for the term of four years.

Section 3. **Organization.** The County Committee shall be composed and organized as follows:

a.) The County Committee shall consist of the members of the State Committee from Schuylkill County, the Precinct Committee Persons from each election precinct in Schuylkill County, and the County Committee officers.

b.) The County Committee shall meet on the third Monday following the Primary Election every fourth (4th) year when the Governor is elected in accordance with State Rule VII, Sec. 1 (a), or as soon thereafter as practicable, at a time and place set by the County Chairperson, which shall occur, where practical, before the reorganization of the State Party. A majority of those attending shall elect a County Chairperson, who shall chair the County Committee, a Vice-Chairperson, a Secretary and a Treasurer. The election of officers shall comply with the gender-balance rules of the Pennsylvania Democratic Party. County Officers need not be members of the county committee before assuming office but shall be full members while in office. Officer terms shall be for a period concluding upon the next reorganization meeting approximately four years thereafter, but the Chairperson shall serve until a successor is elected. All offices shall be contingent upon the holder's good conduct while in office. After consulting with the Executive Committee, the County Chairperson shall fill any vacancies occurring in said offices for the unexpired term.

c.) The county shall be composed of 6 (six) political regions based upon adjoining public school districts. Each region shall be drawn by the Executive Committee in good faith, attempting to maintain as nearly equal as possible in Democratic voter registration with the others, while respecting school district boundaries and other common redistricting principles. A majority of Precinct Committee Persons from each region in attendance at the annual County Committee meeting in November shall elect three Precinct Committee Persons from the region as Delegates to the Executive Committee, with the Delegates from each region selecting one as Regional Chairperson.

d.) The County Committee shall have five (5) standing subcommittees: Campaigns, Community Outreach, Finance & Budget, Fundraising, and Rules & Oversight; and *ad hoc* subcommittees as the County Chairperson from time to time considers warranted for specific times or purposes. Subcommittees shall annually elect their chairpersons during the November County Committee meeting. Vacancies on subcommittees shall be filled by the subcommittee chairperson subject to the approval of the County Chairperson; vacancies in the chair of a subcommittee shall be filled by the County Chairperson. Attendance at subcommittee meetings by non-members may be restricted as the subcommittee determines appropriate to its considerations, but meeting minutes shall record when meetings are closed and the reason therefor. The County Chairperson shall be an additional, *ex-officio* member of all subcommittees and vote when required to break a tie. Subject to appeal to the Executive Committee, the County Chairman may for just cause temporarily suspend elected members of subcommittees and with County Committee approval may remove them. Any subcommittee member suspended or removed by the County Chairperson shall have a right of appeal to the Executive Committee. The County Chairperson shall regularly inform the Executive Committee and County Committee of changes in subcommittee membership. Subcommittee vacancies shall be filled at the earliest reasonable opportunity.

e.) The Finance & Budget subcommittee shall be composed of an even number of

up to eight members, including the County Party Treasurer. The Treasurer may not participate in any matter concerning an audit of committee finances or financial records. The remaining members shall be divided so that a majority of one member shall be elected by the Committee and the remaining members shall be appointed by the County Chairperson. The subcommittee shall:

- (i) Propose an annual budget for approval by the County Committee at the first meeting of each calendar year.
- (ii) Prepare and monitor the annual financial projection of revenue and expenses.
- (iii) Advise the County Chairperson and Executive Committee of potential budget issues, together with recommended actions.
- (iv) Annually audit the books and accounts of the Treasurer and any other subcommittee as directed by the County Committee or Executive Committee and whenever required by law or circumstance.
- (v) Provide a written copy of all audits to the County Committee for approval.
- (vi) Assist the Fundraising subcommittee to develop goal-specific budgets for targeted-fundraising efforts.
- (vii) Such other duties as may be assigned to it under these or state rules or required by law.

f.) The Rules & Oversight subcommittee shall be composed of an even number of up to eight members, a majority of two shall be elected by the County Committee and the remaining members shall be appointed by the County Chairperson. The subcommittee shall:

- (i) Review and recommend amendments to these Rules and those of subordinate local committees and clubs to ensure compliance with state party requirements and these Rules.
- (ii) Adjudicate complaints, including holding hearings and gathering evidence as appropriate, to determine whether just cause appears to exist for the imposition of sanctions against any person holding a position under these Rules, and to report its findings to the parties to the complaint, the County Chairperson and the Executive Committee. Members of this subcommittee shall not participate in any adjudication in which they are the subject or a Complainant. In such cases, a replacement shall be appointed as follows: the County Chairperson, in consultation with the Executive Committee, generally shall appoint a replacement; where the County Chairperson is the subject or Complainant, the Vice- Chairperson shall name the replacement in consultation with the Executive Committee; where both the County Chairperson and Vice-Chairperson are subjects or Complainants, the Executive Committee shall name a replacement.
- (iii) Such other duties as may be assigned to it under these or state rules or by operation of law.

g.) The Campaign subcommittee shall be composed of as many members as the County Chairperson determines to be warranted to perform its duties. Members shall be appointed by the subcommittee chairperson subject to the approval of the County Chairperson. The subcommittee, as a subcommittee, shall:

- (i) Remain neutral in all contested Democratic party primaries, neither endorsing nor dissimilarly treating candidates in such contests.
- (ii) Assist in recruiting candidates for vacant Democratic ballot positions when requested.
- (iii) Advise candidates or their campaigns on the role the County Committee can play in their election efforts when requested, including to provide them with an official list of County Committee members relevant to their specific election office; assist in candidate/volunteer training, message development, canvassing and similar activities, and coordinate with other campaigns when appropriate.
- (iv) Attempt to gather campaign volunteer lists, candidates' voters' identity/information and other useful campaign-related data for future campaign subcommittee use, upon the conclusion of the candidate's campaign.

h.) The Community Outreach subcommittee shall be composed of as many members as the County Chairperson determines to be warranted to perform its duties. Members shall be appointed by the subcommittee chairperson subject to the approval of the County Chairperson. The subcommittee shall:

- (i) Work to foster and establish good-will initiatives in Schuylkill County.
- (ii) Work to establish continuing positive relationships with educational and professional organizations and institutions in Schuylkill County.
- (iii) Develop coalitions with other clubs and organizations.
- (iv) Develop and promote specific programs, issues, events and other outreach efforts by the County Committee.
- (v) Promote the County Committee and its candidates at public events in Schuylkill County.

i.) The Fundraising subcommittee shall be composed of as many members as the County Chairperson determines to be warranted to perform its duties. Members shall be appointed by the subcommittee chairperson subject to the approval of the County Chairperson. The subcommittee shall:

- (i) Annually review prior County Committee fundraising efforts, and in consultation with the Finance Committee recommend any changes for future activity, including the development of goal-specific budgets for targeted-fundraising efforts.
- (ii) Annually develop a calendar of fundraising activities, including critical dates.
- (iii) Engage in advocacy and networking with potential donors of money, time and in-kind support, including conducting special events and other fundraising activity to raise resources.
- (iv) Periodically report to the Treasurer all funds and in-kind donations received by subcommittee efforts in the interim since the last report.

Section 4. Vacancies and Appointments. In the case of a vacancy in the office of Precinct Committee Person from any election precinct of the county, caused by death, resignation, failure to elect at the Spring Primary Election, or otherwise, the County Chairperson shall appoint a qualified

Democratic voter of said precinct to fill the vacancy for the unexpired term, except that no appointment may be made during the interval between the last day for the filing of nominating petitions for the office of Precinct Committee Person and the election of the County Chairperson. A vacancy due to the failure to elect in the Primary Election shall be filled only after certification of the election results by the Board of Elections or appropriate county authority and the proper election of the County Chairperson. At each regular County Committee meeting, the Chairperson shall update all vacancies and appointments occurring since the previous update, either verbally or by placing it in writing on the meeting record, and the same information shall be shared with any Executive Committee member requesting it. In the case of any resignation, the Chairperson shall make available a record of the date of resignation but additional information pertaining to the resignation may be kept confidential where the Chairperson believes appropriate, subject to legal requirements otherwise.

Section 5. **Meetings.**

a.) In addition to the organization meeting, the committee shall meet at least four times a year, more often if deemed necessary by the Chairperson. One of these meetings shall be during the period for circulating candidate petitions. Special meetings shall be called by the Chairperson at the written request of one-third of the sitting County Committee members. Within ten (10) days of receiving such a request, the Chairperson shall schedule a meeting to be held within 30 days of the request.

b.) In addition, if any member of the County Committee is unable to attend a meeting of the Committee, they may appoint by written proxy, attested to by the signature of one witness to attend such meeting and to vote there as the proxy provides. A proxy must be a registered Democratic elector resident of the same district represented, where applicable, who is not already a member of the Committee.

c.) Attendance by 25 members of the County Committee at a meeting shall constitute a quorum to conduct business.

d.) Meetings of the County Committee and subcommittees shall be conducted in accordance with the rules of procedure laid down in the most current edition of Robert's Rules of Order.

e.) Meetings will be in person unless the County Chairperson specifies another means in the notice of the meeting .

Section 6. **Chairperson Duties.** The County Chairperson shall be responsible for the following:

a.) To chair all meetings of the County Committee, execute all lawful policies determined by the County Committee in accordance with these By-laws, and ensure the appropriate compliance with these By-laws of all persons subject to them.

b.) In case of a vacancy in the office of Precinct Committee Person, to appoint a qualified Democratic voter of the precinct to serve the unexpired term, except that no appointment may be

made during the interval between the last day for the filing of nominating petitions for the office of Precinct Committee Person and the election of the County Chairperson.

c.) To conduct all county campaigns with the advice of the Executive Committee.

d.) To fill vacancies on the county ticket which cannot be filled at a Primary Election under the law, and to make and certify a nomination, after consulting with the Executive Committee.

e.) To fill, in consultation with the appropriate local party committee or club, vacancies on a city, borough, township, ward or election district ticket which cannot be filled at a Primary Election under the law, and to make and certify a nomination for such vacancy.

f.) To sanction, including to remove where appropriate, any member of the County Committee who speaks, acts or in any other public manner expresses opposition to a candidate who has been duly nominated by the Democratic Party in violation of these rules, subject to the right of the member to appeal the sanction to the Executive Committee.

g.) In conjunction with relevant city, borough, township, and ward committees, to cause nomination petitions to be circulated and filed in proper offices on behalf of the candidates selected in accordance with the provisions of these By-Laws.

h.) To exercise all such powers and take all such actions as are further provided by these rules or have been within the authority of the County Chairperson by prior practice so far as they have not been revoked by law or by state or county By-Laws.

Section 7. **Enforcement.** All members of the County Committee are subject for violations of these By-Laws or other Just Cause to sanction. Removal of any County Committee or Executive Committee member from their position shall be reported within 48 hours to the Executive Committee and placed on the record at the subsequent County Committee meeting. All sanctions are subject to appeal to the Executive Committee for review and ratification, rejection, or amendment.

RULE II

County Executive Committee

Section 1. **Duties.** The County Executive Committee shall have the following responsibilities:

a.) To act in an advisory capacity to the County Chairperson in the conduct of county campaigns and to all other committees;

b.) To hear and decide appeals from decisions of the County Committee and all officers under it;

c.) To meet as soon as practicable at the call of the County Chairperson or of five (5) members of the Executive Committee;

- d.) To perform such other functions as may be conferred by these or state party rules or otherwise delegated to it by the County Committee.

Section 2. Composition.

a.) The County Executive Committee shall consist of the following:

- (i) Officers of the County Committee;
- (ii) Members of the State Committee who reside in Schuylkill County;
- (iii) Five (5) members at large, appointed by the Committee Chairperson;
- (iv) Three (3) representatives from each region of County Committee as provided by these By-Laws;
- (v) The President of the Young Democrats and one member of the Young Democrats elected by the Young Democrats;
- (vi) The President of the Women's League;
- (vii) County Democratic voters in federal, Commonwealth of Pennsylvania or Schuylkill County elected office;
- (viii) Registered Democratic voters resident in Schuylkill County who are in good standing with the state and county parties and currently or previously served as President, Vice-President, United States Senator, United States Congressperson, Governor, Lieutenant Governor, Attorney General, Auditor General, Treasurer, State Senator, State Representative, Chair of the Pennsylvania Democratic Party, or Chairperson of the County Committee;
- (ix) Two County Democratic voters appointed by the County Chairperson to respectively represent Democratic voters affiliated with county labor organizations and veteran organizations.

b.) The Executive Committee Chairperson may appoint an alternate requested by any member of the County Executive Committee to serve when the member is unavailable, and to have full authority as a regular member of the Executive Committee at such time, including to be counted toward a quorum.

Section 3. Officers. The County Chairperson and Vice-Chairperson of the County Committee shall serve respectively as the Chairperson and Vice-Chairperson of the Executive Committee.

Section 4. Removal and Appeal. Any member of the County Executive Committee who publicly speaks, acts or in any manner opposes a candidate who has been duly nominated by the Democratic Party may be removed from his office as a member of the County Executive Committee by the County Chairperson, provided that such provision shall not apply to opposition to candidates who are not registered members of the Democratic Party in races where candidates may cross-file. Any member appointed under Section 1 a), paragraphs (iv) and (x) who misses two consecutive meetings shall be notified that they are subject to removal by the Chairperson upon additional absences. Any member of the County Executive Committee removed shall have the right of appeal to the County Executive Committee for a hearing.

Section 5. Vacancies. All vacancies in County Executive Committee membership under Section 2(a), paragraphs (iv) and (x) shall be filled by the County Chairperson.

Section 6. **Meetings.** Fifteen (15) seated Executive Committee members shall constitute a quorum. Executive Committee meetings shall not be open to general County Committee membership or the public, but non-members of the Executive Committee may attend and be heard upon the invitation of an Executive Committee member with approval of the Executive Committee. Meetings will be in person unless the County Chairperson specifies another means in the notice of the meeting.

RULE III

City, Borough, and Township Committees

Section 1. **Composition.** The city, borough, or township committee of each borough, city or township in the county shall consist of the Precinct Committee Persons from the said city, borough, or township.

Section 2. **Organization.** Each city, borough or township committee shall meet on the third Wednesday following the Spring Primary Election in the even numbered years or as soon thereafter as possible, at such time and place as may be designated by the city, borough, or township Chairperson, or in default thereof by the County Chairperson, and shall organize by the election by majority vote of a city, borough or township committee. The Chairperson may appoint a secretary and treasurer. The Chairperson, secretary or treasurer need not be members of the committee at the time of the election or appointment but shall be ex officio members while serving.

Section 3. **Changes in Officers.** Within thirty days after the reorganization meeting of each city, borough, or township committee, the retiring city, borough, or township Chairperson shall certify in writing to the County Chairperson the names of the newly elected city, borough or township Chairperson.

Section 4. **Contested Office.** Whenever there shall be any disputes to who is legally elected Chairperson, Vice-Chairperson, secretary or treasurer of any city, borough, or township or ward committee the contestant shall, within ten days after the certificate of election has been filed with the County Chairperson, file notice of contest with them, accompanied by proof of service of thereof on the person whose election has been certified. The notice shall be in writing and shall set forth fully and at large the ground upon which the contest is made and shall be supported by an affidavit. It shall be the duty of the County Chairperson to lay the contest before the County Executive Committee at a meeting to be held within twenty days after receiving notice of the contest or as soon thereafter as possible, for the purposes of determining the same. Notice of the time and place of said meeting shall be mailed to the parties interested at least three days prior thereto. The County Executive Committee shall accord the parties a hearing at said meeting, and its decision rendered after such hearing shall be final, subject only to the right of appeal to the State Executive Committee in accordance with the rules of the Democratic State Committee.

RULE IV

Ballot Vacancies

Section 1. The County Chairperson, after consulting with the County Executive Committee, shall have the power to fill all vacancies happening or existing on the county ticket by reason of death, withdrawal, failure to nominate at the primary election, calling of a special election, or other cause, and which cannot be filled at a Primary Election under law, and shall have the authority to make and certify a nomination.

Section 2. Vacancies happening or existing on a city, borough, township, ward or election district ticket, by reason of death, withdrawal, failure to nominate at the primary election, calling of a special election, or other cause, and which cannot be filled at a Primary Election under the law, in cities, boroughs, or townships, shall be filled by the County Chairperson, who shall have authority to make and certify a nomination for such vacancy, in consultation with the appropriate local Democratic committee or club.

RULE V **Finance**

Section 1. Expenses.

a.) The County Committee may incur expenses for normal operating purposes, including maintaining and obtaining an appropriate headquarters and meeting venues, proper safekeeping of County Committee records and physical property, and any other purpose appropriate to effectively achieving public support for the party and its policies and candidates. Such expenditures shall be properly submitted and subject to audit and shall be the responsibility of the County Committee.

b.) The County Committee may incur expenses specifically for legitimate purposes in conducting or supporting a campaign for regularly nominated Democratic candidates or candidate tickets during a Municipal, Gubernatorial or Presidential election subject to conditions and financial caps that might be set by the executive committee. The executive Committee shall meet to set initial limits no later than two weeks following the Primary Election in the year of the election and shall meet afterwards prior to the election when called by the County Chairperson to consider any change to the limits or conditions. Video or audio participation in such meetings is expressly authorized. Such expenditures shall be properly documented and subject to audit and shall be the responsibility of the County Committee. The County Committee may incur such other appropriate expenses for which it has funds in accordance with law.

RULE VI **Nominating Conventions**

Section 1. Within two weeks prior to the first day fixed by law for circulating nomination petitions prior to each primary election, or as soon thereafter as practicable, the County Committee may hold a meeting, at the call of the County Chairperson, for the purpose of selecting candidates to be recommended to the Democratic voters for nomination at the ensuing primary election, for each

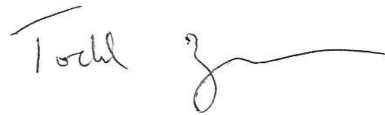
public office for which nominations are to be made thereat In the case of any such office not including the entire county, the selections shall be made by the members of the County Committee residing within the jurisdiction of the office.

Section 2. It shall be the duty of the candidate to circulate nominating petitions, however the County Chairperson, and/or the Chairperson of the city, borough, township, or ward committee concerned shall use all reasonable effort to cause sufficient nomination petitions to be circulated and filed in proper offices on behalf of the candidates selected in accordance with the provisions of this rule.

RULE VII
Amendments

Section 1. These rules may be amended at any meeting of the County Committee by the affirmative vote of a majority of the members present only after the review and recommendation by the Rules & Oversight Committee provided for under these Rules, and subject to ratification of the State party pursuant to the bylaws of the Pennsylvania Democratic Party.

The foregoing are hereby certified to be the official Rules of the Schuylkill County Democratic Party currently in full force and effective force and effect.



Dated: August 27, 2023

Chairman