

# **Baltimore County Democratic Central Committee Bylaws**

## **June 2008**

### **Article I - Name and Authority**

1. The name of the organization shall be the Baltimore County Democratic Central Committee hereinafter referred to as “BCDCC” or “the Committee“.
2. The Committee is established as a subsidiary of the Maryland Democratic Party. It shall have such authority, powers, rights and privileges granted to it under the Constitution and Laws of Maryland, and the Constitution and By-laws of the Maryland Democratic Party.
3. The Committee shall have the authority to raise funds as needed for the implementation of the budget approved by the Committee.

### **Article II - Responsibility**

1. It is the responsibility of the Committee and each of its Members to work for the interests of the Democratic Party in Maryland and Baltimore County. The Committee shall conduct its business, organize activities, and foster growth of the Democratic Party in Baltimore County. In pursuing the goals of the Democratic Party, the Committee and its Members will deal with issues and candidates, and otherwise act in accordance with the rules established by the Maryland Democratic Party.
2. The Committee shall work toward increased citizen participation in political and governmental affairs. It shall promote voter registration, regardless of party affiliation, and rational discussion and open debate of issues. The Committee and its Members should participate in programs and exhibits of the Maryland Democratic Party that advance or inform about the Party, its candidates for public office, or its goals in public policy.
3. It is the responsibility of each Member of the Committee to attend at least four (4) Regular or Special meetings of the Committee and at least one(1) meeting of the Maryland State Central Committee during any twelve (12) month period. Failure to meet this attendance standard may result in removal from the Committee.

### **Article III- Members**

1. The Members of the Baltimore County Democratic Central Committee shall be elected in the number and manner prescribed by the Election Laws of the State of Maryland and the Bylaws of the Maryland Democratic Party. Each elected Member shall serve a term of 4 years. Each Member shall be a registered Democrat and a resident of Baltimore County and of the Legislative District from which the Member has been elected or appointed.
2. In accordance with requirements of the Democratic Party of the United States, the Maryland Democratic Party may authorize one or more Members-at-Large to be added to the Committee. Such allocations shall be filled by the Committee in the manner specified for

filling vacancies between elections.

3. The President of the Young Democrats of Baltimore County, or a Designee, shall be an Associate Member of the Committee. As such, the Associate Member may vote on any matter pertaining to the activities and expenditures of the Committee and be a member of any Sub-Committee except a Nominations Sub-Committee. The Associate member may not vote to select a person to fill any vacancy on the Committee; or to fill any vacancy in any elective office; or to remove an Officer from any office; or to remove a Member from the Committee.

#### **Article IV. Removal of Members**

1. A Member who ceases to reside in Baltimore County or in the District from which the Member has been elected or appointed may not continue to serve on the Committee; such Member shall be considered to have resigned.

2. Upon motion by any Member at any meeting of the Committee, and approval by two-thirds (2/3) vote of Members present and voting, any Member may be declared to have resigned under the provisions of Article III Section 5 of the Maryland Democratic Party Bylaws. The attendance records of the Committee must verify that the Member has failed to meet the attendance standard of Article II section 3 of these Bylaws

3. Upon motion by any Member at any meeting of the Committee, and approval by a majority of members present and voting, a petition to remove a Member for any cause specified in Article III Section 6 of the Maryland Democratic Party Bylaws will be sent to the Chair of the Maryland Democratic Party.

4. As soon as possible after any action by the Committee under section 1, 2 or 3, the Chair and the Secretary of the Committee will prepare the documents required by Article III section 5 or 6 of the Maryland Democratic Party Bylaws and mail them to the Chair of the Maryland Democratic Party. The removal of the Member becomes effective after the procedures contained in the Maryland Democratic Party Bylaws have been completed.

#### **Article V. Filling of Vacancies on the Committee**

1. A vacancy will exist on the Committee:

a. If any Member-at-Large position is added under Article III section 2, or if any Member-at-Large is removed, or resigns, or cannot complete the term of office as Member-at-Large

b. If for any reason a District Member is removed, or resigns, or cannot complete the term of office as a Member

c. If, in any election, there have been fewer than two candidates on the ballot for any District.

2. When any vacancy on the Committee is to be filled, the Chair will ensure that the process for selection is adhered to and that the action is completed within the time allotted under Article IX Section 5 of the Maryland Democratic Party Bylaws.

3. For any vacancy on the Committee, the vacancy and application process shall be announced as soon as possible in at least one newspaper that serves the District (or Baltimore County in the case of any Member-at-Large vacancy). In addition, Democratic Clubs in the County should be informed of the vacancy and the application process. The applications shall be reviewed and the address of each applicant verified. Any Member removed for cause or declared to have resigned will not be considered as a candidate to fill any vacancy that occurs between elections. A selection from among the eligible candidates shall be made by majority roll call vote at a public meeting that must be held within forty-five (45) days from the date of the vacancy. Each candidate shall be allowed reasonable time to address the Committee at the public meeting prior to the selection vote.

4. For any vacancy occurring within a District, if there are remaining Committee Members from the District, the remaining Members shall make the selection in the manner prescribed in Section 3. In the absence of a majority, the selection shall be referred to the Committee.

5. For any other vacancy, the Committee shall make the selection in the manner prescribed in Section 3.

6. To assist the Committee in the filling of any vacancy assigned to the Committee for selection, the Committee may designate a Nominations Sub-Committee to review the applications, verify the address within Baltimore County and District, if applicable, of each applicant, and interview the eligible candidates. The Nominations Sub-Committee, prior to the selection vote, will report its findings and recommendations to the Committee at the public meeting .

7. As soon as possible but not later than ten (10) days after an appointment is made, the Chair of the Committee will certify the name and address and District, if applicable, to the State Administrator of Election Laws and to the Chair of the Maryland Democratic Party.

## **Article VI - Officers**

1: The Officers of the Committee shall be a presiding officer or Chair, a First Vice-Chair, a Second Vice Chair, a Treasurer, and a Secretary, and such other officers as the Committee may from time to time deem necessary. The two Vice-Chairs shall be of opposite gender. The Vice-Chair whose gender is opposite that of the Chair shall be First Vice-Chair.

2: The Chair will perform the duties of a presiding officer as specified in these Bylaws or otherwise required by the Maryland Democratic Party Bylaws and the latest edition of Robert's Rules of Order, Newly Revised (RONR). The Chair will oversee the preparation and correctness of all documents and reports required by the Maryland Democratic Party and sign each, as required.

3. The Vice-Chairs will perform duties as assigned by the Chair or by the Committee. A Vice-Chair, in order of precedence, will assume the duties of the President whenever necessary.

4. The Treasurer shall determine the propriety and legality of all fund raising activities of the Committee; keep accounts, as required, of all monies received or raised by the Committee; and deposit those monies in such bank accounts and other depositories as the Committee shall designate. The accounts of the Committee shall be audited at the end of each 2-year term of officers or when the occupant of the Treasurer's office is otherwise changed. The results of this audit shall be available at the next regular meeting of the Committee. The Treasurer shall submit a financial report at each regular meeting of the Committee; and prepare any other reports or documents that may be required by law or by the Maryland Democratic Party. The duties of the Treasurer may be shared by a Deputy Secretary as determined by the Committee and approved by the Maryland Democratic Party.

5. The Secretary shall maintain the records and official documents of the Committee and shall prepare and certify by signature such documents, other than those required of the Treasurer, that are required by the laws of the State of Maryland or by the Maryland Democratic Party. In addition, the Secretary shall be responsible for recording and preserving the minutes of the meetings of the Committee, including the names of those present and absent; maintaining and distributing the membership list; the preparation of all official letters and reports. The Secretary of the Committee shall keep attendance records and report to the Committee if any Member has failed to attend the number of meetings as specified in Article I Section 3. The duties of the Secretary may be shared with a Deputy Secretary as determined by the Committee.

6. In accordance with Article V Section 1 of the Maryland Democratic Party Bylaws, this Committee may designate up to three (3) of its Members to be Members of the Executive Committee of the Maryland Democratic Party. The Chair and Treasurer of the Committee and one other Committee Member shall be designated by the Committee to represent this Committee as Members of the Executive Committee of the Maryland Democratic Party.

#### **Article VII. Election of Officers**

1. The term of Officers will be for two (2) years of the four (4) year term of Members. Such term will commence with the Committee Meeting at which they are elected as Officers and will end with the election of their replacements.

2. Immediately following the primary election at which the Members of the Committee are elected, the highest-ranking Officer who has been reelected shall call a meeting of the newly elected Committee to be held within twenty (20) days of the election. The purpose of this meeting will be to organize the Committee and to accept nominations from its Members for the officer positions established by the Committee. The elections to the officer positions by majority vote will be at another meeting of the Committee, to be held within one month after the organization and nomination meeting.

3. A Committee Meeting for the purposes of accepting nominations for the second 2-year term of Officers within the 4-year term of Members will be scheduled to be held approximately one (1) month before the expiration of the first 2-year term. The election of Officers will be held at a meeting called approximately one month later. The new Officers will assume their duties immediately upon being elected.

4. If ten (10) days have elapsed after an election of Members, and the nomination meeting has not been called as required by Section 2, the next ranking Officer reelected or any three (3) elected members may call the meetings to achieve the purposes of nomination and election, with the required notice to all Members of the Committee.

### **Article VIII. Removal of Officers**

1: At any meeting of the Committee, any Member may introduce a resolution to remove any Officer. The Officer, if not present, will be informed by mail of the cause for removal and the date of the meeting at which the matter will be considered. At a subsequent meeting, either specifically called for such purpose or at the next regular meeting, as circumstances require, the resolution shall be considered by the Committee. The incumbent shall be given reasonable opportunity to show cause why the removal should not take place. The removal shall be effective immediately upon approval by two-thirds (2/3) vote of the Members present and voting.

2. Any Member removed from office shall immediately surrender all documents or records that pertain to the Committee. Such Member will not be eligible to fill any office during the balance of the Member's term as a Member of the Committee.

3. In the event a vacancy occurs in any Office of the Committee for any reason, the vacancy shall be filled by election at the next meeting of the Committee.

4. Except as specified in Section 2 of this Article, an Officer who was a custodian of records of the Committee will remain custodian of those records until such time as a new Officer is elected.

### **Article IX - Meetings**

1. The Committee shall hold at least six regular open meetings in any full calendar year. The time and place of regular meetings for a 12-month period shall be scheduled by the Committee at its organization meeting following election of its Members. A similar schedule will be approved annually by the Committee. Additional regular meetings may be added as determined by the Committee.

2. Special or emergency meetings may be called by the Chair or by the request of at least twelve (12) members of the Committee.

3. Notice of the time and place of any meeting of the Committee, together with the

proposed agenda, shall be sent by first class mail or by electronic mail to each member at least 10 days prior to the date of any regular meeting. Similar notice of any special meeting will be sent to each Member, provided that, in the case of an emergency meeting, any reasonable means of notice shall suffice.

4: One-half of the members of the Committee shall constitute a quorum, as required by Article IX section 6 of the Maryland Democratic Party Bylaws. Voting shall be in person.

### **Article X - Filling Vacant Elective Offices**

1: From time to time, the Members of the Committee may be required or empowered by statute or by the Constitution and Bylaws of the Maryland Democratic Party to recommend a nominee to be appointed to fill a vacant elective office. In such event, the Chair shall ensure that reasonable public notice is given and that the correct procedures are followed and that the selection is made within the time allotted by the laws of Maryland and the Maryland Democratic Party Bylaws.

2: The notice concerning the vacancy shall be published in at least one newspaper serving the District in which the vacancy occurs. Such notice shall include the procedures for filling the vacancy, the qualifications and requirements for candidates to fill the vacancy, and the date(s) on which the Members authorized to make the selection will conduct a public meeting to interview candidates and make their selection.

3. Any meetings held for the purpose of voting to nominate a person to fill a vacancy in any elective position shall be public and votes selecting any nominee shall be conducted by roll call of the Members.

### **Article XI - Planning Sub-Committee**

1. The Planning Sub-Committee shall consist of the Officers of the Committee and the Chair of each standing Sub-Committee established by the Committee.

2. This Sub-Committee will meet at times and places determined by the Chair and announced to the Committee. The purpose of its meetings is to plan the agendas and programs for scheduled regular meetings; to prepare whatever papers might be useful for the Committee to review prior to any regular or special meeting of the Committee; and to develop recommendations for the Committee on any matter that the Sub-Committee may be asked to consider.

3. Any Member may participate in any meeting of the Planning Sub-Committee.

### **Article XII- Other Subcommittees**

1. The Chair will establish such additional standing and ad-hoc subcommittees as the Committee may deem necessary.

2. The Chair shall name the membership and will designate the Chair of any Sub-Committee except a Nominations Sub-Committee, subject to the approval of the Committee. Membership of Sub-Committees other than a Nominations Sub-Committee need not be restricted to Committee Members.

### **Article XIII - Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and not inconsistent with the Constitution or Laws of Maryland, the Constitution or By-laws of the Maryland Democratic Party, or the Bylaws of the Committee.

### **Article XIV- Amendments**

1: Amendments to these Bylaws may be introduced by written resolution submitted at any regular or special meeting of the Committee. Discussion and formal approval of the resolution of Amendment shall be at the next regular meeting of the Committee or at a special meeting called for the purpose. A copy of the proposed amendment shall be sent by first class mail or electronic mail to each Member at least ten (10) days prior to the meeting at which the vote will take place. The Resolution of Amendment must be approved by two-thirds (2/3) of the Members present and voting.

2: Within thirty (30) days of amending the Bylaws, the Committee shall file a revised copy of the Bylaws with the Maryland Democratic Party and the State Board of Elections.

Adopted by two-thirds of the Committee Members present and voting at a meeting held in Towson, Maryland on June 17, 2008.

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Kathleen White, Chair

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Sandy Caslin, Secretary