

BY-LAWS OF  
THE MONTGOMERY COUNTY DEMOCRATIC CENTRAL COMMITTEE

ARTICLE I

Section 1. Name: The name of this organization shall be the Montgomery County Democratic Central Committee, hereafter referred to as the Committee.

ARTICLE II

Section 1. Objectives: The purpose of the Committee shall be to act as the governing body of the Democratic Party in Montgomery County, Maryland. This committee shall have full power and authority to act in respect to all matters pertaining to the organization, maintenance, conduct, affairs and interests of the Democratic Party in Montgomery County, Maryland. It shall be the responsibility of this organization to promote, establish and conduct political campaigns in Montgomery County, Maryland for the nominees of the Democratic Party and to act as the official spokesman for the Democratic Party in this County on all questions of public policy.

ARTICLE III

Section 1. Membership: This committee shall consist of members of the Democratic Party, elected as provided by law in the Election Laws of the State of Maryland.

ARTICLE IV

Section 1. Officers: Officers of the Committee shall be elected from its membership and shall be a Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer elected by a majority of the full membership.

Section 2. Election of Officers: Beginning September 1, 1998, officers will be elected at the meeting of the Committee to be convened at the permanent party headquarters on (1) the first Tuesday after the Gubernatorial Primary Election following the date of certification of election of all voting members of the Committee and (2) the second Tuesday in December following the Presidential General Election. The officers will assume duty immediately and serve until their successors are elected and qualified. Any officers of the Committee may be relieved of their duties by a two-third (2/3<sup>rd</sup>) vote of the total membership of the Committee, taken at a meeting specifically called for such purpose upon not less than ten (10) days notice.

Section 3. Vacancies: Vacancies in any office or by any member of the committee caused by death, resignation or other reason shall be filled by the

Committee within thirty (30) days following the occurrence of the vacancy and following due notice to the members. Resignations will take effect upon their acceptance by the Committee.

## ARTICLE V

Section 1. Duties of the Chair: The Chair shall preside at all meetings of the Committee, preserve order during the deliberations, appoint sub-committees with the consent of the Committee and serve as ex-officio member of such sub-committees and sign appropriate documents in connection with the work of the Committee. In addition, he shall have other powers and duties as may be granted to the Chair from time to time by resolution of the Committee.

Section 2. Duties of the Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chair's absence, and shall serve as Acting Chair in the event of a vacancy in the office of Chair, until such time as a new Chair is elected.

Section 3. Duties of the Secretary (and in the Secretary's absence, the Assistant Secretary): The Secretary shall have charge of all books, papers, records, and other documents of the Committee, shall compile statistics and other data as may be required for the use of the members of the Committee and shall perform other duties as may be directed by the Committee. The Secretary shall keep the minutes of meetings of the Committee and as promptly as possible mail same to each member of the Committee. All records shall be maintained at the permanent office of the Committee.

Section 4. Duties of the Treasurer (and in the Treasurer's absence, the Assistant Treasurer): The Treasurer shall keep accounts of all monies the Committee receives and disburses and shall deposit all monies and valuables in the name and to the credit of the Committee in such banks and depositories as the Committee shall designate by appropriate resolution. The Treasurer shall provide a surety bond in the amount of not less than five thousand dollars (\$5,000.00), the cost of the bond to be borne by the Committee. The Treasurer shall submit a financial report at all regular meetings of the Committee. The Treasurer shall prepare and present an annual budget to the Committee. All expenditures shall be authorized by the Treasurer and shall be paid upon presentation of receipted bills or vouchers.

## ARTICLE VI

Section 1. Finances: The Committee shall have authority to raise funds as necessary for the implementation of the budget of the Committee.

Section 2. Audit: An annual audit shall be conducted by an accountant who is not a member of the committee. The results of this audit shall be available at the June meeting of the committee.

## ARTICLE VII

Section 1. Meetings: Meetings of the Committee shall be held not less than ten (10) times in each calendar year. The Chair shall call all regular or statutory meetings. In the event of his neglect, failure or refusal, the Vice Chair of Secretary shall call such regular or statutory meetings.

Section 2. Emergency or special meetings may be called by the Chair or a majority of the Committee.

Section 3. Notice of the time and place of any meeting shall be mailed, postage prepaid, with a copy of proposed agenda to each member of the Committee at least three (3) days prior to such meeting; provided that in case of emergency any reasonable notice shall be sufficient.

Section 4. Any action within the power of the Committee may be taken at any regular meeting.

Section 5. Quorum: A majority of the members of this organization in person shall constitute a quorum for the transaction of business. If, at any meeting of this organization, or a committee thereof, a quorum is not present, those present may recess from time to time until a quorum shall be present.

Section 6. Voting shall be in person or by proxy. All proxies shall be in writing, dated, signed by the proxy giver, and designate the person by whom the proxy is to be cast. All proxies shall set forth the specific issue upon which it is to be voted and the nature of the vote. Such proxies shall be valid only for the meeting next following the date of the proxy.

Section 7. The following order of business shall be observed at all meetings as far as applicable:

- a) Roll call.
- b) Reading, correction, and approval of Minutes of previous meeting.
- c) Reports of Officers and Committees.
- d) Unfinished business.
- e) New business.

Section 8. A two thirds majority of those voting shall be required for adoption of the official Democratic Party positions on ballot questions and marking of the official sample ballot.

Section 9. The rules contained in the current edition of Robert's Rules of Order will govern the Committee in all cases in which they are not inconsistent with these by-laws or any special rules of order the Committee may adopt.

## ARTICLE VIII

Section 1. Headquarters: The Committee shall establish and maintain a permanent party headquarters, the site to be determined by the Committee. This headquarters shall be staffed as deemed necessary by the Committee in order to provide the necessary services for efficient governing of the Democratic Party.

Section 2. Staff: The Committee may employ a full time executive secretary and or such other staff as the Committee shall deem necessary, and who shall perform such duties as are assigned to him. No member of the staff of the Committee shall be permitted to participate in any Democratic Party primary on behalf of any candidate or slate of candidates.

## ARTICLE IX

Section 1. The Chair shall appoint such standing committees as may be deemed necessary.

Section 2. Appointment of Standing Committees: The Chair shall name the membership on all standing committees and will designate the member who will be chair. Membership on standing committees need not be restricted to members of the Democratic Central Committee.

## ARTICLE X

Section 1. Amendments: These By-Laws may be amended in the following manner: by resolution submitted to a regular meeting of the Committee and acted upon at the next meeting of the Committee by a favorable two-thirds (2/3) vote of the total membership, notice to be given to the members of the Committee in writing at least ten (10) days prior to the meeting of the final voting upon the proposed amendment and a copy of the amendment must be sent along with the meeting notice to each member of the Committee.

## ARTICLE XI

In addition to the seats on the Central Committee provided for elsewhere in these By-Laws, there shall be two seats on the Central Committee which shall be filled in the same manner as vacancies on the Central Committee are filled, provided that the occupants of these two additional seats are to be students and are to be of opposite genders.

The Chair of the Central Committee will appoint one of the two student members as the Chair of the Student Volunteer Mobilization Committee and will appoint the other student member as the Chair of the Student Club Organizing Committee. The Chair of the Central Committee will also appoint one member of the Central Committee to serve as the Vice Chair of the Student Volunteer Mobilization

Committee and one member of the Central Committee to serve as the Vice Chair of the Student Club Organizing Committee.

The Central Committee may, by rule, set additional qualifications and responsibilities for the student members, set the length of office of the student members, and set the responsibilities of the Student Volunteer Mobilization Committee and the Student Club Organizing Committee. The student members of the Central Committee are entitled to all rights and privileges of voting members of the Central Committee and are subject to all of the same responsibilities as voting members of the Central Committee, except that they (1) are not entitled to vote at meetings of the Montgomery County Democratic Central Committee or of the Maryland State Democratic Central Committee, and (2) are not required to attend the meetings of the Maryland State Democratic Central Committee.

## ARTICLE XII

Section 1. Attendance: Any member of the Central Committee who fails to attend (for whatever reason) a majority of the Central Committee meetings during a twelve month period will be deemed to have resigned and their resignation automatically accepted. Submission of a proxy does not constitute attendance for these purposes.

Section 2. Secretary's Report: At each meeting of the Central Committee, the Secretary will present a report indicating the number of absences during the last twelve month period for each member of the Central Committee. In the event that a member is resigned pursuant to section 1, the Secretary will promptly notify the member and the Secretary and Executive Director of the Maryland State Democratic Party.

Section 3. Definitions: For purposes of sections 1 and 2:

- (a) "Member of the Central Committee" includes all members of the Montgomery County Democratic Central Committee, whether they are voting members or non-voting members, including (1) those members of the Maryland State Democratic Central Committee selected by the Montgomery County Democratic Central Committee for gender balance and (2) the student member of the Central Committee provided for in Article XI of the Montgomery County Democratic Central Committee By-Laws.
- (b) "Central Committee Meetings" includes all regular and special meetings of the Montgomery County Democratic Central Committee held on or after July 1, 1997, and all meetings of the Maryland State Democratic Central Committee held on or after July 1, 1997.

### ARTICLE XIII

The Secretary will maintain a current and correct compilation of the governing documents of the Montgomery County Democratic Central Committee (including the By-Laws of the Montgomery County Democratic Central Committee; the Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland; and the standing rules of the Central Committee). The Secretary will publish a copy of this compilation as the Rules section of the *Montgomery County Democratic Central Committee Handbook*. The Rules section of the *Montgomery County Democratic Central Committee Handbook* will constitute the "Constitution, Bylaws, and Rules of the Montgomery County Democratic Central Committee" for purposes of the Maryland Elections Code. Within thirty days after the adoption of any change to these documents, the Secretary will transmit appropriate replacement pages of the *Handbook* to (1) each member of the Montgomery County Democratic Central Committee, (2) the Maryland Democratic State Central Committee, (3) the Maryland State Board of Elections, and (4) the Montgomery County Board of Elections. Notwithstanding this policy, the failure of replacement pages to be properly distributed shall not invalidate or suspend the operation of any amendment to the governing documents of the Montgomery County Democratic Central Committee (or any new governing document) that has otherwise been properly adopted.

### EFFECTIVE DATE

These By-Laws shall go into effect and become effective immediately upon their adoption, said date being 9/6/67. [Amended 3/12/75, 4/26/78, 4/11/95, 7/9/96, 5/13/97, 1/13/98, 5/11/99, and 7/13/99.]