

RULES GOVERNING QUALIFICATIONS, ELECTIONS AND MEETINGS
OF DEMOCRATIC PRECINCT OFFICIALS
OF MONTGOMERY COUNTY, MARYLAND

The strength of the Democratic Party depends in large measure upon effective precinct organization and administration. In order to promote the objectives and purposes of the Democratic Party in the County, State and Nation, including the rules on Party participation and affirmative action set forth in the Charter of the Democratic Party and its bylaws, the Montgomery County Democratic Central Committee (Democratic Central Committee) and Montgomery County Democratic Precinct Chairpersons and Vice Chairpersons (Precinct Chairpersons and Vice Chairpersons) hereby adopt the following rules with respect to the qualifications, duties and election of precinct officials and area coordinators, subject to such amendments or modifications as may be made from time to time by the Democratic Central Committee, provided, however, and to the extent permitted by law, that no such amendment or modification by the Central Committee shall be adopted without the prior approval of a majority of the duly-qualified Precinct Chairpersons, [and] Vice Chairpersons and Area Coordinators present and voting at a legally called meeting and provided further that a majority of such Precinct Chairpersons, [and] Vice Chairpersons and Area Coordinators may themselves initiate amendments and modifications which shall become effective upon ratification by the Central Committee.

These Rules are divided into six (6) parts:

SECTION A - Precinct Offices and Qualifications

SECTION B - Area Coordinators

SECTION C - Functions and Duties of Precinct Officials

SECTION D - Election Procedures

SECTION E - Rules Governing Meetings of Democratic Precinct Officials

SECTION F - Effective Date

SECTION A - Precinct Offices and Qualifications

1. Registered Offices.

The registered Democratic voters of each Precinct in Montgomery County shall elect a Chairperson and a Vice Chairperson, who shall serve for a period of four (4) years from the date of election or until their successors are elected or appointed, as provided for hereafter in these rules.

2. Other Offices.

At the organization meeting for which provision is made in Section C, 1, each precinct may elect or designate such additional officers, including secretaries or assistant secretaries, treasurers or assistant treasurers, as may be deemed necessary or desirable.

3. Qualifications for Election to Office

No person shall be eligible to be elected to, or designated as, or continue to serve as, a precinct officer, except as otherwise provided who shall not be an actual bona fide resident of the precinct and a duly registered Democrat for six months. An elected public official or a member of the Democratic Central Committee may not run for election or serve as a Precinct Chairperson or Vice Chairperson. Precinct Chairpersons, Vice Chairpersons, and Area Coordinators may not serve as an election judge or registration officer on election day.

4. Vacancies.

If there is a vacancy in the office of Precinct Chairperson, then the Vice Chairperson, provided the Vice Chairperson was elected or appointed permanently, shall become the Precinct Chairperson. In the event that the Vice Chairperson was not elected or permanently appointed, the Democratic Central Committee shall appoint the Vice Chairperson or another person as the Precinct Chairperson. The Precinct Chairperson may recommend a person to fill the vacancy of Vice Chairperson by notifying the Democratic Central Committee in writing. If a vacancy exists in a precinct office other than the office of Chairperson or Vice Chairperson, the Precinct Chairperson shall have the power to appoint a person to fill the vacancy.

5. Appointed Permanent Chairperson and Appointed Permanent Vice Chairperson.

In the event there is no Chairperson in a precinct and there is no elected or permanently appointed Vice Chairperson who is willing to serve – (See A, 4), either because of resignation, death, the movement of a Chairperson from the Precinct or any other reason, or because no candidate files for the office, the Democratic Central Committee may appoint a Permanent Chairperson from within the Precinct only. The Appointed Permanent Chairperson shall serve until the time of the next regularly scheduled county-wide election for Precinct Chairpersons and his term shall terminate at that date. Appointed Permanent Chairpersons shall have all the rights and duties of duly elected Chairpersons. All such appointments shall take effect upon receipt by the Democratic Central Committee of the signed filing form identical to that signed by Elected Chairpersons and Vice Chairpersons. The same regulations shall apply to the appointment of a Permanent Vice Chairperson.

6. Appointed Provisional Chairperson.

In the event that there is no Chairperson in the Precinct and there is no elected or permanently appointed Vice Chairperson who is willing to serve -- (See A, 4), either because of resignation, death, the movement of a Chairperson from the Precinct or any other reason, or because no candidate files for the office, the

Democratic Central Committee may appoint a Provisional Chairperson from without the Precinct. The Provisional Chairperson may be removed by majority vote of the Central Committee at any time. The Provisional Chairperson shall perform as many of the duties of a duly elected Chairperson as possible and shall exercise the rights of a duly elected Chairperson. In no event shall the number of Provisional Chairpersons exceed ten percent (10%) of the number of precincts.

SECTION B – Area Coordinators

Area Coordinators shall be appointed by and be responsible to and shall serve at the pleasure of the Montgomery County Democratic Central Committee and shall be responsible for coordinating the activities of no less than five and no more than ten precincts. Area Coordinators shall maintain regular contact with precinct officials in those precincts for which they are responsible. They will be expected to identify problem areas and coordinate activities between precincts and the Montgomery County Democratic Central Committee regarding meetings, dollars drives, general elections, and other party activities. They shall also assist in training new precinct officials and assist new officials in organizing their precincts.

SECTION C. - Functions and Duties of Precinct Officials

1. Use of Precinct Funds.

No precinct funds may be used to support the candidacy of any primary candidate or slate, or any precinct candidate or slate. No precinct funds may be used to urge people to vote against any Democratic candidate (or slate) or for or against any School Board candidate or slate.

2. Duties of Officers.

(a) Duties of the Precinct Chairperson – The Chairperson shall be the Chief Executive Officer of the Precinct. The Chairperson shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

- (1) Providing a table on primary election day on which all Democratic candidates shall be allowed to place their literature. The Precinct Chairperson or the Chairperson's designee shall be available continuously while the polls are open on primary election day to ensure that literature on the table is undisturbed and electioneering for Democratic candidates runs smoothly.
- (2) Actively supporting and directing the campaign for the entire Democratic ticket during the general election. This includes providing for a display of

Democratic literature and assuring continuous poll coverage and electioneering while the polls are open on general election day.

- (3) Assisting precinct residents in gaining political information and access to their Democratic elected officials.
 - (4) Organizing and directing the Dollars for Democrats drive and delivering funds and receipts to the Montgomery County Democratic Central Committee promptly.
 - (5) Recommending to the Board of Elections individuals to serve as election judges for the precinct.
 - (6) Maintaining contact with precinct residents and expanding the Democratic voter base by recruitment of precinct volunteers, by conducting voter registration drives, and/or by publication of precinct newsletters.
 - (7) Supervising the expenditures of precinct funds in fulfillment of the duties and responsibilities of the office.
 - (8) Attending meetings duly called by the Central Committee or by the Precinct Organization. A precinct official may be excused from attending a meeting of the Precinct Organization if, prior to the meeting, the precinct official provides their Central Committee district liaison with a reasonable excuse. If a precinct official misses a meeting of the Precinct Organization and the Central Committee schedules a make-up informational meeting, the precinct official will be expected to attend the make-up meeting, unless (prior to the meeting) the precinct official provides their Central Committee district liaison with a reasonable excuse for not attending that meeting.
 - (9) Conducting such campaign activities in the precinct as designated by the Democratic Central Committee, e.g., voter identification, newsletters, canvassing, Get Out The Vote, and such other duties as are assigned by the Democratic Central Committee.
- (b) Vice Chairperson -- The Vice Chairperson shall assist the Precinct Chairperson in performing any of the functions described above as assigned by the Precinct Chairperson. The Vice Chairperson, in the event of death, resignation, or removal from office of the Chairperson, shall assume responsibility for precinct functions, and shall, if he/she is an elected or permanently appointed Vice Chairperson, become Chairperson if he/she desires. The Vice Chairperson shall attend meetings of precinct officials duly called by the Democratic Central Committee.

(c) Primary Requirements -- Precinct Chairpersons, Vice Chairpersons and Area Coordinators may not become involved in their official capacity on behalf of any candidate or slate in a primary election. Precinct officials and Area Coordinators may in their official capacity do one of the following:

- (1) Take a position of non-involvement, other than to perform the normal duties and responsibilities of their office.
- (2) Take a position of neutrality which could include all or any of the following:
 - A. Presentation in newsletters of objective information about all candidates, such as biographical information, headquarters' locations, personal appearance dates, positions on issues, names of authorized delegates (in Presidential primaries) or slate formations (in local elections).
 - B. Calling of meetings on behalf of all candidates. The use of precinct funds, precinct mastheads and Central Committee facilities may be used for the foregoing, provided that the above activities are applied equally to all the candidates running in the primary.
- (3) Take a position in favor of a particular candidate, or slate of candidates, on a personal basis only. In this case, the following rules would apply:
 - A. Official precinct masthead or designation may not be used in any newsletter or communication to precinct voters.
 - B. Precinct funds may not be used on behalf of any candidate or slate, or for the printing of any newsletter or communication which included an endorsement of a candidate or slate.
 - C. Official titles, such as Precinct Chairperson, Vice Chairperson, and Area Coordinator may not be used on communications to voters. However, a notation must be included that the endorsement of that particular candidate or slate is not the official Democratic Party position, and that neither precinct nor Democratic Party funds were used for printing or mailing of the communication.

All normal duties of precinct officials must still be performed during a Primary campaign. Access to a list of all registered Democrats in the

precinct must be made available to representatives of all candidates or slates on a reasonable basis.

(d) Removal from Office -- Chairpersons and Vice Chairpersons may be removed from office by the Democratic Central Committee for noncompliance with any of the above requirements or for failing to support all Democratic candidates in a general election. Removal by the Democratic Central Committee may occur if removal proceedings are instituted within one year of the aforesaid noncompliance or failure, after a hearing by a Precinct Review Committee appointed by the Democratic Central Committee composed of at least three (3) Precinct Chairpersons who shall consult the county-wide Dollars and Registration Chairpersons, appropriate Area Coordinators, and other appropriate persons. The hearing shall be after written notice to the Chairperson or Vice Chairperson in question.

(e) Secretary -- The Secretary of the precinct shall be responsible for the handling of such correspondence and the keeping and custody of such precinct records as may be required by the Precinct Chairperson.

(f) Treasurer -- The Treasurer of the precinct shall be the custodian of precinct funds, shall maintain a precinct bank account and shall make such financial reports as may be required by the Precinct Chairperson. The Treasurer shall also make an annual report to the Democratic Central Committee through the Precinct Chairperson. Financial records of the precinct shall be permanent records and shall be transferred to successors in office under the supervision of the Precinct Chairperson, the Area Coordinator, and the Democratic Central Committee.

3. Records.

When new precinct officials take office, all precinct records, including financial records, shall be transferred to the new officials.

4. Precinct Operations Account

The precinct officials of each state senatorial district will meet at least once each year and elect one of their members to serve as a member of the Precinct Operations Account Audit Committee. Each precinct will have an entry in the Precinct Operations Account. The Montgomery County Democratic Central Committee will maintain all account records and file all legally required reports. The Precinct Operations Account Audit Committee will have access to all records concerning the Operations Account. Money in each precinct's entry in the Precinct Operations Account may be spent only for: (1) education and communication with voters in the precinct; (2) the precinct's fund raising for the Montgomery County Democratic Party; (3) support of Democratic candidates in General Elections; or (4) events sponsored by the Montgomery County

Democratic Central Committee. All expenses must be documented by a written receipt and expenditure approved by the Precinct Chairperson (in writing) and submitted to the Treasurer of the Central Committee. No person may incur debt on behalf of the Central Committee without the approval of the Central Committee (or by approval of officials authorized by the Central Committee). A reserve of the lesser of

- (1) \$5,000; or
- (2) the total of all the entries in the Precinct Operations Account

will be maintained by the Central Committee to pay all of the expenditures authorized by this subsection.

SECTION D - Election Procedures

1. Precinct Chairpersons and Vice Chairpersons, Filing Requirements.

Candidates for Precinct Chairpersons and Vice Chairpersons must file for said offices on the prescribed filing form with the office of the Democratic Central Committee during the period commencing on the 42nd day and closing on the 28th day prior to a general precinct election.

No filing fee shall be required. If no candidate files for the office of Precinct Chairperson, it shall be filled as provided in Section A, 5. A candidate may withdraw his/her candidacy for said offices by written notification to the office of the Democratic Central Committee no later than seven (7) days after the expiration date of the time for filing herein provided. If a candidate for Chairperson so withdraws, a candidate who has previously filed for Vice Chairperson, may, at his/her option, be considered as a candidate by notification to the Secretary of the Democratic Central Committee and the presiding Officer of the General Precinct Election prior to the convening of said General Precinct Election.

2. General Elections.

(a) Time and Place -- General precinct elections shall be held in each precinct, or district in those districts not divided into precincts, in which there are two or more candidates, on the third Monday in May 1975 and every four years thereafter on the third Monday in May at the polling places used at the last general election, unless otherwise provided by the Democratic Central Committee.

(b) (1) Notice of Precinct Election Procedure -- in order to encourage voter and party worker interest and participation in general and special precinct elections, it shall be the responsibility of the Democratic Central Committee to give timely publicity, by press releases, advertisements, and other media, of the purposes and objects of said elections, and the date, time, place and qualifications

for filing as candidates. In order to provide the widest practical publicity and to encourage interested persons to seek precinct positions, notice of precinct elections shall be timely and prominently presented in current publications of the Democratic Central Committee and in any other material mailed or otherwise circulated by or on behalf of the Democratic Central Committee.

(b) (2) Notice to Voters -- Candidates shall be provided with sufficient notices of the date, time, and place that the election is to be held and officers to be elected and qualifications of voters, on or before the 10th day prior to the general precinct election by the Democratic Central Committee for distribution to all registered Democrats in any precinct in which there is an election contest. Notice of all contested elections shall be published in one or more County newspapers.

(c) Elections, by Whom Conducted -- General precinct elections shall be conducted by a designee or member of the Democratic Central Committee; said designee shall not be a resident of the precinct whose election he/she is conducting. Said designee shall be provided with a poll list of all registered Democrats in the precinct, and shall have a copy of these rules available at the polling place. No electioneering shall be permitted at the polling place at the time of the election by or on behalf of any candidate for precinct office.

(d) Who May Vote -- Only those persons whose names appear as registered Democrats on the registration list, or persons whose names are verified as registered Democrats in that precinct by the Office of the Board of Supervisors of Elections, shall be entitled to vote. The Democratic Central Committee shall request that the Office of the Board of Supervisors of Elections be open on the night of the general precinct elections in order that a name may be verified, should it not appear on the list.

(e) Voter Certificates -- All persons entering the polling place desiring to participate in the election shall be checked against the poll list, or by a call to the Office of the Board of Supervisors of Elections, and if found entitled to vote by meeting the qualifications set forth above, shall be furnished with a voter's certificate, showing the right to vote.

(f) Time for Voting -- Voting shall take place between the hours of 7:30 p.m. and 9:30 p.m., it being understood that all qualified voters waiting in line to vote at 9:30 p.m. shall be allowed to vote.

(g) Posting of Names of Candidates -- The names correctly spelled of each candidate and the office for which he/she is running must be clearly and visibly posted above the ballot box for the information of all voters.

(h) Voting for Chairperson -- If only one individual has qualified under these rules for the office of Chairperson, he/she shall be considered duly elected as of the night of election. If more than one individual has qualified, an election shall proceed by ballot as hereinafter provided.

(i) Voting for Vice Chairperson -- If only one individual has qualified under these rules for the office of Vice Chairperson, he/she shall be considered duly elected as of the night of election. If more than one individual has qualified, an election shall proceed by ballot as hereinafter provided.

(j) Voting by Ballot -- A ballot box shall be provided at each general precinct election, and each person having been found qualified to vote and holding a voter's certificate shall receive an official ballot, with designated lines for voting for Chairperson and/or Vice Chairperson, and shall vote by legibly writing upon said ballot the name of one candidate for whom he/she desires to vote for either or each of the two precinct offices and shall deposit his ballot in said ballot box. Each candidate shall be entitled to one (1) watcher and one (1) tabulator. Upon the closing of the voting, the ballots shall be opened, counted, tabulated by watchers and tabulators, and the results announced, and the candidate for each precinct office receiving the greatest number of votes shall upon certification to the Democratic Central Committee be declared duly elected.

(k) Certification Elections -- The presiding officer shall, immediately following the election, report and certify to the Democratic Central Committee, the list of newly elected officers, together with a report of the number of registered voters certified to vote at said election and deliver the resealed ballot box to the Democratic Central Committee Headquarters the same evening. The Democratic Central Committee shall be the final judge of any challenges. Such challenges must be filed with the Democratic Central Committee no later than three (3) days after the precinct election.

3. Special Elections

(a) When Special Precinct Elections Shall Be Held -- Special precinct elections shall be held when at least ten percent (10%) or 100, whichever is the lesser, of the registered Democratic voters of a precinct shall by petition to the Democratic Central Committee request a new election of the precinct officers of their precinct, provided that no such petition may be filed between the date falling sixty (60) days prior to a primary election and third Tuesday in November in the even numbered years, and signatures on such petition shall be collected in a sixty (60) day period. Such petitions must follow exactly the form available for such purpose at the office of the Democratic Central Committee. Such special elections shall be held within forty-five (45) days of the receipt of such petitions.

(b) Notice of Special Precinct Elections by Democratic Central Committee -- The Democratic Central Committee shall give notice to all registered Democratic voters in the precinct in which there shall be a special election in a manner similar to that provided in Section D, 2 (b) (2).

(c) Precinct Chairperson -- Filing Requirements -- if the office of the Precinct Chairperson is to be filled by a special precinct election, all candidates,

including the incumbent, must file for the office with the office of the Democratic Central Committee during the period commencing on the 45th day and closing on the 21st day prior to the special precinct election. If no candidate files pursuant to this rule for Precinct Chairperson, then the Democratic Central Committee shall appoint a person to fill the office. If no one files for Vice Chairperson, the Chairperson may recommend to the Democratic Central Committee a person to fill this office.

(d) Procedure for Special Elections -- The procedure for conducting a special precinct election shall conform to the procedure for conducting a general precinct election as set forth above, except as to dates.

(e) Term of Office of Precinct Officer Elected At Special Election -- Any officer elected at a special precinct election shall have a term of office which shall terminate at the next regular precinct chairperson election.

SECTION E - Rules Governing Meetings of Democratic Precinct Chairpersons

1. Meetings.

All meetings herein described shall be public.

(a) Regular Meetings -- Regular meetings of Montgomery County Democratic Precinct Chairpersons and Vice Chairpersons (Precinct Chairpersons) and Area Coordinators with the Montgomery County Democratic Central Committee (Democratic Central Committee) shall be held at least one (1) time county-wide a year starting no later than 8:30 p.m. In election years, there shall be at least two (2) county-wide meetings which shall include:

- (i) A campaign meeting of Precinct Chairpersons, Vice Chairpersons and Area Coordinators with the Democratic Central Committee shall be held in each even-numbered year, within ten (10) days after the final filing date for candidates in Democratic Party primaries, said meetings to start no later than 8:30 p.m., for the purpose of meeting with and hearing addresses by candidates in the Democratic Party primary.
- (ii) A special meeting of Precinct Chairpersons, Vice Chairpersons and Area Coordinators with the Democratic Central Committee shall be held in each even-numbered year in the month of October, for the purpose of receiving instructions and considering business concerning the general election.

(b) Additional Meetings -- Additional special meetings, either county-wide or by geographical areas, may be called from time to time by the Democratic

Central Committee and shall be called by the Secretary for said Committee at the request in writing of not less than one-fifth (1/5) of the total number of Precinct Chairpersons, Vice Chairpersons and Area Coordinators then serving Montgomery County. Requests for special meetings must set forth the proposed date of meeting and purpose or purposes of the meeting and must be received by the Secretary for the Democratic Central Committee at least fourteen (14) days prior to the requested date for the meeting so as to permit proper notice pursuant to these rules.

(c) Notice of Meetings -- Written or printed notice setting forth the place, day, hour, and agenda for the meetings accompanied by brief descriptive information on agenda items and a brief summary of the minutes of the preceding meeting shall be mailed so as to reach each Precinct Chairperson, Vice Chairperson and Area Coordinator not less than fourteen (14) days before meetings.

(d) Agenda for Meetings --

- (i) The basic responsibility for determining and establishing the agenda for each meeting is vested in the Democratic Central Committee.
- (ii) Requests for the inclusion of specific items of business on the agenda for meetings may be addressed to the Democratic Central Committee by any Chairperson, Vice Chairperson, or Area Coordinator, but it shall be within the sole discretion of the Democratic Central Committee to accept or reject such request unless made in writing and supported by not less than five percent (5%) of the total number of Precinct Chairpersons, Vice Chairpersons and Area Coordinators then serving Montgomery County. Agenda items requested by not less than five percent (5%) of said Precinct Chairpersons, Vice Chairpersons and Area Coordinators shall be added to the agenda if received by the Secretary for the Democratic Central Committee at least seven (7) days prior to the date of the meeting.
- (iii) Notwithstanding subsections (a) and (b), in the event that an emergency matter requiring the prompt attention of the Precinct Chairpersons, Vice Chairpersons and Area Coordinators should arise subsequent to the time herein specified for placing an item on the agenda, this matter may be placed on the agenda subject to the following conditions:

- (1) The request for an addition to the agenda shall be made at the beginning of the meeting, at which time no discussion of the matter may be held.
- (2) The party proposing such a motion shall have sufficient copies on hand for distribution to the Chairpersons, Vice Chairpersons and area Coordinators assembled and the members of the Democratic Central Committee present.
- (3) The request for an addition to the agenda shall be voted on prior to any other business.
- (4) Should a majority of the Chairpersons, Vice Chairpersons and Area Coordinators assembled vote for its addition, the item will be placed on the agenda following all other business.

(e) Place of Meetings -- The Democratic Central Committee may designate any place within Montgomery County as the place of meeting.

(f) Quorum for Meetings -- No less than one-third (1/3) of all Precinct Chairpersons, Vice Chairpersons and Area Coordinators must be present to conduct business.

(g) Attendance and Authorization to Vote at Meetings -- At each meeting registration shall be held upon entrance, and a permanent record shall be maintained of such attendance. Precinct Chairpersons and Vice Chairpersons and Area Coordinators shall be identified by voting cards to be furnished by the Democratic Central Committee.

(h) Transaction of Business at Meetings -- The written or printed agenda as forwarded in advance of the meeting to all precinct Chairpersons, Vice Chairpersons and Area Coordinators shall be followed subject to additional items referred to in Item (d) (ii) and Item (d) (iii).

(i) Voting at Meetings --

- (i) A Precinct Chairperson, Vice Chairperson and Area Coordinator shall each be entitled to one (1) vote on each item of business at all meetings. Precinct Chairpersons and Vice Chairpersons are deemed to represent the Democratic residents of their precincts at the meetings whether or not said residents have been polled on the issues before the body.

- (ii) Notices of all meetings shall be forwarded by the Democratic Central Committee to Committee Chairpersons and Officials appointed by the Democratic Central Committee and elected and appointed Democratic officials of Montgomery County who shall be considered ex-officio members of the meetings for the purpose of discussion, but not voting.
- (iii) Members of the Democratic Central Committee may participate in all discussions, but shall not vote.
- (iv) Others present may participate in the discussions.

(j) General Rules of Procedure -- Except as otherwise specified, all meetings shall be conducted pursuant to Robert's Rules of Order.

2. Policy.

(a) Endorsement of Candidates in Democratic Party Primaries -- Endorsement of candidates in Democratic primaries shall not be made by the Democratic Central Committee or by Area Coordinators or by Precinct Chairpersons and Vice Chairpersons acting as an official body.

(b) Consultation on Appointments -- When appointive positions are available, time permitting, notice of the offices to be filled shall be given by the Democratic Central Committee to all Precinct Chairpersons, Vice Chairpersons and Area Coordinators. Precinct Chairpersons, Vice Chairpersons and Area Coordinators may then direct communications to the Democratic Central Committee requesting consideration of specific individuals for the openings. The basic responsibility for making recommendations for appointments is vested in the Democratic Central Committee. When possible, all final recommendations by the Committee shall be discussed in advance with the Precinct Chairperson for the precinct in which the prospective appointee resides.

(c) Consultation on National, State and Local Legislative Matters -- Meetings shall be considered proper forums for receiving formal recommendations and expressions of opinion from Precinct Chairpersons, Vice Chairpersons and Area Coordinators on national state and local legislative matters, provided only that such items of business are properly before the body in accordance with Item 1. Whenever possible, the Democratic Central Committee shall elicit such recommendations and expressions of opinion, it being understood, however, that said Committee is not bound by the vote of Precinct Chairpersons, Vice Chairpersons and Area Coordinators.

(d) Marking of Official Ballots on All Matters Other Than Candidates

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- (i) Questions on official Democratic ballots may not be marked in a discretionary manner. All ballots shall be marked in accordance with the official Montgomery County Democratic Party position adopted by the Montgomery County Democratic Central Committee. The official position shall be determined only after positions on each question shall have been voted upon at a regular or special meeting of Precinct Chairpersons, Vice Chairpersons and Area Coordinators (i.e., the Precinct Organization) having on its agenda the discussion of such markings. A meeting of the Montgomery County Democratic Central Committee shall convene ten minutes after the adjournment of the Precinct Organization meeting. The meeting of the Central Committee will be held in public session for the purpose of adopting the Party position on ballot questions. If the Central Committee adopts a recommendation of the Precinct Organization, that position will be the position of the Party on that ballot question. If the Central Committee fails to adopt a recommendation of the Precinct Organization, the Party will be neutral on that ballot question. No resources of the Party (or of any of its components) may be used to compile or distribute material or information on ballot questions contrary to the position of the Party.

- (ii) Not less than three months prior to consideration of ballot questions by Precinct Chairpersons, Vice Chairpersons, and Area Coordinators, the Democratic Central Committee shall, by resolution, establish a committee to report to the Precinct Chairpersons, Vice Chairpersons, and Area Coordinators on the ballot question and shall give notice of the committee to interested Democrats. Applications for positions on the committee shall be sought, and the Democratic Central Committee shall name the committee not less than two months prior to consideration of ballot questions by Precinct Chairpersons, Vice Chairpersons, and Area Coordinators. Any Democrat registered in the county may serve on the committee, but a majority of the members shall be from the membership of the precinct organization. In selecting the committee, the Democratic Central Committee shall strive for a geographic and ideological balance. The report of the committee shall include a detailed, objective description of each question and arguments for, against, and for no position on each question made by members of the committee or by people generally known to the Precinct Chairpersons, Vice Chairpersons and Area Coordinators. The committee's report shall be mailed

so as to reach the Precinct Chairpersons, Vice Chairpersons and Area Coordinators not less than two weeks prior to the meeting at which the ballot questions appear on the agenda.

- (iii) Democratic sample ballots shall never be marked with recommendations on School Board candidates. The Democratic Central Committee and Precinct Chairpersons shall not issue any Party literature on School Board candidates, nor shall literature on such candidates be distributed in conjunction with party literature.

3. Definitions.

Whenever the term Precinct Chairperson or Precinct Chairpersons is used in these rules, it shall be deemed to mean Precinct Chairperson and Vice Chairperson and to include appointed and Provisional Precinct Chairpersons and Vice Chairpersons as defined under “Rules Governing Qualifications and Elections of Democratic Precinct Officials of Montgomery County, Maryland.”

SECTION F - Effective Date

These rules shall be effective immediately upon adoption except that Section A, 3 shall become effective on the date of the next general precinct election. Revisions Adopted April 4, 1978.

[Sections C(1) and C(2)(a) were amended as shown on February 11, 2003.]

[Section C(4) was added on March 13, 1995.]

[Section E(2)(d)(i) was amended as shown on May 27, 1999.]

Unadopted Amendments to the Precinct Organization Rules¹

1. Election of Precinct Chairs and Vice Chairs

The Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials in Montgomery County, Maryland is amended as follows:

(1) In section D(2)(a), replace:

General precinct elections shall be held in each precinct, or district in those districts not divided into precincts, in which there are two or more candidates, on the **third** Monday in **May 1975** and every **four** years thereafter on the **third** Monday in **May** . . .

with

General precinct elections shall be held in each precinct, or district in those districts not divided into precincts, in which there are two or more candidates, on the **second** Monday in **January 2001** and every **two** years thereafter on the **second** Monday in **January** . . .

(2) In section D(1), replace

Candidates for Precinct Chairpersons and Vice Chairpersons must file for said offices on the prescribed filing form with the office of the Democratic Central Committee during the period commencing the **42nd day** and closing on the **28th day prior to a general precinct election.**

with

Candidates for Precinct Chairpersons and Vice Chairpersons must file for said offices on the prescribed filing form with the office of the Democratic Central Committee during the period commencing the **day after the presidential or gubernatorial general election** and closing on the **first Monday in December.**

Adopted by the Montgomery County Democratic Central Committee, January 12, 1999;
rejected by the Montgomery County Democratic Precinct Organization, May 27, 1999

2. Duties of Precinct Chairs

¹ The preamble of the Precinct Organization Rules provides that amendments to the Precinct Organization Rules require approval of both the Montgomery County Democratic Central Committee and the Montgomery County Democratic Precinct Organization. This section on “Unadopted Amendments to the Precinct Organization Rules” includes only those amendments that have been approved by either the Central Committee or the Precinct Organization, but not both, since September 15, 1998.

Sections C(1) and C(2)(a) of the Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, are amended to read as follows:

1. Use of Precinct Funds.

No precinct funds may be used to support the candidacy of any primary candidate or slate, or any precinct candidate or slate. No precinct funds may be used to urge people to vote against any Democratic candidate (or slate) or for or against any School Board candidate or slate.

2. Duties of Officers.

(a) Duties of the Precinct Chairperson – The Chairperson shall be the Chief Executive Officer of the Precinct. The Chairperson shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

- (1) Providing a table on primary election day on which all Democratic candidates shall be allowed to place their literature. The Precinct Chairperson or the Chairperson's designee shall be available continuously while the polls are open on primary election day to ensure that literature on the table is undisturbed and electioneering for Democratic candidates runs smoothly.
- (2) Actively supporting and directing the campaign for the entire Democratic ticket during the general election. This includes providing for a display of Democratic literature and assuring continuous poll coverage and electioneering while the polls are open on general election day.
- (3) Assisting precinct residents in gaining political information and access to their Democratic elected officials.
- (4) Organizing and directing the Dollars for Democrats drive and delivering funds and receipts to the Montgomery County Democratic Central Committee promptly.
- (5) Recommending to the Board of Elections individuals to serve as election judges for the precinct.
- (6) Maintaining contact with precinct residents and expanding the Democratic voter base by recruitment of precinct volunteers, by conducting voter registration drives, and by publication of precinct newsletters.
- (7) Supervising the expenditures of precinct funds in fulfillment of the duties and responsibilities of the office.

- (8) Attending meetings duly called by the Central Committee or by the Precinct Organization. A precinct official may be excused from attending a meeting of the Precinct Organization if, prior to the meeting, the precinct official provides their Central Committee district liaison with a reasonable excuse. If a precinct official misses a meeting of the Precinct Organization and the Central Committee schedules a make-up informational meeting, the precinct official will be expected to attend the make-up meeting, unless (prior to the meeting) the precinct official provides their Central Committee district liaison with a reasonable excuse for not attending that meeting.

- (9) Conducting such campaign activities in the precinct as designated by the Democratic Central Committee, e.g., voter identification, newsletters, canvassing, Get Out The Vote, and such other duties as are assigned by the Democratic Central Committee.

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999;
adopted with an amendment by the Montgomery County Democratic Precinct Organization, May 27,
1999²;
pending approval of the amended version by the Montgomery County Democratic Central Committee

² The amendment modified section 2(a)(6), by replacing “and” with “and/or”.