

Assistant Secretary of the Central Committee

(see also: Officer Elections)

Every central committee . . . shall appoint and constantly maintain a chairman and a treasurer, whose names and residence addresses, together with the names and residence addresses of its other principal officers¹, shall be filed where campaign fund reports are required to be filed pursuant to § 13-401 of this title. The chairman, treasurer, and other principal officers shall all be registered voters of the State of Maryland. The treasurer shall receive, keep, and disburse all sums of money, or other valuable things, which may be collected, received, or disbursed by the committee or by any of its members for any purposes for which the committee exists or acts. Unless the chairman, treasurer, and other officers are appointed and filed as required in this subsection, it is unlawful and a violation of this article for a central committee or political committee, or any of its members, to collect, or receive, or disburse money, or other valuable things, for such purposes. A chairman or treasurer of a committee who resigns or otherwise ceases to be chairman or treasurer, as the case may be, shall notify the [county elections] board or the State Board where the original appointment was filed on a form prescribed by the State Board signed by him. A new appointment must be made and filed immediately in accordance with this section. The treasurer and chairman shall file campaign fund reports in accordance with subsection (b) of this section and § 13-401 of this title.

Maryland Elections Code, § 13-202(a) (2002 ed.)

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 Central 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.

By-Laws of the Montgomery County Democratic Central Committee,
article V, § 3

A summary of actions taken at executive sessions [of the Central Committee] shall be provided by the Secretary or Assistant Secretary to each Committee member. Such summary shall be kept confidential by the Committee member and shall be available only to committee members.

Guidelines for Meetings of the Democratic Central Committee, § II(D),
adopted by the Montgomery County Democratic Central Committee, May 6, 1975

The Chairperson, Vice-Chairperson, Asst. Secretary and Comptroller are to be bonded. . . . [as are] the Treasurer, Asst. Treasurer, Secretary and Office Secretary

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

¹ Article IV, section 1 of the By-Laws of the Montgomery County Democratic Central Committee identifies the Vice Chair as one of the six officers of the Central Committee.

All Records of the Central Committee, including the financial records, are open for examination by any registered Democrat in Montgomery County during regular office hours or by appointment under the supervision of the Secretary, Assistant Secretary or Office Manager, subject only to the previously adopted exception of the membership roster of Plowman and Fisherman.²

Adopted by the Montgomery County Democratic Central Committee, March 23, 1977

The Assistant Secretary shall:

1. perform all duties customarily performed by a corresponding secretary;
2. promptly after the election of any of the officers of the Central Committee (as defined by article IV, § 1 of the Central Committee's By-Laws), notify the State Board of Elections of the name, position, and address of that officer, as required by § 13-202(a) of the Maryland Election Code, and provide the same information to the Maryland State Democratic Central Committee and to the Montgomery County Board of Elections;
3. promptly after the election of any voting or non-voting member to the Central Committee (other than in the gubernatorial primary), notify the Maryland State Democratic Central Committee, the State Board of Elections and the Montgomery County Board of Elections of the name, seat, and address of that member;
4. after their approval, file a copy of the minutes of the Montgomery County Democratic Central Committee with the Maryland State Democratic Central Committee, as required by article IX, § 4 of the Maryland Democratic Party By-Laws;
5. see to it that the "Circulation List" (i.e., the Central Committee reviewed list of applicants for precinct chair and vice chair vacancies provided for in section 1 of the Policy on Filling Vacancies adopted by the Central Committee on May 9, 1995) is distributed in a timely manner to: (a) all Central Committee members and all elected Democratic public office holders (elected as Democrats) representing all or part of Montgomery County, (b) the precinct chair, if any, of any precinct where a vice chair is on the Circulation List, (c) the precinct vice chair, if any, of any precinct where a chair is on the Circulation List, (d) all precinct chairs and vice chairs whose area coordinator is on the Circulation List, and (e) the area coordinator responsible for any precincts on the Circulation List. When practical, the circulation list will be distributed by electronic mail.
6. see to it that the bulletin boards in the County Democratic Party Headquarters are properly maintained including the material required to be posted in accordance with the policies adopted by the Central Committee on August 27,

² On February 9, 1977, the Central Committee adopted the policy that "The list of Plowman and Fisherman members is not to be given out by the Central Committee."

1975 (information on presidential candidates) and June 9, 1998 (list of precincts accepting advertisements in their newsletters);

7. see to it that the official calendar is posted in a prominent place in the County Democratic Party Headquarters and coordinate with the Chair of the Newsletter Committee and the Editor of the Montgomery County Democratic Party World Wide Web site to try to insure that all three calendars are synchronized;
8. maintain the plaque(s) of winners of the Rosalie Reilly, Democrat of the Year, Morgan-Jerney, and Dean-Peacock Awards and see to it that it is prominently displayed in County Democratic Party Headquarters, as required by the policy adopted by the Democratic Central Committee on April 12, 1989, and similarly maintain plaque(s) for the Kelsey Cooke Award and the Lucille Maurer Award and maintain the Kominers Cup; and
9. Notify the Montgomery County Board of Elections of the names and addresses of the district liaisons and the Chair of the Elections Procedures Committee, each time any of those positions are newly filled, and request that the Board of Elections notify the Chair of the Elections Procedures Committee and the appropriate district liaison each time that the Board or its staff is studying a change of precinct boundaries, voting locations, permissible campaigning locations at a polling site, or any similar issues.
10. Provide the Montgomery County Board of Elections with a copy of the precinct directory produced annually for the Precinct Organization in accordance with § 1 of the Policy Regarding Release of Data, adopted by the Central Committee May 12, 1998; and also notify the Montgomery County Board of Elections when a vacancy is filled or created in the Precinct Organization.

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999; and amended by the Montgomery County Democratic Central Committee, October 8, 2002³

The Assistant Secretary will collect all ballots [for the election of the Central Committee's nominees to the County Council Redistricting Commission] and the Secretary and Assistant Secretary will tally the ballots. Each candidate may designate one observer to watch the tallying of the ballots. Proxies must be presented to the Secretary before any ballots are put into the ballot box.

Procedures for Selecting the Central Committee's Nominees to the
County Council Redistricting Commission, § [9],
adopted by the Montgomery County Democratic Central Committee, November 14, 2000

Section 5. Manner of filling vacancies.

At the meeting [of the Central Committee] to fill the vacancy [in the State Legislature], . . .

³ Added the last sentence of § 5.

(g) the Secretary and Assistant Secretary will count the ballots;

Policy on Legislative Vacancies, § 5(g)
adopted by the Montgomery County Democratic Central Committee, June 21, 2001

§ 1. Definitions.

“Campaign appointments” are appointments of Acting Area Coordinators, Acting Precinct Chairs, and Acting Precinct Vice Chairs.

“Next election” is the next general election, primary election, special general election, or special primary election. “Next election” does not include precinct chair and vice chair elections held under § D of the Precinct Organization Rules.

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§ 5. Notification.

The Assistant Secretary will see to it that a notification of any campaign appointment is promptly made (by electronic mail) to all persons specified in § 5 of the Policy on Duties of the Assistant Secretary, adopted by the Central Committee, April 13, 1999.⁴

Policy on Campaign Appointments, §§ 1 and 5,
adopted by the Montgomery County Democratic Central Committee, August 13, 2002

§ 7. Communication to State Party.

The Montgomery County Democratic Central Committee will designate one person to notify the Chairman of the Maryland State Democratic Party of its decisions. The Chairman of the State Party must be notified no later than September 15. In the event that the County Central Committee does not designate a person to notify the State Chairman, the Assistant Secretary shall be responsible for notifying the State Chairman.

Policy on Presidential Electors, § 7,
Adopted by the Montgomery County Democratic Central Committee, June 8, 2004

⁴The text of § 5 of the Policy on Duties of the Assistant Secretary, adopted by the Central Committee, April 13, 1999, is set out above.