

WCDCC ByLaws

BYLAWS OF THE DEMOCRATIC CENTRAL COMMITTEE

OF WORCESTER COUNTY

As Amended June 28, 2003, July 19, 2003

Adopted July 19, 2003, Amended: June 5, 2004, December 3, 2005; December 2, 2006, August 4, 2007; May 2, 2009; November 20, 2009; March 3, 2012; June 9, 2014;

December 6, 2014.

ARTICLE I. NAME AND AUTHORITIES

- The local Democratic Central Committee representing Worcester County shall be known as the Democratic Central Committee of Worcester County (DCCWC).
- The DCCWC shall represent the Maryland Democratic Party within Worcester County and shall perform such functions required by the laws of the State of Maryland, the Charter and Bylaws of the Democratic Party of the United States, the Constitution and Bylaws of the Maryland Democratic Party and the Bylaws of the DCCWC.
- The DCCWC shall promote the interest of the Democratic Party and its' candidates over those of the opposing candidates and political parties.

ARTICLE II. QUALIFICATIONS FOR DCCWC MEMBERS

- No one shall be elected a member of the DCCWC who is not a bona fide resident and registered Democrat of Worcester County.
- The seven (7) members elected to represent the seven (7) Worcester County Commissioner Districts must reside in the district that they are elected to represent.

ARTICLE III. MEMBERSHIP

Section A. Number of Members.

- The DCCWC shall have a membership of eleven (11) elected, and or appointed, members.
- A member shall be defined as a person elected or appointed to one of the 11 positions on the DCCWC. An appointed member shall have all the rights and privileges of an elected member.

Section B. Representation.

One member shall be elected from each of the seven (7) Worcester County Commissioner Districts established by the Worcester County Commissioners in January 2002. The remaining four members shall be elected at large.

Section C. Election Of Members.

- All candidates for election to the DCCWC must appear on the Democratic Primary ballot during the election year of the Maryland Gubernatorial election.
- Should a member resign, a successor shall be chosen according to Article VII of these Bylaws. Should that member be from District 2, a racial minority shall be appointed to fill that vacancy according to Article VII of these bylaws.
- The size and election procedure for electing the members of the DCCWC shall be filed with the Board of Election Supervisors prior to the filing deadline of the primary election.
- In the case of more than one candidate for a particular Worcester County Commissioner District, the candidate with the most votes shall be the declared winner of the position on the DCCWC. In the case of more than four (4) candidates for the 4 vacant at large positions, the four (4) candidates receiving the highest number of votes shall be declared the winners of the four (4) vacant at large positions.

Section D. Limitation.

No member of the DCCWC may hold a Worcester County government elective office, or an appointment to fill an empty Worcester County government elective office.

Section E. Election to Additional Terms.

Members of the DCCWC may stand for election for additional 4-year terms of office on the DCCWC if they choose to do so.

Section F. Removal of Members

Removal of members of the DCCWC is authorized in Article III of the MDP Bylaws. The provisions in Article III are used to establish authority for the DCCWC to remove members for failure to attend regularly scheduled meetings.

ARTICLE IV. OFFICERS

Section A. Officers

The Committee Officers shall be a Chair, Vice-Chair, Secretary and Treasurer.

Section B. Terms of Office.

- Terms of office for the Chair and Vice-Chair shall be two years. Individuals serving as Chair, or Vice-Chair, may serve for one additional consecutive two-year term, provided he/she is nominated and elected.
- Terms of office for the Secretary and Treasurer shall be two years. Individuals serving as Secretary, or Treasurer, may serve for one additional consecutive two-year term, provided he/she is nominated and elected.
- Extension of terms In such case as the needs of the Committee require the election of an officer who is otherwise term limited, the committee by a 2/3s vote of those voting elect an officer for a third term.

Section C. Nominations Of Officers.

The nomination process shall follow the Nominations from the Floor procedure prescribed in the most current edition of Robert's Rules of Order.

ARTICLE V. MEETINGS

Section A. Initial Meeting Following The Gubernatorial Primary Election.

- Within ten (10) days following the Gubernatorial Primary election, the newly elected DCCWC shall meet at a location in Worcester County to be fixed by the chair of the Committee who presided immediately prior to the primary election.
- The purpose of this meeting is to plan and arrange for the election of officers and initiation of Committee efforts.
- At the discretion of a majority of the newly elected DCCWC, elections of officers may be held, provided the agenda for the initial meeting includes consideration to elect officers.

Section B. Meeting For Electing DCCWC Officers.

- Serving officers shall continue in office until elections following the Gubernatorial Primary Election are held. Such elections shall be conducted in accordance with Article V, Section A.
- Following the initial meeting of the Committee that follows the Gubernatorial Primary Election (see Article IV, Section C) election of all officers shall occur within ten (10) days of the initial meeting.
- The newly elected officers shall then organize and conduct any remaining business.
- Committee Chairs may be appointed as deemed necessary at this meeting.
- All DCCWC financial and secretarial records are permanent records and shall be transferred to successors elected to those respective positions at this meeting.

Section C. Number of Meetings Per Year.

The DCCWC shall hold at least six (6) meetings per year.

Section D. Quorum

- Fifty (50%) percent of the DCCWC members present at any regular scheduled, special called, telephonic, or electronic meeting of the DCCWC shall constitute a quorum.
- Should the DCCWC consist of an odd number of members, fifty (50) percent of the DCCWC members would result in a ½ number. In this case, the ½ number shall be rounded to the next whole number to constitute a quorum.

Section E. Meeting Minutes.

- Minutes of all DCCWC meetings shall be kept by the Secretary of the DCCWC, or in the absence of the Secretary, by a member of the DCCWC appointed by the Chair.
- Approved DCCWC minutes of each meeting shall be sent to the Maryland Democratic Party within two (2) weeks of their approval.

Section G. Meetings and Notice of Meetings.

- Three types of meeting may be held by the DCCWC:
 - Regular Scheduled Meetings - A meeting which is normally scheduled well in advance and whose schedule is included in the minutes of each meeting. Members may either attend in person, or participate by telephone.
 - Special Called Meetings – A meeting specially called, normally between regular scheduled meetings for consideration on one single topic. Members may either attend in person, or participate by telephone.
 - Telephone/Electronic Meetings
 - Telephonic – A method to hold either a regular or special called meeting where teleconferencing technology is used.
 - Electronic – A method to hold either a regular or special called meeting where an internet “chat room” within the DCCWC Website is used.

Section I. Proxy Voting.

There shall be no voting by proxy within the DCCWC unless authorized by the DCCWC.

Section J. Governance of Meetings.

- The most current edition of Robert’s Rules of Order shall govern meetings.
- The Chair shall appoint a DCCWC member to serve as Parliamentarian during the four-year term of each standing DCCWC to rule on the application of Robert’s Rules of Order at DCCWC meetings.

ARTICLE VI. ELECTORAL DUTIES

The DCCWC shall perform such duties in the electoral process as are required by law.

ARTICLE VII. DCCWC VACANCY

- In the event of a vacancy in the DCCWC, the said vacancy shall be filled by a majority vote of the remaining members of the DCCWC.
- Any such appointment shall be certified to the State Board of Election and to the State Party Chairman within ten (10) days after filling such vacancy.
- In the event such vacancy is not filled, the DCCWC may by majority vote request the vacancy be filled by the State Party Chairman subject to the approval of the Maryland Democratic Party Executive Committee.

ARTICLE VIII. FILLING VACANT NON-DCCWC OFFICES

- In the event that the DCCWC is required by law, or the Constitution or Bylaws of the Democratic Party of Maryland to fill a vacant elective, or appointed office, the DCCWC shall ensure that reasonable notice is given to the general public stating the fact of the vacancy and the procedure persons must follow in order to be considered as candidates for the vacant office.
- Voting for the purpose of filling vacant elective offices shall be conducted by roll call.

ARTICLE IX. APPOINTED AUXILIARY MEMBERS, GENDER BALANCE MEMBERS, STUDENT MEMBERS AND INTERNS

Section A. Auxiliary Members

- The DCCWC may appoint Auxiliary Members to the DCCWC for the purposes of providing support to the members of the DCCWC. Auxiliary members of the DCCWC shall not be voting members. Each Committee Member may nominate an individual to serve as an Auxiliary Member of the DCCWC and to assist him or her and support DCCWC activities. A majority of the Committee Members present at any regular scheduled, special called, telephonic, or electronic meeting of the DCCWC shall approve nominees.
- Auxiliary Members shall have full participation in Committee Activities except for voting.
- Auxiliary members shall be active registered Democrats in Worcester County.

Section B. Gender Balance Members

- If the 11 Members of the DCCWC are not equally balanced between men and

Women, the DCCWC shall nominate gender balance members for approval by the State

Central Committee. The number nominated will be the number of additional members required to reach gender balance.

- The DCCWC will conduct as full and open process in nominating Gender Balance

Member candidates as required for appointing other DCCWC Members.

- Gender Balance Members are full members of the State Central Committee. Their

Status in the Democratic Central Committee of Worcester County will be as Auxiliaries

At Large. They shall have full participation in Committee Activities except for voting.

- Gender Balance Members shall be active registered Democrats in Worcester County.

Section C. Student Members and Interns

- The DCCWC may appoint Student Members and Interns from high schools and

Universities to work with the DCCWC and its members and to participate in activities of the DCCWC.

- The DCCWC will conduct as full and open process in nominating Student Member

Candidates as required for appointing other DCCWC Members.

3. Student Members and Interns shall have full participation in Committee Activities except for voting.

- Each Student Member or intern shall have a mentor from the membership of the

DCCWC. Mentors shall be the principal point of contact for Student Members and

interns. A Student Member may be either a high school or university student. High school

Students may receive community service credits or academic credit as granted by their

School. University students must be enrolled at the university level or beyond.

- Interns may be paid a stipend and be reimbursed for expenses generated and necessary

For their assignments

ARTICLE X. SUPPORTING ORGANIZATIONS (STANDING COMMITTEES, COMMITTEES, WORKING GROUPS, AND AFFILIATED ORGANIZATIONS)

- The DCCWC shall establish as needed, standing committees, committees, working groups, and establish working relationships with affiliated organizations necessary to carry out the work of the DCCWC.
- The role and responsibilities of standing committees, committees and working groups, and their length of term, shall be prescribed at the time such organizations are established. Members of committees and working groups may be nominated by any member of the DCCWC and approved by a majority of the members of the DCCWC at any regular scheduled, or special called meeting of the DCCWC. Chairs of such organizations shall be appointed by the Chair of the DCWCC with the majority approval of the members of the DCCWC present at any regular scheduled, or special called, meeting of the DCCWC.
- Committees and Working Groups are required to prepare a monthly written report and submit their report to the DCCWC.
- Members of standing committees, committees, and working groups shall be active registered Democrats in Worcester County. Members of such organizations shall not have voting privileges in the conduct of DCCWC business.
- High School students enrolled in a Worcester County High School may be appointed to a Student Membership in the DCCWC if they have not yet registered to vote or if they have registered as a Democrat in Worcester County. Student Members shall not have voting privileges in the conduct of DCCWC business.

ARTICLE XI. OPERATION AND MANAGEMENT OF THE DCCWC

Section A. Policies And Procedures Manual.

- A Policies and Procedures Manual shall exist to incorporate the policies and procedures deemed necessary by the DCCWC for the operation and management of the DCCWC. The Policies and Procedures Manual shall be considered as an extension of these Bylaws.
- Policies and procedures shall be consistent with the Articles of these Bylaws, and the Bylaws of the Maryland Democratic Party and established as specified in the DCCWC Policy and Procedures Manual.
- All DCCWC members, auxiliary members, and standing committee, committee and working group Members shall be bound by properly established policies and procedures.

Section B. Financial Management.

- Fiscal Year – the fiscal year of the DCCWC shall be from October 1 to September 30 of the following year.
- Audit
 - An annual audit shall be conducted in September prior to the end of each fiscal year. The findings of the Audit Committee shall be submitted to the DCCWC at the first meeting of the fiscal year following the audited year.

- Each year an Audit Committee of three shall be appointed by the Chair of the DCCWC. The committee shall consist of one member of the DCCWC and two registered Democrats who are legal residents of Worcester County. The Chair of the Audit Committee shall be one of the two non-DCCWC members who compose the Audit Committee.
 - The Treasurer shall provide all financial records in good order to the Audit Committee and any other information that the Audit Committee deems necessary to conduct their business.
 - The Treasurer shall not serve on the Audit Committee.
- Financial Records
 - The DCCWC shall use full cost accounting to maintain and report their financial standing. Such records shall be kept on file for a period of five years.
 - The Treasurer shall prepare a financial statement on a monthly basis and provide that report to the DCCWC at the end of each month. If the Treasurer fails to provide such a report, the Chair is authorized to secure a statement of the DCCWC bank account derived from the on-line banking service of the DCCWC bank.
 - Budget
 - The DCCWC shall prepare a one and three year budget consistent with the approved one and three year forecasted program plan.
 - Budgets shall be prepared following the October officer elections and shall be considered at the December DCCWC meeting.
 - A Budget and Finance Committee shall be established as a Standing Committee with responsibilities for budget development and all activities associated with building and maintaining the financial base of the DCCWC.
 - Budget approved items requiring expenses may be paid without DCCWC action provided that the Chair, or other DCCWC members, responsible for a particular budget item request reimbursement or presents an invoice for payment to the Treasurer. The Treasurer is authorized to pay such costs.
 - Officers, Chairs, or other DCCWC members responsible for a budget item have the responsibility to stay within budget and:
 - If the member believes that additional funds are needed he/she shall present a request to the DCCWC for consideration prior to going over budget;
 - If the member exceeds the approved budget amount, that member may be required by the DCCWC to pay the costs without reimbursement.
 - Contracts and Agreements
 - No contract or agreement that commits the DCCWC to a financial or policy commitment shall be executed without the authorization and approval of the DCCWC.
 - Both the Chair and the Treasurer of the DCCWC are required to sign contracts or agreements authorized by the DCCWC.

Section C. Program Plan.

- The DCCWC shall prepare a forecasted three-year plan based on the mission statement, goals and objectives of the DCCWC.

- Based on the DCCWC forecasted three-year plan, the DCCWC shall prepare an annual program plan.
- A Planning Committee shall be established as a standing committee with the responsibility for developing the annual and forecasted three-year plan. The Planning Committee shall work in concert with the Budget and Finance Committee to prepare the annual budget and long-range financial forecast.

ARTICLE XII. AMENDMENTS AND ADOPTION

Section A. Amendments.

- These Bylaws may be amended, provided that written notice of proposed amendment(s) be mailed, or e-mailed, to each member of the DCCWC at least ten (10) days prior to any regular scheduled, or special called, meeting of the DCCWC at which the proposed amendment(s) is/are to be acted upon.
- These Bylaws may be amended, as prescribed in this section, by a two-thirds votes of the elected members present at any regular scheduled, or special called, meeting of the DCCWC.
- Any amendments made to these Bylaws shall be filed with the State Board of Elections within ten (10) days after adoption.

Section B. Adoption.

These Bylaws shall become effective immediately following their adoption by the DCCWC.

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