

Baltimore County Democratic State Central Committee Bylaws
(Last amended April, 22 2014)

Article I

Name

Section 1. The name of the organization shall be the **Baltimore County Democratic State Central Committee**, hereinafter sometimes referred to as "BCDSCC" or "Committee."

Article II

Objective

Section 1. 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 Baltimore County, Maryland. It shall be the responsibility of this organization to promote and support political campaigns in Baltimore County, Maryland for the nominees of the Democratic Party and to act as the official spokesperson for the Democratic Party in this County on questions of public policy.

Article III

Authority

Section 1. The Committee is established as a subsidiary of the Maryland State 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 Bylaws of the Maryland Democratic Party, and the Democratic Party of the United States.

Section 2. The Committee shall have the authority to raise funds as needed for the implementation of the budget approved by the Committee.

Article IV

Responsibility

Section 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 act in accordance with the rules

established by the Maryland Democratic Party and this Committee.

Section 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.

Section 3. It is the responsibility of each Member of the Committee to attend a majority of the Regular (at least 6 per year) and 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.

Section 4. Responsibilities of the Members of the Committee include, but are not limited to: fundraising, staffing party booths/events, organizing precincts, participating in canvassing operations and voter registration drives, and actively participating in all the activities of the Maryland Democratic Party and this Committee to elect Democrats.

Article V

Membership

Section 1. Members: The Members of the Baltimore County Democratic State Central Committee shall be elected in the number and manner prescribed by the Election Laws of the State of Maryland, the Constitutions and the Bylaws of the Democratic Party of the United States and 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.

Section 2. Baltimore County Young Democrats, non-elected, at-large member: The President of the Young Democrats of Baltimore County, or a permanent Designee (as distinguished from a different individual representing and attending each meeting) shall be an At-Large Member of the Committee. The President of the Baltimore County Young Democrats or a permanent designee shall be a registered Democrat and resident of Baltimore County.

Section 3. Gender Balanced At-Large Members: In accordance with requirements of the Democratic National Committee that Democratic State Central Committees be balanced by gender before voting for National Convention delegates after the state's Presidential Primary, county at-large members will be added in the Spring of each Presidential Election year and before the Maryland Presidential Primary. The selection of at-large members for the purpose of gender-balancing the Committee will be done in the manner specified for filling vacancies between elections.

Section 4. Voting: All members, elected and at-large, including the President of the Baltimore County Young Democrats, shall be afforded the same rights and authority as elected members, with the exception that at-large members cannot vote on any vacancy appointments to the

Maryland Legislature or Baltimore County Council nor serve as an officer of the Central Committee.

Article VI

Associate Members

Section 1. Chartered Clubs: The President of each Democratic Club that has been chartered pursuant to Article XIX, or the President's permanent designee, shall be invited to be an Associate Member of this Committee.

Section 2. Other Associate Members: The BCDSCC may elect/appoint, by majority vote, additional Associate Members who have proven to be valuable volunteers to this Committee and who have been nominated by an elected member.

Section 3. Residency: Associate Members shall be a resident of and a registered Democrat in Baltimore County.

Section 4. Voting: Associate Members shall be nonvoting members of the Committee; however, they are entitled to participate in Committee meetings and activities. Associate members are not members of the Democratic State Central Committee of Maryland.

Article VII

Removal of Members

Section 1. Cessation of Residency: 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.

Section 2. Method of Resignation: 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, as may be amended from time to time. The attendance records of the Committee must verify that the Member has failed to meet the attendance standard of Article IV Section 3 of these Bylaws.

Section 3. Petition to Remove: 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, as may be amended from time to time, will be sent to the Chair of the Maryland Democratic Party. Such cause to include:

- a. Malfeasance or misfeasance in office; or
- b. Conviction of a felony; or

- c. Openly supporting or endorsing a candidate for public office of another political party or an independent candidate who is opposed or will be opposed by a Democratic nominee for the same office.

Procedures for removing members are described in Article III, Section 6 of the Maryland Democratic Party Bylaws.

Section 4. Committee Action: As soon as possible after any action by the Committee under Section 1, 2 or 3, of this Article, 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 VIII

Filling of Vacancies on the Committee

Section 1. Existence of Vacancy: A vacancy will exist on the Committee:

- a. If for any reason an elected District Member is removed, or resigns, or cannot complete the term of office as a Member; or
- b. If, in any election, there have been fewer than the number of candidates as prescribed by statute on the ballot for any District.

Section 2. Chair's Duty: 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. An At-Large position vacancy may be filled, where applicable, to comply with State Party requirements.

Section 3. Notice Requirements and Procedure: For any vacancy on the Committee, the vacancy and application process shall be announced as soon as possible using means of public communication, including press release(s) to newspaper(s) of general circulation in the district for which the vacancy is to be filled (or Baltimore County-wide, in the case of any Member-at-Large vacancy), and *via* an emailing to the Committee's email list, and posted, where applicable, on the Committee's website. In addition, Chartered Democratic Clubs in the County will be informed of the vacancy and the application process. The applications shall be reviewed in Executive Session and the address of each applicant verified. Any Member removed for cause or declared to have resigned shall not be considered as a candidate to fill any vacancy that occurs between elections. Each candidate shall be allowed reasonable time to address the Committee at the public meeting prior to the selection vote. A selection from among the eligible candidates shall be made by majority roll call vote, or through signed ballots that shall be publicly read by the secretary or by tellers appointed for the occasion, at a public meeting that must be held within forty-five (45) days from the date of the vacancy.

Section 4. Legislative District Vacancy: For any vacancy occurring within a Legislative District, if there are remaining Committee Members from the District, the remaining Members shall make the selection in the manner prescribed in Section 3, and present their selection at the next regularly scheduled Committee meeting for affirmation by majority vote of those attending. In the absence of a selection by the District Members, the selection shall be referred to the Committee, which will vote in the manner prescribed in Section 3.

Section 5. Compliance for Gender Balance At-Large Openings: For any other vacancy, the Committee shall make the selection in the manner prescribed in Section 3, and where applicable, comply with gender balancing for At-Large Members.

Section 6. Nominations Subcommittee: To assist the Committee in the filling of At-Large Member positions, the Committee shall designate a Nominations Subcommittee to review the applications, verify the address within Baltimore County and District, if applicable, of each applicant, and interview the eligible candidates. The Nominations Subcommittee, prior to the selection vote, will report its findings and recommendations to the Committee at its next public meeting. However, discussion of those findings and restrictions on any of same may first be discussed in executive session, and restricted as to what is thereafter disclosed in the public meeting. The Committee shall endeavor to make these actions, reasonably open and transparent.

Section 7. Certification of new Member: 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 IX

Filling Vacant Elective/Appointed Public Offices

Section 1. From time to time, the Members of the Committee may be required or empowered by state constitution, statute, county charter, County code, or by the Constitution and Bylaws of the Maryland Democratic Party to fill a vacant public or party elective office, nominate candidates to serve on public boards or commissions, or serve in some other public capacity. In such event, the Committee shall ensure that it acts in an open and transparent manner and may, where applicable, fill such a vacant public office, or where applicable, recommend a nominee to be appointed to fill a vacant public 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 applicable constitution, laws, charters, codes and the Maryland Democratic Party Constitution and Bylaws.

Section 2. The notice concerning the vacancy shall be published in at least one newspaper of general circulation serving the District in which the vacancy occurs and *via* an emailing to the Committee's email list, and posted, where applicable, on the Committee's website. 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. A Nominating Subcommittee shall be appointed to review recommendations, [except where the office is a District office, in which event the representatives from that district shall make the selection(s) for recommendations to the Committee], and where applicable, the report of the Nominating Subcommittee, or the Committee's District representatives, shall be given in executive session, and discussion of those findings and restrictions on any of same may first be discussed in executive session, and reasonably restricted as to what is thereafter disclosed in the public meeting. The Committee shall endeavor to make these actions, reasonably open and transparent.

Section 3. The Committee shall endeavor to comply with the following procedures when filling a vacant elective/public office, except these procedures may be modified when filling a state legislative district or County Council office, as needed to comply with state and/or county legislation: The Committee shall notify the public of the vacancy and its intention to fulfill its responsibilities by notice in the Committee's communications media and press release to newspapers of general circulation in the applicable jurisdiction.

- a. The notice shall include the Committee's intent to meet and act, the time and place of the meeting, the process for filling the position, and the manner in which interested candidates may apply to be considered.
- b. The notice shall be given at least two weeks prior to the deadline for application, unless otherwise required by law.
- c. The Committee may require the application form to include such biographical information as it considers necessary to make an informed selection, and shall provide copies of the applications to all voting members at least 24 hours prior to the meeting at which the selection will be made.
- d. The Committee's process will provide *bona fide* candidates an opportunity to be heard and interviewed by the committee's Nominating Subcommittee (or where applicable, the Committee's District members), and thereafter by the Committee in a public meeting. It shall also provide for the vote on the selection(s) to be taken in public by roll call of those members entitled to vote, or through signed ballots that shall be publicly read by the secretary or by tellers appointed for the occasion.
- e. While the Committee is expected to conduct an open process, nothing in this section or these Bylaws shall prohibit the Committee from conducting a closed session for the purpose of discussing the candidates and the selection(s), provided that no votes on the selection shall be taken in closed session.
- f. The Committee shall require, and the applicant shall file, a statement, under oath or affirmation, that to the best of their knowledge, information and belief, they represent to the Committee that the applicant has been forthright and candid in all representations to the Committee, and that the applicant meets all of the requirements prescribed by law, the

Maryland State Democratic Party, and the Baltimore County Democratic State Central Committee.

Article X

Officers

Section 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.

Section 2. The Chair shall preside at all meetings of the Central Committee, preserve order during the deliberations, appoint subcommittees with the consent of the Committee and serve as ex-officio member of such subcommittees and sign appropriate documents in connection with the work of the Committee. In addition, the Chair shall have other powers and duties as may be granted to the Chair from time to time by resolution of the Committee and 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.

Section 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 Chair whenever necessary.

Section 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 subject to financial review 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 financial review 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 Treasurer as determined by the Committee and approved by the Maryland Democratic Party.

Section 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 IV Section 3 of these Bylaws. The duties of the Secretary may be shared with a Deputy Secretary as determined by the Committee.

Section 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 selected by the Chair, shall be designated by the Committee to represent this Committee as Members of the Executive Committee of the Maryland Democratic Party.

Article XI

Election of Officers

Section 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.

Section 2. Immediately following the primary election at which the Members of the Committee are elected, the outgoing chair, or 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 elected Members for the officer positions established by the Committee. The elections to the officer positions by majority vote will be at the next meeting of the Committee, to be held within one month after the organization and nomination meeting.

Section 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 one month later. The new officers will assume their duties immediately upon being elected.

Section 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) newly 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 XII

Removal of Officers

Section 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.

Section 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.

Section 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.

Section 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 XIII

Meetings

Section 1. The Committee shall hold at least six (6) 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. Pursuant to Article X, Section 7 of the Maryland Democratic Party Bylaws, a quorum of this Committee shall be 50 percent of its members. Voting shall be in person on all matters.

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

Section 3. All meetings of the Committee shall be open to the public. The Committee may vote to enter an executive session to discuss qualifications of persons to be recommended for appointment to any position for which the Committee is making a selection or recommendation; however, voting on such selections or recommendations shall be done in public and outside of the executive session.

Section 4. Notice of the time and place of any meeting of the Committee, together with the proposed agenda, shall be sent 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.

Article XIV – Executive Committee

Section 1. The Executive Committee shall consist of the officers of the Committee and the chair of each standing subcommittee established by the Committee.

Section 2. The Executive 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 Executive Committee may be asked to consider.

Section 3. At the discretion of the Chair, any Member may participate in any meeting of the Executive Committee.

Article XV **Other Subcommittees**

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

Section 2. The following shall be permanent standing subcommittees for the purpose of carrying out the work of the BCDSCC: Fundraising, Partybuilding, Fairs and Festivals, Communications, Office.

Section 3. The following shall be *ad-hoc* subcommittees: Nominations Subcommittee and the Financial Review Subcommittee. The Nominations Subcommittee shall be created, structured and carry-out its functions in accordance with Article VIII, Section 6.

Section 4. The Chair shall name the membership and will designate the Chair of any subcommittee except the Nominations Subcommittee, subject to the approval of the Committee. Membership of subcommittees other than a Nominations Subcommittee need not be restricted to Committee Members.

Article XVI **Financial Management**

Section 1. Fiscal Year – the fiscal year of the BCDSCC shall be the same as the calendar year.

Section 2. Financial Review:

- a. A biennial financial review shall be conducted in Spring prior to the election of new officers. The findings of the Financial Review Subcommittee shall be submitted to the Committee at the first meeting of the new officers' term.
- b. A Financial Review Subcommittee of three shall be appointed by the Chair of the Committee. The subcommittee shall consist of one member of the Committee and two registered Democrats who are legal residents of Baltimore County. The Chair of the Financial Review Subcommittee shall be one of the two non-Committee members who compose the Financial Review Subcommittee.
- c. The Treasurer shall provide all financial records in good order to the Financial Review Committee and any other information that the subcommittee deems necessary to conduct their business.

d. The Treasurer shall not serve on the Financial Review Subcommittee.

Section 3. Financial Records

- a. The Treasurer shall maintain the general ledger and report financial statements. Such records shall be kept on file for a period of five years
- b. The Treasurer shall prepare a financial statement on a monthly basis and provide that report to the Committee at each monthly meeting. In addition to the Treasurer, the Chair shall have access to the online banking account of the Committee.

Section 4. Budget

- a. The BCDSCC shall prepare a budget consistent with the Strategic Plan.
- b. Budgets shall be prepared following the officer elections.
- c. Approved budgetary items requiring disbursements may be paid without further action from the Committee, provided the Chair or other Committee member requesting reimbursement submit a check request to the Treasurer along with a receipt and/or invoice for the requested amount. The Treasurer is then authorized to process the request.
- d. Officers, Chairs, or other Committee members responsible for a budget item have the responsibility to stay within budget and:
 - i. If the member believes that additional funds are needed he/she shall present a request to the Committee for consideration prior to going over budget;
 - ii. If the member exceeds the approved budget amount, that member may be required by the Committee to pay the costs without reimbursement.

Section 5. Contracts and Agreements

- a. No contract or agreement that commits the Committee to a financial or policy commitment shall be executed without the authorization and approval of the Committee.
- b. Both the Chair and the Treasurer of the Committee are required to sign contracts or agreements authorized by the Committee.

Article XVII

Strategic Action Plans

Section 1. In January following a general election, the Committee shall prepare a two-year strategic action plan based on the mission statement, goals and objectives of the Committee, as required by Article X Section 2 of the Bylaws of the Maryland Democratic Party.

Section 2. The chair of each standing subcommittee is responsible for preparing a two-year action plan for their subcommittee, in consultation with subcommittee members. The subcommittee chairs shall work in concert with the Financial Review Subcommittee to prepare the budget. The subcommittee chairs will then present their action plans for approval of the Committee for inclusion in the BCDSCL Strategic Action Plan.

Section 3. The Chair will submit the two-year plan to the Maryland Democratic Party by the deadline specified.

Article XVIII

Headquarters

Section 1. The Committee shall, when practical and financially feasible, 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 Baltimore County Democratic Party.

Section 2. Staff: The Committee may employ an executive secretary and or such other staff as the Committee shall deem necessary, and who shall perform such duties as are assigned to her/him.

Article XIX

Chartering Clubs

Section 1. In order to enhance ties with local Democratic clubs and foster the growth of the Democratic Party growth around the county, the BCDSCC shall consider applications to charter Democratic Clubs that meet the following criteria:

- a. Hold their meetings in Baltimore County
- b. Support the growth of the Democratic Party in Baltimore County and support Democratic Candidates for elected office.

Section 2. The BCDSCC can revoke or refuse to charter any club that has supported, or whose officers have supported, non-Democratic Party candidates in the previous or current general elections, or which don't meet the criteria above.

Section 3. Charters will be renewed every two years in January after the General Election, upon application by the Democratic Club to the BCDSCC

Article XX

Policy Guidelines Handbook

The Executive Committee may adopt a Policy Guidelines Handbook (“PGH”), and from time to time, amendments, corrections, deletions and other changes thereto. The terms contained in the PGH shall, when in conflict with the terms of these Bylaws, be subordinate thereto, and always considered as “guidelines” only.

Article XXI

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 Bylaws of the Maryland Democratic Party, or the Bylaws of the Committee.

Article XXII

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 April 22, 2014.



Margie Brassil, Chair



Margaret Forté, Secretary