

Baltimore County Democratic State Central Committee Policy Guidelines Handbook

[Adopted by the Executive Committee on May __, 2014]

The Secretary will maintain a current and correct compilation of the governing documents of the Baltimore County Democratic State Central Committee (sometimes referred to in this publication as the “BCDSCC,” or the “Committee”) including its Constitution (if any), Bylaws, minutes of meetings (and accompanying referenced materials such as Treasurer’s reports), applicable correspondence, and this, the Policy Guidelines Handbook (“PGH” or “Handbook”) of the Committee. Unless specified otherwise, with the Committee’s consent, any one or more of such documents may be posted to the Committee’s website.

*Article XX of the Bylaws of the
Baltimore County Democratic State Central Committee*

Conventions applied to this Handbook:

Whenever used herein, unless the context is specifically to the contrary, the word “Committee” with a “capital letter “C”, or “BCDSCC” or “Baltimore County Democratic State Central Committee” shall mean the Baltimore County Democratic State Central Committee.

The Executive Director/Office Manager, in conjunction with any “Bylaws/Handbook Subcommittee” or any Office Committee shall endeavor to maintain and update this PGH and, when reasonable, to note the citations of authority substantiating the verbiage in this PGH, and the reasons for any changes that are made herein.

Maryland Election Law Governing Political Parties

§ 4-203 (2014) Composition of local central committees of principal political parties -- Generally

(a) Election of members of county central committee. --

(1) A principal political party shall elect the members of the county central committee at a primary election.

(2) Except as otherwise provided in this section or § 4-203 of this subtitle, the central committee for a county shall consist of the number of members determined by the party's constitution.

(b) Selection of chairman. --

(1) Except as provided in paragraph (2) of this subsection, the party central committee for each county shall select the chairman of that county's party central committee.

(2) In Baltimore County, the Chairman of the Republican Party Central Committee shall be elected by the members of the central committee from among its members and in accordance with its bylaws.

(c) Residency of members. –

(1) An individual elected to serve as a member of a party central committee shall be a resident of the county in which that central committee is located.

(2) (i) An individual elected from a county who ceases to reside in that county shall be considered to have resigned and may not continue to serve on the central committee.

(ii) An individual elected from a specific legislative district who ceases to reside in that district shall be considered to have resigned and may not continue to serve on the central committee.

(d) Residency of member selected to fill vacancy. --

(1) (i) An individual selected to fill a vacancy in a party central committee shall be a resident of the county in which that central committee is located.

(ii) An individual selected to fill a vacancy of a member elected from a specific legislative district in a party central committee shall be a resident of that legislative district.

(2) Upon relinquishing residency in the county or legislative district in which a member of a party central committee was selected to fill a vacancy, the member shall be considered to have resigned.

(e) Filling of vacancies --

(1) Except as provided in paragraph (2) of this subsection, a vacancy in the party central committee for a county, or for a legislative district of Baltimore City, Anne Arundel County, or Baltimore County, shall be filled by the remaining members of the committee elected from that county or legislative district.

(2) If a political party does not have county central committees or central committees for legislative districts, vacancies shall be filled in accordance with party rules.

(f) Tenure of members.--

(1) Except as provided in paragraph (2) of this subsection, the tenure in office of a member of the central committee of any political party shall:

(i) begin at the time the results of that election are certified; and

(ii) continue to the extent of any extension in time between primary elections by reason of any change in the date of holding primary elections by a political party in the State.

(2) The tenure in office of a member of the Republican Party Central Committee shall begin on the 14th day following the gubernatorial general election.

(3) For purposes of this subsection, upon relinquishing residency in the county, a member of a party central committee shall be considered to have resigned.

HISTORY: An. Code 1957, art. 33, § 4-202; 2002, ch. 291, §§ 2, 4; 2006, ch. 570; 2008, ch. 529; 2010, ch. 443; 2012, ch. 16.

§ 4-203(c) (2014) *Composition of Central Committees -- Local provisions*

Baltimore County. --

(2) For the Baltimore County Democratic Party Central Committee:

(i) twenty members, five from each district, shall be elected from legislative districts 6, 8, 10, and 11, each district being located wholly within Baltimore County;

(ii) four members shall be elected from legislative district 44B that is located wholly in Baltimore County;

(iii) four members shall be elected from that part of legislative district 7 that is located in Baltimore County;

(iv) four members shall be elected from that part of legislative district 12 that is located in Baltimore County; and

(v) five members, of which two members shall be from delegate district 42A and three members shall be from delegate district 42B, shall be elected from legislative district 42 that is located wholly in Baltimore County.

(3) Only individuals affiliated with the Democratic Party and who are registered to vote in Baltimore County may vote for the election of members to the Baltimore County Democratic Party Central Committee under this section.

(4) The number of Democratic Party Central Committee members to be elected from each legislative district, or portion of legislative district, in Baltimore County shall be determined upon completion of each legislative districting.

Diversity

The Committee shall endeavor to encourage participation by all Democrats in our diverse communities in all party affairs. Filling At-Large openings for gender balancing shall be done following state party requirements.

Financial Review Committee

[From BCDSCC Bylaws, Article XVI]

1. 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.
2. 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.
3. 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.

Board of Elections

Filling Seats on the Baltimore County Board of Elections

Applicable Maryland Election Law Code, Section 2-201§ 2-201 (June 1, 2015):

(g) Appointment Process

(1) The Governor shall request the county central committee representing the majority party or the principal minority party, as appropriate, to submit a list of at least four eligible individuals from which the Governor may make an appointment of a regular member or a substitute member of the local board.

(2) The Governor may reject all of the nominees if the Governor determines them to be unfit or incompetent, in which case the Governor shall notify the State Board in writing and request an additional list of at least four eligible nominees from the county central committee. A third list

maybe requested in the same manner.

(3) If a list containing the names of four eligible nominees is not submitted within 20 days of a request or if all the nominees on three lists are rejected, the Governor may appoint any eligible person who is a member of the appropriate political party.

(4)

- i. . . . each appointment shall be subject to confirmation by the Senate of Maryland.
- ii. [Applies to Caroline, Dorchester and Kent Counties only]
- iii. If an appointee is rejected, the Governor shall make another appointment from the list or lists submitted under paragraphs (1) and (2) of this subsection. If a list is not provided, or the nominees on three lists are rejected, the

(h) Filling of vacancies --

(1) Except as provided in subsections (j), (k), and (l) of this section, if a member of a local board dies, resigns, is removed, or becomes ineligible:

- (i) the substitute member belonging to the same political party shall become a regular member of the local board; and
- (ii) the Governor shall appoint an eligible person from the same political party to be the new substitute member.

BCDSCC Procedures

Upon receiving the Governor's request for nominees, the Chair shall ensure that the process set forth in BCDSCC Bylaws, Article IX are followed and, if necessary, call an emergency meeting to enable a vote on the nominees in a timely manner

Communications with State and County Board of Elections

1. Promptly after the election of any of the officers of the Central Committee (as defined by Article X of the Committee's Bylaws), the Secretary shall notify the State Board of Elections of the name, position, and address of that officer, as required by § 13-207 of the Maryland Election Code, and provide the same information to the Maryland Democratic Party and to the Baltimore County Board of Elections
2. Promptly after the election of any voting member to the Central Committee (other than during the gubernatorial primary), the Secretary shall notify the State Board of Elections, the Maryland Democratic Party, and the Baltimore County Board of Elections of the name, seat, and address of that member

Calendar

The Secretary shall ensure that a calendar of State Party, BCDSCC and other local political events be maintained and publicized on website and in the office.

Candidate Vacancies

Section 1. No Democrat files for a particular office (other than Governor and Lt. Governor)

See current Maryland Annotated Code, Elections Law, Article 5, Section 9.

(a) In general. -- This section does not apply to vacancy in nomination in the office of a Governor and Lieutenant Governor unit.

(b) Scope. -- This section applies to a vacancy in candidacy for a primary election that occurs because no candidate for the political party files a certificate of candidacy for the election.

(c) How filled -- Offices covering more than one county. --

(1) Except for a vacancy in candidacy for the election of a member of the Senate of Maryland or the House of Delegates as provided in paragraph (2) of this subsection, the vacancy in candidacy for a political party that is entitled to have a candidate on the ballot for an office elected by the voters of more than one county shall be filled by the State central committee or governing body of that political party.

(2) (i) In a State legislative district or a State delegate district comprising more than one county, a vacancy in candidacy for a political party that is entitled to have a candidate on the ballot shall be filled by a vote of the central committee in the counties in the district.

(ii) In filling the vacancy in candidacy under subparagraph (i) of this paragraph, the central committee of each county where the vacancy occurs shall cast a vote proportionate to its share of the population of the district as reported in the most recent decennial census of the United States.

(iii) If no person receives a majority of the votes cast under subparagraph (ii) of this paragraph, or if there is a tie vote by the central committees, the vacancy in candidacy shall be filled by the State central committee of the political party.

(d) Other offices. -- For any public or party office not described in subsection (c) of this section,

a vacancy in candidacy under this section shall be filled by the central committee of the political party in the county in which the office is located.

(e) Certificate of designation required from central committee. -- A central committee authorized to fill a vacancy in candidacy for an office under this section shall file a certificate of designation of candidacy with the appropriate board designated to receive the certificate of candidacy for that office 5 days after the filing date provided in § 5-303 of this title.

(f) Certificates of candidacy required of nominee to fill vacancy. -- The individual designated by a central committee under subsection (e) of this section to fill a vacancy shall file a certificate of candidacy in accordance with Subtitle 3 of this title with the appropriate board by the date specified for the applicable central committee to file a certificate of designation under subsection (e) of this section.

Section 2 Candidate for Governor or Lt Governor dies, withdraws or is disqualified

See Maryland Annotated Elections Law, Section 5-902.

Section 3 Nominee for Lt. Governor dies, withdraws, or is disqualified after filing but before the Primary

See Maryland Election Law Article 5, Section 903

Section 4 Filling Candidate Vacancies after a Primary Election

See Maryland Election Law Article 5, Section 1004. Local offices and districts entirely within one county

(a) In general. -- A vacancy in nomination for an office that is entirely in one county shall be filled by:

(1) a central committee in that county as provided in this section; or

(2) a State central committee for a nonprincipal political party that does not have a local central committee.

(b) Time for filling. -- If a nominee for an office that is entirely in one county dies, declines the nomination, becomes disqualified, or gains a tie vote with another candidate in a primary election, the vacancy in nomination shall be filled by the later of:

(1) the 40th day before the general election; or

(2) the fifth day following the death, declination, or disqualification of the nominee.

(c) How filled --

(1) The vacancy shall be filled by the central committee of the same political party as the individual vacating the nomination.

(2) If the office is to be voted on by the voters of the entire county, the vacancy shall be filled by the central committee of that county.

(3) If the office is voted on only by the voters of one legislative district and the central committee is elected by legislative district, the vacancy shall be filled by the members of the central committee of that legislative district.

(4) If the office is for Representative in Congress and is a district that is wholly within one county, the vacancy shall be filled by the central committee for that county.

(5) By the deadline prescribed in subsection (b) of this section:

(i) the applicable central committee shall file a certificate of designation with the applicable board; and

(ii) the successor nominee designated by the applicable central committee under subparagraph (i) of this paragraph shall file a certificate of candidacy with the applicable board.

(d) Tie votes. -- If the vacancy results because of a tie vote between two or more candidates, the nominee selected by the central committee under this section shall be one of those candidates.

Section 5 BCDSCC Policy on Filling Candidate Vacancies after the Filing Deadline or after the Primary Election

Purpose

Sections 5-901 (after the filing deadline) and 5-1004 (after the Primary) of the Maryland Election Law Code provide that if there were no Democratic candidate for certain offices that appear on election ballots within Baltimore County, the Baltimore County Democratic State Central Committee may designate the Democratic nominee. The following policy will govern the participation of the Committee in such situations.

Covered Offices

This policy covers the following offices:

- a) each seat in the U.S. House of Representatives representing a district that is *entirely* within Baltimore County;
- b) each seat in the Maryland Senate representing a district that is *entirely* within Baltimore County;
- c) each seat in the Maryland House of Delegates representing a district that is *entirely* within Baltimore County;
- d) each seat on the Baltimore County Council;
- e) Baltimore County Executive;
- f) Baltimore County State's Attorney;
- g) Baltimore County Sheriff;
- h) Baltimore County Clerk of the Court; and
- i) Baltimore County Register of Wills.

The Central Committee should monitor candidate filings to ensure that there is a Democratic candidate for every partisan office.

If no candidate files for an office, the Central Committee should be prepared to circulate notice to office holders, activists and other Democrats to seek appropriate candidates.

The Central Committee must certify and submit candidates to fill ballot vacancies by the deadline in state law, see Maryland Election Law Sections 5-901 and 5-1004.

Section 6 Call of the Central Committee

If (between the deadline for filing for office and the General Election) any of the positions listed in § 5(b) of this Policy do not have a Democratic candidate, the Chair of the Committee shall promptly call a meeting of the Committee for the purpose of designating the Democratic nominee for the position. The meeting shall be held no later than the applicable deadlines specified in § 4 of this Policy.

Section 7 Meeting Date

- (a) If, upon the deadline for filing certificates of candidacy, no Democrat has filed as a candidate for an office specified in § 2 of this Policy, the Committee may, at the discretion of the Chair immediately meet to designate the Democratic nominee no later than three (3) days after the filing deadline
- (b) If there is a tie between the two or more of the candidates receiving the most votes in the Primary Election for an office specified in § 4 of this Policy, the Committee shall meet to designate the Democratic nominee, no later than 40 days before the General Election.
- (c) If the Democratic nominee for an office specified in § 2 of this Policy
 - dies,
 - declines the nomination, or
 - is disqualified,

the Committee shall meet to designate the Democratic nominee, no later than the later of

- (1) forty days before the General Election; or
- (2) the fourth day after the death, declination, or disqualification of the nominee.

(d) In the case of meetings held in accordance with §§ 4(a) or 4(c) of this Policy, the public announcements will indicate the deadline and address for applying to fill the vacancy.

Section 8 Notification of the Board of Elections.

The Chair of the Committee (or such other person as the Committee shall designate) will see to it that a Certificate of Designation is filed in a timely manner with the Board of Elections indicating the person that the Committee has designated as the Democratic nominee. All processes (including, but not limited to notice of the vacancy) regarding the designation of a person to fill the vacancy shall be subject to change at the discretion of the Chair in the event that timing is a major consideration.

Section 9 Reference to Bylaws

The Committee shall look to its Bylaws, the Constitution and Bylaws of the Maryland Democratic Party, and applicable state and local law to verify that all the above procedures comply with the requirements. The Chair is advised to seek legal counsel and counsel from the Maryland Democratic Party when such an occasion arises.

Officers of the Central Committee

See Maryland Election Law, Article 13 for detailed requirements.

Chair and Treasurer - Important Notes:

- 1) There must be a Chair and Treasurer whose residence addresses are filed with the Board of Elections, otherwise it is unlawful for the Committee to receive or spend money.
- 2) The Board of Elections will not accept the resignation of the Chair or Treasurer unless a replacement officer has been appointed and filed with the Board.
- 3) The Treasurer and Chair must file campaign finance reports with the State Board of Elections according to the prescribed schedule.

- 4) The Treasurer and Chair are personally liable for all funds, and for any late fees or penalties.
- 5) No registered lobbyist or someone who acts as a lobbyist as defined by Maryland law is allowed to be an officer of the Committee.

Chair

. . . the party central committee for each county shall select the chairman of that county's party central committee.

Maryland Election Code, section 4-202(b)(1) (2002 ed.)

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 officers, 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.)

The chairman and the treasurer of any central committee . . . shall file the report or statement of contributions and expenditures as prescribed in accordance with § 13-402 of this subtitle with the State Board at each of the times and for the respective periods specified in subsection (a)(1), (2), and (3) of this section and, in a year in which a general election is not held, on the anniversary of the date of the last general election.

Maryland Election Code, § 13-401(d)(1) (2002 ed.)

Duties of the Chair

- The Chair shall preside at all meetings of the 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.

BCDSCC Bylaws

- Emergency or special meetings of the Central Committee may be called by the Chair or a majority of the Committee.

BCDSCC Bylaws

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

BCDSCC Bylaws

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

BCDSCC Bylaws

Treasurer

Maryland Election Law, Article 13 governs all financial activities. Both the Treasurer and Chair should be familiar with this Article.

In addition, both the Treasurer and Chair must familiarize themselves with the State Board of Elections campaign finance procedures.

Important Notes:

1. Neither the Treasurer, Chair, nor Subcommittee Chairs may make any expenditures without prior approval by the Central Committee. Subcommittee Chairs should request approval of budgets for authorized activities.
2. All expenditures must be made by check. The Committee is not allowed to have a credit card.
3. Invoices are required for all Committee expenditures.
4. To be reimbursed for an authorized expenditure, the person being reimbursed must supply a receipt with the address of the vendor and the address of the person being reimbursed clearly written on the receipt.
5. All signs, literature, letters, and campaign items paid for by the Committee must have the prescribed authority line, which includes the Treasurer's name.

Secretary

- 1) Shall have charge of all records of the Committee and shall perform other duties as may

be directed by the Central Committee. All records shall be maintained at the permanent office of the Committee (when it exists).

- 2) Keep the minutes of meetings of the Committee and as promptly as possible mail same to each member of the Committee.
- 3) Ensure that copies of meeting minutes are filed with the Maryland Democratic Party
- 4) Maintain a record of all printed materials that bear the Committee's authority line (brochures, programs, fundraising material, etc.)
- 5) Email reminders of upcoming meetings and events to Committee members
- 6) Make sure all new members receive a copy of the Member Information packet, either before or after they are elected to the CC.
- 7) Shall notify the State Board of Elections of the name, position, and address of that officer, as required by § 13-207 of the Maryland Election Code, and provide the same information to the Maryland Democratic Party and to the Baltimore County Board of Elections
- 8) Promptly after the election of any voting member to the Central Committee (other than during the gubernatorial primary), the Secretary shall notify the State Board of Elections, the Maryland Democratic Party, and the Baltimore County Board of Elections of the name, seat, and address of that member

Chartered Democratic Clubs

Any Democratic Club in Baltimore County shall have the option of participating in the chartering process. It is not a mandatory policy (see Article XIX of the BCDSCC Bylaws).

Any Democratic Club electing not to participate in the chartering process is encouraged to register with the Maryland Democratic Party.

BCDSCC Bylaws Article XIX:

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.

Chartering Process

Section 1 Application for Charter

The club applying for a Charter shall submit to the Secretary of the BCDSCC the following information (and provide notice of any changes thereto):

- (1) Name and Address of Club
- (2) Election district(s) covered by Club:
 - Congressional
 - Legislative
 - Local (council, school board, etc.)
 - Election (ward, precinct)
- (3) Meeting date
- (4) Meeting location
- (5) Annual events
- (6) Date of officer elections
- (7) Name, address, telephone numbers for:
 - President
 - Vice-president
 - Secretary
 - Treasurer
 - Other Officers
- (8) Name and Contact information for the President or President's permanent designee who will represent the Club at Committee meetings
- (9) Website and official email (or other relevant social media contacts)

Section 2 Approval

Executive Committee will review all proposed charters before they are submitted to the full Committee for approval. If the Committee, in its judgment, determines that a particular club and/or its officers have endorsed or supported non-Democratic Party candidates for office (as specified in BCDCC Bylaws Article XIX, Section 2), it may refuse to grant such a charter.

Section 3 Revocation

The BCDSCC may revoke a club's charter upon a finding that the club and/or its officers are not conforming to the requirements for being a chartered club, or are acting in a manner offensive to

the principals of the Democratic Party. Before the Committee revokes the charter of a Club, the Club must be given at least twenty days notice of the meeting and the right to state its case before the Committee.

Section 4 Renewals

(1) The Secretary (in consultation with the members of the Committee) will draft a charter renewal form and mail it to the current address (on file with the Committee) of each Democratic Club, following the General Election every two years.

(2) The charter of any currently chartered club that files its renewal form by February 1, will be automatically renewed.

(3) If an organization does not file its renewal form by February 1, the organization's charter will automatically become inactive and the organization will not be entitled to the benefits provided in Section 5 of this policy.

(4) The Secretary will send a second copy of the charter renewal form to any organization that failed to file the form by February 1. If an organization files the form with the Central Committee within 6 months of the February 1 deadline, the organization's charter will be automatically reinstated and the organization will be entitled to the benefits provided in Section 5.

(5) If a club fails to file a renewal form with the Central Committee by July 1, the club will have to go through the same process as new organizations to get its charter reinstated.

Section 5 Benefits to Chartered Clubs

Upon approval of a club's charter, it shall be entitled to the following services from the BCDSCC, as well as such other services as may become available from time to time:

- a. Associate membership on the BCDSCC (see Bylaws Article VI)
- b. May use the County Party headquarters, when available, at no cost for meetings
- c. May have literature displayed in the Democratic Party booth at all events
- d. Club events may be included in the schedule of events in the Central Committee's bulk emails and on the Central Committee events Calendar.
- e. Access to any training materials, guides, or other partybuilding help as may be available from the Maryland Democratic Party or the BCDSCC
- f. Access, through the Maryland Democratic Party, to the Party's legal counsel on party matters (at cost, if any)
- g. Access, to BCDSCC officers and staff for assistance and counsel
- h. Access to Vote Builder for party building purposes
- i. A website link or page on the BCDSCC's website
- f. The use of the byline: "an officially chartered club of the Maryland Democratic Party"

Section 6 Responsibilities of the Chartered Club

- (1) Keep the Secretary of the BCDSCC informed of any change of information required in Section 1.
- (2) Inform the website manager of any calendar events, including monthly meetings, fundraisers, etc.
- (3) Ensure that the Club is represented at meetings of the BCDSCC.

Section 7 Reports to the Maryland Democratic Party

By March 1 of each year, the Secretary will provide the Maryland State Democratic Central Committee with a list of all organizations currently chartered by the Committee (including a mailing address for each organization). In the event that the county charter of an organization also currently chartered by the state is revoked or is not renewed, the Secretary will notify the State Central Committee and request (on behalf of the Committee) that the organization's state charter be withdrawn or suspended.

Democratic National Convention Delegate Selection Process

Section 1 Qualifications to be a Delegate

An individual can qualify as a candidate for the Democratic National Convention delegate or alternate position and run in Democratic Primary by:

- a) filing a statement of candidacy,
- b) designating your presidential preference and
- c) signing a pledge of support for the Presidential candidate.

These materials must be filed with the Maryland State Board of Elections.

Section 2 Process

The State Party Chair shares the list of filed delegate candidates with the Presidential campaigns. The Presidential campaigns may approve a number of names that is the same as – or greater than -- the number of delegate positions. To improve the chances of being on this approved list, a delegate candidate should also contact the Presidential campaign of your choice.

The top vote getters for the Presidential candidates are entitled to delegates (if the Presidential candidate garners more than 15%). So, if Presidential candidate A is entitled to 2 delegates and candidate B is entitled to one delegate, the top 2 vote getters for candidate A win and the top one voter getter for candidate B wins, even if the top vote getter for candidate B has less votes than the third vote getter for Candidate A.

Subcommittees

The Committee may make such permanent or ad hoc subcommittees as it shall deem appropriate; and each shall be described below and prepare a summary of what it is to do and a handbook for its operations as contained herein.

Standing

Communications
Fairs and Festivals
Fundraising
Partybuilding

Ad Hoc

Nominations Subcommittee
Financial Review Subcommittee

Communications

The Communications Subcommittee is responsible for publicizing and promoting the Democratic Party's activities, news, elected officials, and candidates. It issues press releases, maintains the party website, manages the email list, and creates publications for distribution.

Duties

- Maintain a master list of county volunteers, interests, and contact information.
- Update the email distribution list, particularly ensuring that elected officials, volunteers, and donors are listed.
- Publish and distribute via email newsletters for elected officials, volunteers, donors, and VIPs.
- Maintain the website calendar.
- Send volunteer opportunity emails to the email during campaign seasons.
- Create a candidate submission form so new candidates can submit their information and be listed on the website during each gubernatorial election.

Website

(1) Purpose. The purpose of the site is to help in partybuilding, be available to Democrats, and to the public at large for purposes set forth below

(2) Types of information. The BCDSCC website will include (but is not limited to):

- schedules of Baltimore County-related political and cultural events
- lists of (and links to the homepages of) Democratic elected officials who represent all or

part of Baltimore County

- links to the homepages of the Democratic National Committee, Maryland State Democratic Party and Democratic Clubs chartered by the BCDSCC
- links to the homepages of government agencies in Baltimore County
- BCDSCC press releases, Bylaws, and other publications consistent with the purpose of the Website
- profiles/interviews of elected officials who currently represent all or part of Baltimore County (provided that these will be removed from the website during the six-month period preceding a Democratic primary election in which the official is a contested candidate)
- volunteer sign-up pages
- donations page.
- Name and photographs listed by district (or at large positions) of the members of the Committee
- If the Executive Committee so consents, this Policy Guidelines Handbook.

Fairs and Festivals Subcommittee

Mission

The Festivals and Fairs Subcommittee is responsible for increasing the Democratic Party's visibility and effectiveness at festivals and fairs throughout Baltimore County. Specific tasks include coordinating with Democratic Clubs and festival/fair sponsors; volunteer recruitment and management; maintaining and delivering festival/fair equipment; and ensuring adequate materials and supplies for the booths.

Responsibilities

- Work with the Democratic Clubs, to ensure that the Democratic Party has a presence at all fairs and festivals in Baltimore County.
- The Chair of the Festivals and Fairs Subcommittee shall provide an ongoing calendar of events where the Committee is to participate and this calendar will be displayed on the Committee's website.
- Build relationships with local Democratic Club leaders to learn of any new events for which support from the Baltimore County Democratic Party would be needed.
- Coordinate the booths at the Maryland State Fair and the Baltimore County African American Cultural Festival. Look into expanding our visibility at the Latino Festival and any other important venues in Baltimore County.
- Provide promotional items (such as balloons, candy, pens/pencils) emblazoned with "Baltimore County Democrats" where needed.

- Reach out to the Democratic elected officials of the area requesting promotional items such as bumper stickers, lapel stickers, t-shirts, etc.
- In a gubernatorial election year, after the Democratic Primary in June, reach out to Democratic Candidates running in the districts in which a festival is occurring for promotional items.
- The committee will report on its progress every four months: September, January, and April.
- Prepare the following information for presentation to the Committee, when the Central Committee be primarily responsible (e.g., Maryland State Fair, African American Festival, or any other countywide Fair/Festival).

Venue Name

Contact persons contact information:

Name:

Address:

Wk phone: _____, Cell phone: _____

Email: _____@_____

Costs to Participate

Participation fee:

When due

Request permission from Committee and request check from Treasurer to send with Application

Supplies needed for Booth

Tent, poles

Tables

Chairs

Table covers

Other?

Handouts or Campaign material

Ensure that all candidate materials are available, depending on venue

Bumper stickers

Literature

Buttons

Candy

Give-way items, like pens, pencils, etc.

Other material as required

Refreshments

For staffers: beverages and/or other food

Reimbursements

Keep all receipts and make an accounting to submit to Treasurer of CC

Volunteers

Obtain volunteers through Committee members, clubs, Young Dems, email blasts, emails notices on website

Create schedules for participants

Circulate a schedule to staff the event

Include: names, dates, telephone numbers on the schedule

Insurance

Does Festival sponsor have a liability policy covering the CC and its members and volunteers?

Should we obtain a certificate of insurance noting that we are insured

Event Day Information for Volunteers

Provide information on what volunteers should do if problems occur during event and need guidance:

Provide contact information if questions must be answered before or during the Fair

After the Event

Make prior arrangements for volunteers to take down and return Tent, chairs, handouts and other supplies and cleanup (if our obligation) the area.

Ensure Booth has the names, contact and agreed dates and times of Take Down volunteers

Provide instructions as to where and when to return items for storage or next usage

Maryland State Fair

Since 2008, Baltimore County Democratic State Central Committee has been responsible for staffing the Maryland State Fair, held at the Timonium State Fairgrounds, in coordination with the Maryland Democratic Party.

General Information

- Maryland Democratic Party registers to have a booth.
- State Fair should provide two blue draped tables one 8 foot(front) and one 6 foot (side or back), 4 folding chairs and a trash can. These are all rental items so of course leave all there when you break down booth.
- Booth setup – Thursday afternoon before Fair starts
- Breakdown – Last Fair day, late evening
- The State Fair runs during the last week of August, finishing on Labor Day.

State Party Provides

- Sign-in sheets for volunteering with the state party
- Early Voting flyer/anything related to upcoming election day
- Candy
- Tickets for volunteers
- Signs and materials for statewide offices, and congressionals
- Blue cloth used to cover tables at night (buy disposable if the cloth ones can't be found
- Easel for signs (should always be Governor or Senator, except when a particular campaign is staffing booth)
- Clips and zip ties to hang banners and signs
- Clip boards for volunteer sheets; pens, scissors, tape, Dem stickers

BCDSCC Responsibilities

- Recruit volunteers – 2-3 people per 4 hour shift from 10 am until 10 pm (most days) for all ten days of fair. Booth is too small for more.
- Supply Voter registration cards and material on early voting
- Supply county candidate and/or Elected officials' literature
- Plastic bin for registration cards and other material
- Sign In sheets for State Fair Volunteers

Goals for State Fair

- Ensure each legislative district takes responsibility for covering a day at the Fair
- Engage Democratic clubs to participate and cover a day at the Fair
- Reach out to constituency groups to encourage participation at the Fair

Fundraising Subcommittee

Mission

The mission of the Fundraising Subcommittee is to provide resources that will aid the partybuilding activities of the Baltimore County Democratic Party, maintain a Democratic Party Office, and promote the Democratic Party and its elected officials throughout Baltimore County.

Annual Fundraising Goal: Net \$50,000

Spring Breakfast

- Invite previous year's Unity Dinner Sponsors and Trustees as guests
- Encourage Sponsors to become Trustees
- Invite all Democratic elected officials and/or candidates in Baltimore County
- Present "State of the Party" – a review of past year's accomplishments and plans for

following year.

- Request nominations for Honorees for 2013 Unity Dinner
- County Executive presents “State of the County”

Unity Dinner and Annual Awards

The BCDSCC’s major fundraiser began in 2007. It was called the Victory Dinner for the first 4 years, but then the name was changed.

Over the years, the dinner has become an anticipated annual event that brings close to 300 elected officials and party activists from around the County together for a night that also honors fellow Democrats.

Each year, three Democrats are honored for their community and party work from the following categories: Labor, Business, and Political/Activist or Former elected official

Dollars for Democrats

The third fundraising option has been to solicit donations under \$50 from Democrats around the County to help support the Party Office and our partybuilding and campaign activities.

Office Manager

The Office Manager is a Part time employee of the BCDSCC. Salary and benefits are described in the Contract in Appendix 1 of this Policy Guidelines

Responsibilities:

- Greet visitors/volunteers at front desk, maintain information packages for volunteers
- Open mail, mark and distribute
- place any checks in safe for Treasurer to verify and review, or mail to Treasurer
- Maintain with help of Bylaws Subcommittee, the Bylaws and Handbook
- Work with BCDSCC Treasurer to ensure office supplies are stocked
- Manage email correspondence
- Maintain current contacts for elected officials, Chartered Clubs, Democratic clubs, Young Democrats/College Democrats chapters and announced candidates
- Maintain office schedule and Committee Calendar (meetings, training events, wall charts, etc)

- Assist in website maintenance, and updates of software
- Compose and proof newsletter (if one to be done) with Communications Subcommittee with input from members.
- Maintain office equipment and order repairs
-

Volunteers:

- Maintain volunteer databases
- Maintain BCDSCC's voter/volunteer contact records in Vote Builder
- Coordinate monthly mailings to new Democratic voters
- Attend evening meetings when required, including the monthly Board Meetings (1st Tuesday of the month) and monthly Central Committee meetings (3rd Tuesday of the month)
- Develop and oversee intern program

Political Outreach:

- Serve as liaison between Coordinated Campaign and BCDSCC
- Serve as liaison between Democratic Clubs and BCDSCC
- Report monthly to BCDSCC on office and volunteer activities

Desired Qualifications:

- Strong customer service, verbal communication, and writing skills
- Proficient in Word, and database construction and manipulation in Excel, MD Vote Builder (this knowledge can be acquired upon hiring), and internet searches and use of email and email distribution lists.
- Keep up with news of the County in local papers and notify Chair when something appears relevant.
- Flexible schedule on evenings and weekends.

Additional Qualifications:

- Familiarity with Baltimore County politics
- Previous experience as field organizer or campaign volunteer

Party Building Subcommittee

Mission

The purpose of the Party Building Subcommittee is to increase knowledge of and support for the Baltimore County Democratic Party; to increase membership in the Democratic Party; and to promote Democratic Party values to voters in Baltimore County.

Membership

Any Central Committee member and / or volunteer can be part of this subcommittee. By the nature of their organization, the Young Democrats are active members.

There should be a chair. Ideally, each member will assume a responsibility for the activities

planned. The Chair's responsibility shall be to not only oversee activities but to also touch base with each member in order to provide support and to nudge if needed. An additional responsibility would be to act as a liaison with the executive board.

Responsibilities

New Voter Outreach

- Collaborate with Communications Committee to develop / refresh content
- Integrate messaging of Democratic Party principles and values with community-level social issues and advocacy (party representation not only at fairs and festivals, but at advocacy events such as watch parties and rallies consistent with party branding.)
- Manage postcard initiative to welcome new Democratic voter registrants to the party. Follow up phone calls will be made after cards are mailed.
- Extend diversity by continuing our efforts to invite representatives from the Southeast Asian community, Asian community and Hispanic community (among others) to participate in Democratic Party events and activities.

Methods to do so can include:

1. Having committee members continue to attend events sponsored by various diverse communities to learn more about these cultures and to register new voters in the Democratic Party.
2. Having committee members continue to identify community leaders to invite them to participate in Committee meetings to insure our inclusiveness of all citizens in Baltimore County

NOTE: Contact was made with the Baltimore County Hispanic Council in September 2013. Information was given to the chair. We were told that they cannot participate or identify with a specific party affiliation but they would pass information onto members.

Maintain and expand relationships with existing contacts

- Work with Chartered Club Associate Members to maintain updated lists of Democratic clubs leadership in order to work collaboratively with membership outreach/program strategies
- Create updated lists of local union leadership in order to work collaboratively on membership outreach/program strategies

Methods to do so can include:

1. Have a committee liaison maintain contact with union leaders in order to provide updated information about activities, meetings, and events as well as opportunities to volunteer.

2. Democratic Party news will also be shared which may then possibly be placed on union websites.

- Work with the President of the Baltimore County Young Dems to network with existing College Democrat organizations and Young Democrats leadership and develop high school contacts

Methods to do so can include:

Provide support for “socials” such as “Happy Hours” or other functions for young people of non-drinking age to provide a social context in which to network.

- Update and maintain a list of volunteers in order to have an accurate base upon which to call for help in Democratic events, activities and campaigns

Methods to do so can include:

Provide opportunities for social gatherings to not only celebrate / commemorate successes of the Democratic Party but also maintain contact with volunteers so that these volunteers have a connection with the committee during non-campaign “times.”

Create a Central Committee Brand

- Develop a speakers bureau to offer opportunities Democratic perspective when in dialogue about political involvement
- Provide short educational seminars relating to current affairs of interest to voters.

Seminar topics in 2013/2014 included:

- Board of Elections – function, election judges (how to become and duties,) and “certify” people to allow registration of new voters.
- Legislative/budget process on the federal and state level.
- Vote Builder training

Encourage early involvement / support during Primary and General election campaigns.

- Provide candidate training
- Create Voter Registration opportunities
- Phone banks for getting out the vote

County Council Vacancies

Charter of Baltimore County Maryland, Article II, Sec. 205. Provides for the filling of vacancies of County Council positions as follows:

A vacancy occurring in the office of councilmember prior to the expiration of his term shall be filled within thirty days after the vacancy occurs by appointment by the county executive of the person whose name shall be submitted to him in writing by the state central committee members representing the political party to which the previous member belonged, and whose legislative district is wholly or partially included in the councilmanic district in which the vacancy has occurred. Each of these members is entitled to one vote for each precinct in which his or her name was on the ballot. If the previous incumbent was not a member of a political party, then the county executive shall appoint the person selected by the remaining members of the county council. The member so appointed shall reside in the same councilmanic district as his predecessor and until his successor shall qualify. (Bill No. 136, 1990, § 1) (Approved by voters Nov. 6, 1990; effective Dec. 7, 1990)

BCDSCC Procedures

The method of providing notice and for a transparent process to fill the vacancy is provided in the Committee Bylaws.

County Executive Vacancies

Charter of Baltimore County Maryland Article IV, Section 402(b) and (C) provides:

(b) *Vacancy*. Whenever for any cause the office of the county executive shall become vacant, the same shall be filled by the affirmative vote of a majority of the total number of county council members established by this Charter. The person so elected by the council shall possess the same qualifications for the office as hereinabove provided in Section [402\(a\)](#) hereof, shall belong to the same political party as his predecessor (unless his predecessor was not a member of a political party) and shall serve the unexpired term of his predecessor and until his successor shall qualify. (Bill No. 80, 1978, § 1) (Approved by voters Nov. 7, 1978; effective Dec. 8, 1978)

(c) *Temporary absence of county executive*. During the temporary disability or absence from the county of the county executive, the county administrative officer shall serve as acting county executive. If both the county executive and the county administrative officer are temporarily disabled or absent from the county, the director of the budget, as the acting county administrative officer, shall also serve as acting county executive, unless the county council designates the head of another office in the administrative services, or the director of public works to serve as acting county executive. If a county executive fails actively to perform the daily duties and responsibilities of his office for a continuous period of six months, his office may be declared vacant by the affirmative vote of a majority of the total

number of county council members established by this Charter, and such vacancy shall thereupon be filled in the manner above provided in Section [402](#)(b) of this Article. An acting county executive shall have the same rights, duties, powers and obligations as an elected incumbent of said office, exclusive, however, of the power of executive veto. (Bill No. 80, 1978, § 1) (Approved by voters Nov. 7, 1978; effective Dec. 8, 1978)”

Insurance

The BCDSCC currently holds an insurance policy with State Farm