

MANASSAS/MANASSAS PARK CITIES DEMOCRATS

MANASSAS AND MANASSAS PARK CITIES

DEMOCRATIC COMMITTEE

By-Laws

(As Amended September 14, 2015)

Article I - Name and Authority

Section 1.

This organization shall be known as the Manassas and Manassas Park Cities Democratic Committee. Hereafter referred to as The Committee.

Section 2.

The Committee is created under the authority of the laws of the State of Virginia and in accordance with the State Party Plan of the Democratic Party of Virginia currently in effect. None of the by-laws is intended to conflict with either the code of Virginia or of the Democratic Party Plan.

Section 3.

These By-Laws shall govern the activities of The Committee and shall continue in effect subject to amendment as provided in Article X.

Article II - Purpose and Objective

Section 1.

The purpose of The Committee is to promote the principles of the Democratic Party of the United States of America, The Democratic Party of Virginia and The Democratic Party in the Cities of Manassas and Manassas Park, Virginia.

Section 2.

Specifically the members of the committee shall actively:

- A. Encourage the registration of and voting by all Democrats within the cities;
- B. Seek to offer qualified candidates for public office to the people of the cities;
- C. Support the election of nominees of the Democratic Party in all general elections;

- D. Organize efforts of The Committee in support of the principles of the Democratic Party;
- E. Take positions on issues that may be timely and desirable.

Section 3.

The Committee shall have full charge of the affairs of the Democratic Party within the Cities of Manassas and Manassas Park, Virginia. It will be responsible for the nomination of candidates and the support of these candidates once they have become the official nominees of the Democratic Party. The Committee shall have full control of the Democratic Party's interests in all primary, general and special elections in the Cities of Manassas and Manassas Park and shall do all within its power to aid in the election of Democratic Party candidates.

Article III - Membership

Section 1.

The Democratic Party of Manassas and Manassas Park is open to all residents of the cities of Manassas and Manassas Park who believe in the principles of the Democratic Party. All registered voters in the Cities of Manassas and Manassas Park who properly complete the participation form prescribed in the State Party Plan of the Democratic Party of Virginia are eligible to participate in a caucus to elect members to the Committee.

Section 2.

The Committee shall be composed of members elected by the Democratic Party of Manassas and Manassas Park in accordance with the State Party Plan of the Democratic Party of Virginia.

Prior to being eligible for membership, a nominee's written declaration of candidacy shall be presented to the Chair. The Committee shall vote on the membership of any nominee at the next duly convened regular or special meeting following the meeting at which the candidate's name is placed in nomination. The candidate must be present at the meeting when nominated and at the meeting during which the nomination is voted.

Declarations of candidacy and nominations for membership shall be accepted only from persons who declare themselves as Democrats, pledge to support Democratic candidates, are residents of Manassas or Manassas Park and are registered voters.

Section 3.

The Committee shall seek to include in its ranks the broadest possible cross-section of the Democratic Party of Manassas and Manassas Park. All members will be elected to the Committee on a Cities-wide basis. However, one (1) position shall be reserved for the qualified residents of each of the precincts of the two cities.

Associate membership is available to any other person who believes in the principles of the Democratic Party. Associate members receive notice of all Committee meetings, may attend all Committee events and functions, and may participate in the debate and deliberations of the Committee. Associate members may also serve as voting members of sub-committees. However, Associate members are not subject to any Committee meeting attendance requirements and do not have voting rights on formal actions of the Committee. Applicants for Associate membership shall utilize the same application form utilized by applicants for Committee membership. Consideration by the Committee for approval of an application for Associate membership will take place at the next duly convened regular or special meeting following receipt by the Chair of the application. The dues for Associate members shall be determined as set forth in Article VII hereof.

Section 4.

The term of membership on The Committee shall be consistent with the schedule for reorganization in the State Party Plan of the Democratic Party of Virginia

Section 5.

A filing, fee to be set by The Committee, shall accompany each declaration of candidacy for election to The Committee. However, the filing fee shall be waived for persons signing a request that the filing fee be waived due to inability to pay.

Section 6.

The Committee shall include the following as ex-officio members:

- A. Members of the Virginia State Central Committee who are not otherwise members of the Committee and who maintain residence in the Cities of Manassas or Manassas Park, shall be voting ex-officio members of The Committee upon payment of the filing fee and dues.
- B. The following will be invited to participate in all functions of the Committee as non-voting ex-officio members:
 1. The Cities of Manassas and Manassas Park Democratic elected officials and elected Democratic Constitutional Officers representing the Cities of Manassas and Manassas Park;

2. Democratic State and Federal legislators representing the Cities of Manassas and Manassas Park;
3. The Democratic Committee Chair for the Congressional District in which Manassas and Manassas Park are located;
4. Associate Members.

Section 7.

Subject to the provisions of Section 2 of this Article, vacancies in the Committee may be filled by majority vote of a quorum present at any regularly scheduled meeting of the Committee, provided the candidate:

- A. Submits an application for membership, which is substantially similar to the Candidacy Declaration form used in the last Cities-wide election of members to The Committee;
- B. Attends two regularly scheduled meetings of The Committee;
- C. Meets the requirements of Article VII with respect to membership dues.

Article IV - Officers

Section 1.

At its organizational meeting, the Committee shall elect the following officers: Chair, Vice-Chair, Secretary and Treasurer. There shall be at least one officer from each City. Such elections shall be by secret ballot except when a candidate is unopposed.

Section 2.

The Chair is also the Chair of the Executive Committee and shall be the official spokesperson of The Committee at all levels. The duties of the Chair shall include presiding at all meetings and appointing all standing and special subcommittees including the Chairs thereof. The Chair shall be an ex-officio member of all such subcommittees.

Section 3.

The Vice-Chair shall: Assume the duties of the Chair in event of an absence. Perform such duties as may be assigned by the Chair. Assume the duties of the Chair in event of resignation or inability of the Chair to perform his or her duties until the election of a new Chair at the next regular meeting.

Section 4.

The Secretary shall: Keep minutes of every meeting of the Committee; Maintain attendance records; Keep all records organized in an orderly fashion and have minutes of previous meetings available upon request.

Section 5.

The Treasurer shall: Be responsible for all monies of the Committee; act on behalf of the Committee to collect all monies; pay all bills which are approved by The Committee and are accompanied by itemized receipts; and submit required financial reports. No checks shall be written to cash. Both the Treasurer and the Chair or in the absence of the chair, the Vice Chair, shall be required to cosign all checks. The Treasurer shall submit an oral report at regular meetings, a written report quarterly and a final written report at the January meeting for the preceding year.

Section 6.

Vacancies in any of the above offices shall be filled by majority vote of members present (a quorum is required) at a regularly scheduled meeting of the Committee.

Article V - Removal of Officers and Members

Section 1.

In accordance with the State Party Plan of the Democratic Party of Virginia, the Committee may remove from both office and membership any person found guilty of neglect of any duty expected from that person by the Committee.

Section 2.

An officer may be removed from office by a majority vote of the Committee at a regularly scheduled meeting.

Section 3.

Any member of the committee absent for three (3) consecutive regularly scheduled meetings shall be subject to removal from the Committee. If such person has notified a member of the Executive Committee that such absence was for good cause and temporary (i.e., illness, sabbatical, educational or community service conflicts, etc.) and the Executive committee agrees, the member will not be subject to removal. Otherwise, the Chair may direct the Secretary to give the member ten (10) days notice in writing, that the member will be considered for removal by the Committee and that the member may defend such proposed removal before the Committee.

Article VI - Committees

Section 1.

The Executive Committee of The Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, the past Chair and another Committee member appointed by the Chair. Each City shall be represented by at least one member on the Executive Committee. Minutes of the Executive Committee meetings shall be made available at the next full Committee meeting and when possible, announcements of expected topics for discussion should be made known to the Committee members prior to the meeting of the Executive Committee.

Section 2.

There may be standing committees appointed by the Committee Chair. One standing committee will be the Outreach committee as required in the State Party Plan.

Section 3.

The Chair of the Committee may appoint special committees as needed.

Section 4.

The Chair of the Committee shall appoint the chair of each standing and special committee.

Article VII - Membership Dues

Section 1.

During the last quarter of each calendar year, the Committee shall establish the amount of membership dues and Associate member dues for the next calendar year.

Section 2.

Dues shall be payable not later than January 31, of each calendar year subject to the provisions of Section 4 of this Article.

Section 3.

The amount of the reorganization filing fee, paid by a member of the Committee, shall be deducted from dues payable for the year immediately following reorganization.

Section 4.

Dues for members elected to partial terms on the Committee shall be prorated and shall be payable for each full quarter and partial quarter remaining in the calendar year. For example, a new member elected to the Committee in June would pay three (3) quarters of the annual amount.

Section 5.

In lieu of the dues, a member may sign a request that the annual dues be waived due to inability to pay.

Article VIII - Meetings and Meeting Place

Section 1.

The Committee shall meet at least every two months at a regular time and date set by the Committee.

Section 2.

The presence of 40% of the regular members of the Committee shall constitute a quorum for the conduct of business.

Section 3.

The use of proxies at meetings of the Committee is prohibited.

Section 4.

Upon adequate explanation of the reason for inability to attend a Committee meeting, a member may attend via speakerphone or other real-time electronic means, if arranged ahead of time. A member who attends via electronic means will count towards a quorum and may vote on motions. The secretary shall record the result of any non-face to face vote in the minutes with the date and means of voting indicated.

Section 5.

A Committee member who is unable to attend may submit a written vote on a specific issue if the proposed motion is presented by e-mail or other written means, ahead of the scheduled meeting.

Section 6.

All meetings of the Committee shall be open to the public.

Section 7.

Special meetings may be held:

- upon the call of the Chair of the Committee; or,
- if at least 10% of the Committee members sign a call for a meeting and file it with the chair with at least 3 days notice; or,
- if a majority of the members at a properly convened Committee meeting votes to hold a special meeting.

Section 8.

Special meetings of the Committee shall be held in a place designated by the Chair provided notice is given with the meeting call.

Article IX - Rules

Where not inconsistent with these By-Laws or with the Democratic Party plan, the most recent version of "Robert's Rules of Order" shall govern the conduct of the business of the Committee. The Chair may appoint a parliamentarian to advise from time to time. "Robert's Rules of Order" may be waived by majority vote of members in attendance.

Article X - Amendments

These By-Laws may be amended by majority vote at a regularly scheduled meeting at which a quorum is present provided proposed changes have been presented at the previous regularly scheduled meeting.

Adopted and ratified by the Manassas and Manassas Park Cities Democratic Committee on the 14th day of September, 2015.

E. J. Scott, Chair

Stephen Hersch, Secretary

NOTE: These By-Laws of the Manassas Democratic Committee were previously revised in 2007, 1998, 1991 and 1989. This revision reflects the addition of Associate membership.