

MANASSAS AND MANASSAS PARK CITIES DEMOCRATIC COMMITTEE BY-LAWS

(As Amended on August 21, 2019)

Article I - Name and Authority

Section 1.1 Organization Name

This organization shall be known as the Manassas and Manassas Park Cities Democratic Committee, hereafter referred to as either the Committee or MMPCDC.

Section 1.2 Authority for the Organization

The Committee is created under the authority of the laws of the Commonwealth of Virginia and in accordance with the Democratic Party of Virginia Party Plan currently in effect. None of these By-Laws is intended to conflict with either the Code of Virginia or the Democratic Party Plan.

Section 1.3 Role of These By-Laws

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

Article II - Purpose and Objective

Section 2.1 Purpose of this Committee

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 2.2 Committee Activities

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 and special 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 2.3 Charge of This Committee

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 3.1 Election at the Biennial Reorganization Caucus

Membership in the MMPCDC is open to all residents of the Cities of Manassas and Manassas Park who are Democrats, believe in the principles of the Democratic Party, and do not intend to support any candidate who opposes a Democratic nominee in a general or special election. All candidates for Committee membership must file a declaration of candidacy prior to the caucus vote. Residents of the Cities may participate as a voter in the reorganization caucus if they are Democrats, believe in the principles of the Democratic Party, do not intend to support any candidate who opposes a Democratic nominee in a general or special election, and are registered voters.

Section 3.2 Election at Other Times

Residents of the Cities of Manassas and Manassas Park who are Democrats, believe in the principles of the Democratic Party, and do not intend to support any candidate who opposes a Democratic nominee in a general or special election may become members of the MMPCDC upon majority vote of a quorum present at a subsequent duly convened regular or special Committee meeting following the meeting at which the candidate's name is placed in nomination. All candidates for Committee membership must file a declaration of candidacy prior to being considered for Committee membership. The candidate must be present at the meeting when nominated and at the meeting during which the nomination is placed before the MMPCDC for the membership vote

Section 3.3 Diversity of Membership

The Committee shall seek to include in its ranks the broadest possible cross-section of the Democratic Party of Manassas and Manassas Park.

Section 3.4 Associate Membership

Associate membership is available to any other person who is a Democrat, believes in the principles of the Democratic Party, and does not intend to support any candidate who opposes a Democratic nominee in a general or special election. Associate members receive notice of all Committee meetings, may attend all Committee events and functions, and may participate in the

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debate and deliberations of the Committee. Associate members may also serve as voting members of MMPCDC committees (aka 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. All candidates for Associate membership must file a declaration of candidacy prior to being considered for membership. The candidate must be present at the meeting when nominated and at the meeting during which the nomination is placed before the MMPCDC for the Associate membership vote. The dues for Associate members shall be determined as set forth in Article VII hereof.

Section 3.5 Term of Membership

The term of membership on the Committee shall be consistent with the schedule for reorganization in the Democratic Party of Virginia Party Plan. In the second year of the Committee's biennial reorganization, members who have not yet paid their second-year dues by March 31 shall be considered lapsed members for the purpose of establishing a quorum.

Section 3.6 Membership Filing Fee

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 3.7 Ex-officio Members

If not fully participating and voting Committee members by operation of Section 3.1 or 3.2, the following persons will be invited to participate in all functions of the Committee as nonvoting ex-officio members:

- A. Members of the Virginia State Central Committee who maintain residence in the Cities of Manassas or Manassas Park,
- B. The Cities of Manassas and Manassas Park Democratic elected officials and elected Democratic Constitutional Officers representing the Cities of Manassas and Manassas Park,
- C. Democratic State and Federal legislators representing the Cities of Manassas and/or Manassas Park,
- D. The Democratic Committee Chair for the Congressional District in which Manassas and/or Manassas Park are located, and
- E. The Executive Director for the Prince William County and the Manassas and Manassas Park Cities Democratic Committees.

Article IV - Officers

Section 4.1 Officers and Their Election

At its biennial reorganizational meeting, the Committee shall elect the following officers: Chair(s), Vice-Chair, Secretary, and Treasurer. Committee officers must be registered voters. There shall be at least one officer from each City. Secret ballots, which the Democratic Party prohibits, shall not be used.

Section 4.2 Duties of the Chair or Co-Chairs

The Chair(s) is also the Chair of the Leadership Committee and shall be the official spokesperson of the Committee at all levels. The duties of the Chair(s) shall include presiding at all meetings and appointing all standing and special sub-committees (aka MMPCDC committees), including the chairs thereof. The Chair(s) shall be an ex-officio member of all such sub-committees.

Section 4.3 Duties of the Vice-Chair

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 4.4 Duties of the Secretary

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

Section 4.5 Duties of the Treasurer

The Treasurer shall: Be responsible for all monies of the Committee; act on behalf of the Committee to collect all monies; submit all required financial reports; and pay Committee bills. The Treasurer is authorized to pay bills, subject to the availability of funds, as follows:

- A. Except for contributions to candidates, which must be approved by the Committee, up to \$300 per purchase order, invoice or receipt applicable to a single line item in a Committee approved budget not to exceed the annual budget amount,
- B. Any amount assessed by the Democratic Party of Virginia applicable to a single line item in a Committee approved budget not to exceed the annual budget amount,
- C. Any amount approved by Committee vote for a specific purpose, including all contributions to candidates.

All payments must be supported by itemized invoices, purchase orders, receipts, or other acceptable source documents. 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 for more than \$500. 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 4.6 Officer Vacancies

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 5.1 Grounds for Removal

In accordance with the Democratic Party of Virginia Party Plan, 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 5.2 Method of Removal

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

Section 5.3 Duty of Attendance by All Regular Members

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 Leadership Committee that such absence was for good cause and temporary (i.e., illness, sabbatical, educational, or community service conflicts, etc.) and the Leadership 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 6.1 Leadership Committee

The Leadership Committee of the Committee shall consist of the Chair(s), Vice-Chair, Secretary, Treasurer, the immediate past Chair, the Executive Director (for Prince William County and Manassas and Manassas Park), and one other Committee member appointed by the Chair(s). Unless a registered voter in Manassas or Manassas Park, the Executive Director shall not have a vote. Each City shall be represented by at least one member on the Leadership Committee. The Leadership Committee is authorized

to take time-sensitive actions, including financial allocations, on behalf of the full Committee if approved by a supermajority (>60%) of the Leadership Committee members. The Leadership Committee shall report its most recent significant actions and discussions at the next full Committee meeting. When possible, announcements of expected topics for discussion should be made known to the Committee members prior to the meeting of the Leadership Committee.

Section 6.2 Outreach Committee and Other Standing Committees

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

Section 6.3 Special Committees

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

Section 6.4 Appointments of Committee Chairs

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

Article VII - Membership Dues

Section 7.1 How Dues Are Set

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 7.2 When Dues Are Payable

Dues shall be payable not later than January 31 of each calendar year, subject to the provisions of Section 7.4 of this Article.

Section 7.3 Dues Reduction for Filing Fee

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 7.4 Prorated Dues for Partial Years

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 7.5 Exemption from 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 8.1 Meeting Requirement

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

Section 8.2 Determination of a Quorum

The presence of 30% of the Regular members of the Committee shall constitute a quorum for the conduct of business.

Section 8.3 Proxy Voting Prohibited

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

Section 8.4 Remote Participation

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 8.5 Advance Written Votes

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 8.6 Open Meeting Requirement

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

Section 8.7 Special Meetings

Special meetings may be held:

- A. Upon the call of the Chair(s) of the Committee; or,
- B. If at least 10% of the Regular Committee members sign a call for a meeting and file it with the Chair(s) with at least 3 days notice; or,
- C. If a majority of the members at a properly convened Committee meeting votes to hold a special meeting.

Section 8.8 Location of Special Meetings

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

Article IX - Endorsements

Section 9.1 Endorsements in Partisan Elections

The Committee shall not endorse any candidate prior to a primary, convention, caucus, or filing deadline. Any Party resources made available to candidates seeking the Party's nomination shall be made available to all candidates on a non-discriminatory basis.

Section 9.2 Endorsements in Non-Partisan Elections

Section 9.2.1 - The Committee shall not endorse any candidate prior to the interview process. Any Party resources made available to candidates seeking the Party's endorsement shall be made available to all candidates on a non-discriminatory basis.

Section 9.2.2 – Any authorization to consider the endorsement of one or more candidates for non-partisan office must be initiated by the Committee. Once authorized, the Leadership Committee shall consider the candidates and initiate the party endorsement process.

Section 9.2.3 - To successfully earn the MMPCDC endorsement, candidates will submit questionnaires and participate in an interview process open to the public. The interviews will be conducted by a panel of at least 60% of the Leadership Committee, taking place no less than 30 days before the election for non-partisan offices.

Section 9.2.4 - Candidates seeking the MMPCDC endorsement will submit in writing a statement of agreement (Memorandum of Understanding) acknowledging that (1) they are Democrats and support Democratic Party positions; and (2) they will not support any candidate who is running against a candidate nominated or endorsed by the Democratic Party in the upcoming election.

Section 9.2.5 - Following the public interviews, the Leadership Committee will determine which candidates to recommend for endorsement. All recommendations must pass with a 60% vote of the Leadership Committee. Endorsements will then be advanced to the MMPCDC Regular Membership for approval.

Section 9.2.6 - Only the candidates the Leadership Committee has recommended for endorsement will be considered by the MMPCDC Regular Membership. No other candidates are eligible for endorsement.

Section 9.2.7 - The MMPCDC and its Leadership Committee reserve the right to rescind endorsements for any candidate at any time who--through words or deeds--indicates that: (1) they do not support Democratic Party positions; and/or (2) they publicly support a candidate running against a candidate endorsed or nominated by the Democratic Party or by MMPCDC.

Article X - 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(s) may appoint a parliamentarian for advice from time to time. "Robert's Rules of Order" may be waived by majority vote of members in attendance.

Article XI - Amendments

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

Adopted and ratified by the Manassas and Manassas Park Cities Democratic Committee on the 21st day of August 2019.

Mike Freeland and Cheryl Macias, Co-Chairs

Michael Laverty, Secretary

NOTE: These By-Laws of the Manassas and Manassas Park Cities Democratic Committee were previously revised in 2015, 2007, 1998, 1991 and 1989. This revision reflects the addition of a process for endorsing candidates; changes to the membership, authority, and duties of the Executive/Leadership Committee; and numerous technical corrections and enhancements.