

## **By-Laws**

### **Democratic Central Committee of Charles County**

The following articles shall serve as the Constitution and By-Laws of the Democratic Central Committee of Charles County and shall be known as the Committee's By-Laws.

#### **ARTICLE I – Name and Authority**

- 1.1 The name of this organization shall be the "Charles County Democratic Central Committee"(herein, the "Central Committee"). The Central Committee shall represent the Maryland Democratic Party within the County and shall have such authority and powers as may be granted, delegated, or otherwise permitted by the laws of the State of Maryland, the Charter, the By-Laws of the Maryland Democratic Party, the By-Laws of the Democratic Party of the United States, and the Constitution.
- 1.2 When a provision of these By-Laws conflict with the Constitution of the United States, the laws of the State of Maryland, the Democratic Party of the United States, the By-Laws of the Maryland Democratic Party or the Charter, these By-Laws shall not control. The unenforceable provision shall be removed and all other provisions of these By-Laws shall remain in full force and effect.

#### **ARTICLE II Responsibilities**

It shall be the duty and responsibility of each member of the Central Committee to promote the interests of the National Democratic Party (the "National Party"), the Maryland Democratic Party (the "State Party"), and the Charles County Democratic Party.

- 2.1 The Central Committee shall be the official spokesman for the Maryland Democratic Party in Charles County, direct local party activity and policy, and shall perform such functions and tasks as required by the laws of the state of Maryland, the charter, and the By-laws of the Maryland Democratic Party.
- 2.2 The Central Committee must promote the interests of the Democratic Party and it's Democratic candidates in Primary elections, and Democratic nominees in the General election over write-ins, and those of the opposing political parties and their candidates.
- 2.3 The Central Committee shall also foster and perpetuate the ideals of the Democratic Party, recruit new members for the Democratic Party, stimulate an active interest in political and governmental affairs, encourage qualified Democrats to seek office, help inform voters of the issues, provide social activities and events, encourage those interests which maintain party harmony, raise funds for the Democratic Party, and support and endorse all Democratic nominees in General Election.
- 2.4 No contested candidates for the Primary Election shall be endorsed or supported prior to or during the Primary Election.
- 2.5 The Central Committee shall:

- 2.5.1 Present names of Democratic nominees as required by law to the Governor for appointment.
- 2.5.2 Make recommendations regarding various political appointments to the Governor, to Federal officials, and to local officials.
- 2.5.3 Raise funds for the local Democratic Party and the State Party.
- 2.5.4 Cooperate with the State Party in all matters relating to the Democratic Party of Maryland.
- 2.5.5 Promote election campaigns and all facets thereof in cooperation with the Democratic Party nominees.
- 2.5.5.1 Support all Democratic candidates in a Democratic primary election without endorsement of any one or group of candidates.
- 2.5.5.2 Annually provide the State Committee Secretary with a copy of its By-Laws. The Committee shall notify the State Committee Secretary within thirty (30) days of adopting any amendment to the By-Laws
- 2.6 The Central Committee shall draft a two-year work-plan for each election cycle held during it's term. This plan, which shall be submitted to the State Chair, will detail the Committee's efforts to build the local party and support it's Democratic nominees over the two-year period between General Elections.
- 2.6.1 The Central Committee shall keep a current copy of its By-Laws on file with at the State Party and elsewhere as required by law.
- 2.6.2 The distribution and allocation of funds in the amount of one hundred dollars or less may be approved by the executive committee

### **ARTICLE III – Membership**

- 3.1 The composition of the Charles County Democratic Central Committee is prescribed in accordance with the Annotated Code of Maryland, Election Law Article, Section 4-202, and the Maryland Democratic Party By-Laws. As provided therein, members of the Committee must be registered Democrats and be a bona fide resident of Charles County.
- 3.2 Elected members shall serve a term of four years, or until their successors qualify. Appointed members shall serve until the term for which they were appointed is complete.
- 3.3 When required by the laws of the State of Maryland, the Charter and By-Laws of the National Party, and the Constitution and By-Laws of the State Party, the Central Committee may choose one or more appointed members. Such nominee's shall be submitted to the State Party to become members of Charles County and the State Central Committee. Once approved, such appointed members shall have the ability to speak, make and second motions as a member be full voting members and hold office as members of the Central Committee and are subject to all provisions of these By-Laws.
- 3.4 In the event that the eleven members elected in the party's Gubernatorial primary are not equally divided between men and women, or a vacancy occurs creating a

gender imbalance, the Central Committee may nominate members as outlined in Article 7 – Filling Vacant Offices.

- 3.5 The nominating process shall include an open, accessible, and transparent process that will allow all eligible democratic voters within Charles County a timely and equal opportunity to participate as a nominee.
- 3.6 Candidates for appointment to the Central Committee may not have any felony convictions and shall be disqualified for the aforementioned
- 3.7 The nominees for appointment shall be submitted to the State Chair no later than February 1 of the Calendar year after the Gubernatorial election, for appointment consideration. If no nominees have been submitted by that date, the State Chair may nominate to the full State Central Committee such individuals as may be necessary to ensure that it's membership in the Committee is equally divided between men and women.
- 3.8 By a majority vote of the Central Committee, such additional members will also be accorded full privileges to participate in meetings, vote and hold offices as members of the Central Committee. All members of the Central Committee are subject to the provisions of these By-Laws.
- 3.9 Should a vacancy occur for a member appointed through gender balance, the Committee shall make the necessary appointment to maintain equal representation of men and women using the process in Article 7 - Filling Vacant Offices.
- 3.10 Members of the Central Committee shall at all times conduct themselves in a manner that reflects credibility and civility upon the office in which they serve. As held in Md. Code Ann., General Provisions §§ 5-506. (An official or employee may not intentionally use the prestige of office or public position for that official's private gain or that of another), Members of the Central Committee shall not use their office to gain special privileges or benefits and shall refrain from taking any action in their official capacity that would be adversely affected by personal interests.
- 3.11 Elected or Appointed members may be disqualified from office, and may be removed as a member upon a charge or conviction of a crime, felony or otherwise, or by openly supporting a candidate or it's campaign (including, but not limited to; Web, Social Media, Financial, etc.) or endorsing a candidate for public office of another political party, or an independent candidate who is opposed by a Democratic candidate for the same office, or for malfeasance or misfeasance of office during their tenure as a Central Committee member. A member so reported to the Central Committee shall be immediately removed from office unless the member appeals to the State Party under its By-Laws within 30 days.
- 3.12 A member of the Central Committee may be considered to have resigned by virtue of his or her failure to participate in the activities, which include but are not limited to meetings, fundraisers, committee/s and affairs of the Democratic Party at the local and state level.

- 3.12.1 Failure to participate shall be defined as failure to attend 75% of the general meetings and activities (e.g. fundraisers, etc.) of the Central Committee during a rolling one-year period.
- 3.12.2 The Central Committee shall remove any member from office who misses three (3) unexcused regular meetings or three unexcused tardies of more than 15 minutes. The same shall be applied to early exits from regular meetings prior to the meeting adjournment. The same shall be applied to Annual State meetings. If the aforementioned occurs, such member's membership on the committee may be revoked. Such action shall be taken only on the recommendation of the Credentials Committee to the Secretary. Before making a recommendation of removal, the Credentials Committee shall provide the member with ten (10) days written notice of the charges and with an opportunity for a hearing before the Credentials Committee.
- 3.12.3 The Secretary shall determine that the Central Committee member has failed to meet the Central Committee's attendance rules, by way of observation, roll call and/or sign in attendance, the Secretary shall immediately report to the Chair of the automatic resignation of the Central Committee member. The Chair will report the resignation of the Central Committee member at the next general meeting of the Central Committee. If the Central Committee concurs, the member shall be removed immediately unless the member appeals to the State Party under its By-Laws within 30 days.
- 3.12.4 Any member who shall be guilty of willful neglect of duty imposed upon him shall have his/her membership revoked.
- 3.13 In the event of the death, resignation, removal, or disqualification of a member of the Central Committee, said vacancy shall be filled at a general meeting held within ninety (90) days after the vacancy occurs. The Chair will task the Credentials Committee with responsibility of ensuring that reasonable public notice is given concerning the vacancy, the qualification and requirements for candidates to fill the vacancy, and that the procedure for filling the vacancy is provided. The Credentials Committee will also be responsible for screening candidates and organizing the interview/selection process. Such appointed members shall be submitted to the State Party to become members of the State Central Committee. In the event the Central Committee fails to fill the vacancy in the allotted time, the Chair of the Maryland Democratic Party may appoint a successor subject to the approval of the Executive Committee of the State Party.
- 3.13.1 The credentials committee shall complete the initial background checks and vetting process for all potential candidates for appointment to, the central committee and all official vacancies. The credentials Committee shall then present its findings to the entire committee for discussion.
- 3.14 Membership in the Maryland Democratic Party is open to all citizens of the State of Maryland who support the Party's ideals and principles, and have registered their party affiliation as Democrats. Persons under the age of registering to vote

are encouraged to participate in the activities of the Party. The right to vote in the Party's primary elections shall be extended to all individuals who shall have registered to vote as Democrats, and will be eligible to vote in the general election for which that primary will select the Party's nominees.

#### **ARTICLE IV – Officers**

- 4.1 The members of the Central Committee shall elect their own officers, the offices shall be: Chair, Vice Chair, Secretary, Parliamentarian, Sgt. At Arms, Historian, Membership Secretary and Treasurer.  
The Executive Committee shall consist of the following: Chair, Vice Chair, Secretary, Parliamentarian, and Treasurer.
- 4.2 The votes of a majority of the members of the Central Committee shall be required to elect each officer.
- 4.3 The officers shall serve for a term of ONE year (June to June) at which time a successor can be selected.
- 4.4 The election of officers shall be held in the month of the primary election that elected the Central Committee.
- 4.5 Officers may be removed during their term upon vote of the majority of the Central Committee.
- 4.6 Roles and responsibilities of officers:
  - 4.6.1 Chair. The Chair shall preside at all meetings of the Central Committee, preserve order during the deliberations, and appoint subcommittees. The Chair is not a voting member of the Central Committee and will only vote in instances of a tie. The Chair shall be an ex officio, nonvoting member of all Standing subcommittees, however, the attendance of the Chair shall not be considered for purposes of a quorum. The Chair may convene a meeting of any standing or special committee. The Chair appoints the Subcommittee Chair and approves membership of all standing and special Committees. The Chair shall sign appropriate documents in connection with the work of the Central Committee. The Chair may call a special meeting of the Vice Chair, Secretary, Treasurer and subcommittee chairs during the year as needed. In addition, the Chair shall have other powers and duties as they are granted to the Chair by resolution (two-thirds majority vote) of the Central Committee.
  - 4.6.2 Vice Chair. The Vice Chair shall perform the duties of the Chair in the Chair's absence and shall serve as acting Chair in the event of a vacancy in the office of Chair until such time as a new Chair is elected.
  - 4.6.3 Secretary. The Secretary shall have charge of all books, papers, records and other documents of the Central Committee, shall compile statistics and other data as may be required for the use of the members of the Central Committee and shall perform other duties as may be directed by the Central Committee. The Secretary shall keep the minutes of

meetings of the Central Committee (both general meetings and executive meetings), record attendance of such meetings, and as promptly as possible, provide copies (electronic copies are acceptable) to each member of the Central Committee.

- 4.6.4 Treasurer. The Treasurer shall keep accounts of all monies the Central Committee receives, disburses, shall deposit all monies and valuables in the name, and to the credit of the Central Committee in such banks and depositories as the Central Committee shall designate by appropriate resolution. The Treasurer shall submit a detailed financial report at each regular meeting of the Central Committee and submit all financial reports as required by law. The Treasurer shall prepare and present an annual budget to the Central Committee. All expenditures shall be authorized by the Treasurer and shall be paid upon presentation of receipted bills or vouchers.
- 4.6.5 Parliamentarian. The Parliamentarian shall assist the committee in the drafting, and/or updating, and with the interpretation of bylaws. The parliamentarian shall also assist in the interpretation of the rules of order. The Parliamentarian serves as advisor to the Chair.
- 4.6.6 Membership Secretary. The Membership Secretary shall Compile, and maintain, a membership database of all members. The Membership Secretary shall keep a record of committee members contact information and keep track of membership participation
- 4.6.7 Historian. Keep a record of the club's accomplishments and activities from past and present.
- 4.6.8 Sergeant At Arms. The Sergeant At Arms shall keep order during meetings, and, if necessary, remove any member or guest that is overly rowdy or disruptive.
- 4.7 In the event of a vacancy of an office, the Central Committee shall elect a replacement to fill the unexpired term of the office.

#### **ARTICLE V – Committees and Clubs**

- 5.1 The Central Committee by majority vote of it's members, may establish such standing subcommittees as may be deemed necessary to promote the principles and objectives of the Democratic Party. The Chairman of each such standing subcommittee shall be appointed by the Central Committee from among the registered Democratic voters in the County. Such subcommittees may include: communications, liaison/outreach, fundraising, legislative, voter registration, rules, credentials, events, advisory, finance and education.
- 5.2 The Credentials Committee shall be chaired by the Vice Chair of the Central Committee and be composed of the Vice Chair and three other members of the Central Committee appointed by the Chair. The Credentials Committee shall have the responsibility of certifying the qualifications of all members of the Central Committee and reviewing petitions for removal of members.

- 5.3 There shall be an Advisory Committee to the Central Committee. The Advisory Committee shall be composed of the Presidents of the county's local Democratic clubs (such as Northern, Western, and 4<sup>th</sup> and 5<sup>th</sup> District clubs), members of the general public, and at least one other member of the Central Committee appointed by the Chair. The Advisory Committee shall act in an advisory capacity to the Central Committee and shall facilitate interaction between the Central Committee and the citizens of the county.
- 5.3.1 Liaisons shall be appointed to attend each Democratic Clubs meetings. The liaisons will bring reports back to the entire committee.
- 5.3.2 If any Democratic Club supports a write in candidate, the said club shall no longer be recognized by the Central Committee
- 5.3 With the concurrence of the Central Committee, the Chair may appoint such temporary subcommittees as are deemed necessary.

## **ARTICLE VI – Meetings**

- 6.1 There shall be at least ten (10) general meetings of the Central Committee each year. Other general meetings may be called as deemed necessary by the Chair, by an affirmative vote of the Executive Committee, or by request of any three members of the Central Committee. General meetings shall be open to the public.
- 6.2 The Central Committee, by majority vote of its members, may meet at any time and as frequently as desired in executive session which shall be closed to the public.
- 6.3 A quorum shall consist of a majority of the members of the Central Committee.
- 6.4 All members are expected to attend all meetings and other functions of the committee unless excused from such attendance by having given prior notice to the Chair or the Secretary.
- 6.5 Except as otherwise provided herein, the latest revision of Robert's Rules of Order shall govern conduct of all meetings, except when they conflict with the Constitution or By-Laws of the Maryland Democratic Party or a resolution duly adopted by the Democratic State Central Committee of Maryland or by the Central Committee carried by a two-thirds majority vote.
- 6.6 Five days written notice shall be given to all members of all regular meetings. Said notice shall state the date, time, address, and agenda for the forthcoming meeting.
- 6.7 The Chair may limit the agenda of any meeting to those submitted to the Chair by a member of the Central Committee at least twenty-four (24) hours prior to the meeting.
- 6.8 In accordance with the By-Laws of the State Party, within twenty (20) days after a primary election selecting new members of the Central Committee, the newly elected Central Committee shall meet at a place and time selected by the Chair of the outgoing Central Committee for the purpose of organizing the new committee.

- 6.9 No member shall be permitted to vote by proxy.
- 6.10 The following order of business shall be observed at all meetings:
- a. Roll Call
  - b. Reading, correction and approval of the minutes of the previous meeting.
  - c. Reports of officers and subcommittees
  - d. Old business
  - e. New business

#### **ARTICLE VII – Filling Vacant Offices**

- 7.1 From time to time the Committee may be empowered or required by law or the constitution and by-laws 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 an event, the committee shall ensure that it acts in an open and transparent manner.
- 7.2 The committee shall notify the public of the vacancy and its intention to fulfill its responsibilities by notice in party communications media, and press release to newspapers of general circulation in the jurisdiction.
- 7.3 The notice shall be given at least two weeks prior to the deadline for application, unless otherwise required by law.
- 7.4 The Committee requires the vacancy application packet to include such background information as the credentials committee deems 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.
- 7.5 The Committee's process will provide candidates who have met the qualifications of the committee an opportunity to be heard and interviewed 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 the members, or through signed ballots that shall be publicly read by the Secretary.
- 7.6 While the Committee is expected to conduct an open process, nothing in these rules shall prohibit the Committee from conducting a closed session for the purpose of discussing the candidates and the selection, provided that no votes on the selection shall be taken in the closed session.

#### **ARTICLE VIII – Amendments**

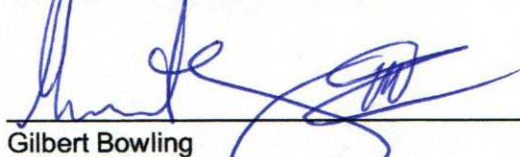
- 8.1 These By-Laws can be amended at any regular meeting of the Central Committee by two-thirds vote, provided that the amendments have been submitted at the previous regular meeting.

## ARTICLE IX – Adoption

9.1 These By-Laws shall become effective immediately following their adoption by a two-thirds majority vote of all members of the Central Committee at a general meeting.

9.2 Upon adoption, these By-Laws supersede previous Constitutions and By-Laws of the Democratic Central Committee of Charles County.

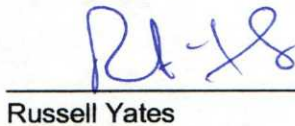
These By Laws are certified and approved by the members of the Democratic Central Committee of Charles County:

  
Gilbert Bowling

Date: 1/3/2017

  
Thomasina Coates

Date: 1/3/2017

  
Russell Yates

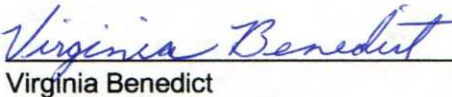
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Kimberly Hay

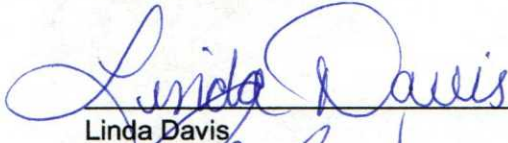
Date: \_\_\_\_\_

  
Abena McAllister

Date: 1/3/17

  
Virginia Benedict

Date: 01/03/2017

  
Linda Davis

Date: 1-3-2017

  
Melissa Davis

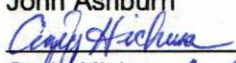
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John Coller

Date: 3 Jan 2017

  
John Ashburn

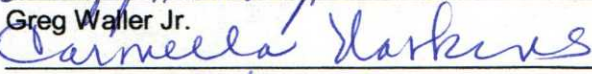
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Craig Hickerson

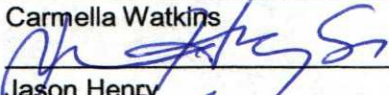
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Greg Waller Jr.

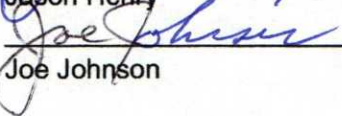
Date: 11/3/2017

  
Carmella Watkins

Date: \_\_\_\_\_

  
Jason Henry

Date: 11/3/2017

  
Joe Johnson

Date: 11/3/2017

Copies of these By-Laws will be recorded at the following:

1. The Secretary of the Charles County Democratic Central Committee who shall see that it is transferred with other Central Committee records to each new Secretary thereof.
2. Headquarters of the Maryland Democratic Party.