

## 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. 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.
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.

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. The Central Committee must promote the interests of the Democratic Party and its 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.
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

## By-Laws

### Democratic Central Committee of Charles County

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.

4. No contested candidates for the Primary Election shall be endorsed or supported prior to or during the Primary Election.
5. The Central Committee shall:
  - a) Present names of Democratic nominees as required by law to the Governor for appointment.
  - b) Make recommendations regarding various political appointments to the Governor, to Federal officials, and to local officials.
  - c) Raise funds for the local Democratic Party and the State Party.
  - d) Cooperate with the State Party in all matters relating to the Democratic Party of Maryland.
  - e) Promote election campaigns and all facets thereof in cooperation with the Democratic Party nominees.
  - f) Support all Democratic candidates in a Democratic primary election without endorsement of any one or group of candidates.
  - g) 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.
6. The Central Committee shall draft a two-year work-plan for each election cycle held during its term. This plan, which shall be submitted to the State Chair, will detail the Committee's efforts to build the local party and support its Democratic nominees over the two-year period between General Elections.
  - a) The Central Committee shall keep a current copy of its By-Laws on file with the State Party and elsewhere as required by law.

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

1. The CCDCC shall be composed of sixteen (16) members, elected at-large by the Democratic voters of Charles County during the gubernatorial primary. Central Committee members shall be elected by a process that recognizes three gender categories: female, male and non-binary. Elections shall ensure that no one gender category shall exceed 50 percent of the committee's total

## By-Laws

### Democratic Central Committee of Charles County

- membership. A committee shall be considered gender balanced as long as variance between men and women in the group does not exceed one (1). In the case of gender non-binary, they shall not be counted as either a male or female, and the remainder of the committee shall be equally divided.
2. Elected members shall serve a term of four years, or until their successors qualify. Members appointed to fill an elected position shall serve until the term for which they are appointed to complete." Appointed members are not eligible to serve on the executive committee.
  3. 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.
  4. Candidates for appointment to the Central Committee may not have any felony convictions and shall be disqualified for the aforementioned.
  5. 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.
  6. 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 Committees 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.
  7. 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.
  8. 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.

## By-Laws

### Democratic Central Committee of Charles County

- a) 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. The event chairperson shall be responsible for reporting event participation to the Secretary and must report attendance out at the next meeting.
  - b) The Central Committee shall remove any member from office who misses 2 consecutive meetings or 3 total meetings within a calendar year will be recommended to the Credentials Committee for removal - three (3) unexcused (EX: illness, medical emergency, death, transportation. All others will be reviewed on a case-by-case basis by the Credentials Committee.) regular meetings or three unexcused tardiness 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.
  - c) The Secretary shall immediately report to the Central Committee Chair the recommendation of the removal of the central committee member. The Central Committee Chair will certify to the Secretary of the Maryland Democratic Party that the member has violated its attendance rule. The Secretary of the Maryland Democratic Party shall then officially notify the member in writing that their seat has been vacated. Such members may appeal with the chair of the Maryland Democratic Party within (15) business days of the action by the Maryland Democratic Party.
  - d) Any member who shall be guilty of willful neglect of duty imposed upon him shall have his/her membership revoked.
9. 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

## By-Laws

### Democratic Central Committee of Charles County

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.

a) 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.

10. 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

1. The members of the Central Committee shall elect their own officers, the offices shall be: Chair, Vice Chair, Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, and Historian.
2. The Executive Committee shall consist of the following: Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.
3. The votes of a majority of the members of the Central Committee shall be required to elect each officer.
4. The officers shall serve for a term of ONE year (November to November) at which time a successor can be selected.
5. The election of officers shall be held at the next regularly scheduled meeting after the primary election that elected the Central Committee.
6. Officers may be removed during their term upon vote of the majority of the Central Committee.
7. Roles and responsibilities of officers:
  - a) **Chair:** The Chair shall preside at all meetings of the Central Committee, preserve order during the deliberations, and appoint

## By-Laws

### Democratic Central Committee of Charles County

subcommittees. The Chair shall be an ex officio, non-voting 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. The Chair will lead the effort to draft a two-year work plan for each election cycle. This plan shall be submitted to the State Chair detailing the Committee's efforts to build the local and state Democratic Party and support its Democratic candidates before the primaries and nominees for the general election. The Chair is the official representative to the Maryland State Democratic Party. Any grievance or irregularity should be brought to the attention of the full Charles County Democratic Central Committee before contact is made with the state party

- b) **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. The Vice Chair shall chair the Central Committee's Credentials Committee in accordance with the Central Committee's By-Laws Article V- Committees and Clubs, Section 5.2 and in accordance with Article VII- filling vacant offices, sections duties and responsibilities.
- c) **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.

## By-Laws

### Democratic Central Committee of Charles County

- d) **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.
- e) **Parliamentarian:** The Parliamentarian shall assist the committee in the drafting, and/or updating, and with the interpretation of by-laws. The parliamentarian shall also assist in the interpretation of the rules of order. The Parliamentarian serves as advisor to the Chair.
- f) **Historian:** Keep a record of the club's accomplishments and activities from past and present.
- g) **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.
- h) 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

1. The Central Committee by majority vote of its members, may establish such standing subcommittees as may be deemed necessary to promote the principles and objectives of the Democratic Party. The Chair of each such standing subcommittee shall be appointed by the Central Committee from amongst registered Democratic voters in the County. Such subcommittees may include: communications, liaison/outreach, fundraising, legislative, voter registration, rules, credentials, events, advisory, finance and education.
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.

## By-Laws

### Democratic Central Committee of Charles County

3. There shall be an Advisory Committee to the Central Committee. The Advisory Committee shall be composed of the Presidents of the Charles County's local Democratic clubs (such as Northern, Western, and 4th and 5th 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.
  - a) Liaisons shall be appointed to attend each Democratic Clubs meetings. The liaisons will bring reports back to the entire committee.
  - b) If any Democratic Club supports a write in candidate, the said club shall no longer be recognized by the Central Committee.
4. With the concurrence of the Central Committee, the Chair may appoint such Adhoc subcommittees as are deemed necessary.
5. All Democratic Clubs to be recognized as an official club of the State Party shall be sanctioned by the Central Committee and shall comply with the By-Laws as presented.

#### ARTICLE VI – Meetings

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.
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.
3. A quorum shall consist of a majority of the members of the Central Committee.
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.
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.



## By-Laws

### Democratic Central Committee of Charles County

6. Five days' written notice shall be given to all members of all special meetings. Said notice shall state the date, time, address, and agenda for the forthcoming meeting.
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.
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. The Outgoing Chair will close out all old business and facilitate the election of the newly elected Chair by the majority vote of the newly elected Central Committee. The newly elected Chair of the newly elected Central Committee shall convene the meeting: and schedule a vote, within the next thirty (30) days of the remaining officers.
9. No member shall be permitted to vote by proxy.
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. Unfinished business
  - e. New business

#### ARTICLE VII - Filling Vacant Offices

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.
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. The notice shall include the Committee's intent to meet and act, the time place of the

## By-Laws

### Democratic Central Committee of Charles County

meeting, the process for filling the position, and the manner in which interested candidates may apply to be considered.

3. The notice shall be given at least two weeks prior to the deadline for application, unless otherwise required by law.
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.
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.
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 – Removal of Members

1. A member of the Charles County Democratic Central Committee may be considered disqualified for office and removed as a member.
  - A. Grounds for such disqualification and removal from office shall include:
    - B. For malfeasance (the commission of a wrongful or unlawful act involving or affecting the performance of one's duties) or misfeasance (the performance of an official duty in an improper or unlawful manner or with an improper or corrupt motive) in office.
  - 2) Upon conviction of a felony.
  - 3) For violating the CCDCC by-laws and any of the following:
    - a. Harassment, including but not limited to: unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts; sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets; leering, obscene or vulgar gestures or making sexual gestures; displaying or distributing sexually

## By-Laws

### Democratic Central Committee of Charles County

suggestive or derogatory objects, pictures, cartoons, or posters or any such items; impeding or blocking movement, an unwelcome touch. The CCDCC will not tolerate harassment in any form. For the purposes of the Maryland Democratic Party, "Harassment" is considered to be, any form of unwelcome conduct based on race, color, religion or lack thereof, sex (including sexual orientation, gender identify, or familial status), national origin, age, disability, or genetic information (including family medical history). Harassment is when the conduct is severe enough that a reasonable person would consider it to be intimidating, hostile, or abusive:

- b. CDCC Members should not publish/distribute photos, videos, and audio, to include social media of others if they object or ask to be excluded and immediately ceasing any behavior that is reasonably perceived as harassing, abusive or violent, and respecting others' feelings for what behavior qualifies as such.
- c. CCDCC prohibits the creation of hostile environment including conduct that creates an intimidating, hostile or otherwise offensive environment or assaulting others; any abusive disrespectful language (in any form) directed at al person; any sexual advances that are unwelcomed as well as reprisals or threats after a negative response to sexual advances; and conductor comments consistently targeted at one gender, even if the content is not sexual.
- d. Violation of a peace order shall be grounds for automatic removal.
- e. Avoid Dem vs. Dem confrontations and all members must be committed to support the democratic candidate at all times.
- f. The CCDCC only supports legislation or ballot initiatives that the Maryland Democratic Party supports. Any member using their official title to promote legislation initiatives that are not aligned with the Maryland Democratic Party is in violation of the CCDCC's by-laws and could be subject to removal from the CCDCC.
- g. The CCDCC members are prohibited from wearing CCDCC paraphernalia at non-sanctioned CCDCC or MDCC events. Paraphernalia should only be worn when performing official

## By-Laws

### Democratic Central Committee of Charles County

duties at sanctioned events. The CCDCC logo can only be used with approval of the Chair or Executive Committee.

- h. Violation of any of the above can and will be considered as a member's voluntary resignation and an automatic referral to the CCDCC Credential Committee.

4) For openly supporting or endorsing a candidate for public office of another political party or an independent candidate who is opposed or will be opposed by a Democratic nominee for the same office. Violation of this subsection may include endorsing or making public statements of support for a candidate; donating money or in-kind goods or services that are subject to official reporting; displaying signs on real or personal property; wearing or displaying campaign buttons, bumper stickers, or similar displays; or participating in coordinated or cooperative campaign efforts in support of such a candidate or candidates.

- A. Members of the Democratic State Central Committee of Maryland subject to disqualification and removal under these By-Laws may be removed from office upon petition filed and findings made in accordance with the following procedure.
- B. A petition for removal must be presented to the Chair of the Maryland Democratic Party by majority vote from the local central committee or bearing the signature of any three (3) bona fide Democrats registered to vote in the political subdivision which the member represents. The petition must cite grounds for disqualification and removal in accordance with §6A above.
- C. Within five (5) business days after receiving any petition for removal or appeal of a removal, the Chair shall refer said petition or appeal to the Credentials Committee for its review and recommendation.
- D. Within fifteen (15) business days after receiving any petition for removal or appeal of a removal, the Credentials Committee shall hold a hearing on said petition or appeal affording the member the opportunity to confront the petitioners, present evidence and witnesses to rebut the grounds for disqualification, and question any witness testifying against said member. The member against whom a petition for removal is filed or who is appealing a removal shall have the right to employ counsel and the right to examine all evidence presented to the Credentials Committee.

## By-Laws

### Democratic Central Committee of Charles County

- E. Within ten (10) business days after the last day of the hearing, the Credentials Committee shall make a written recommendation for action on the petition or appeal to the chair of the Maryland Democratic Party.
- F. The Chair of the Maryland Democratic Party shall notify parties filed with the recommendation of the Credentials Committee by registered mail within five (5) business days of receiving the recommendation.
- G. If the Credentials Committee recommends that the member be removed from office, the removal shall automatically take effect unless the member files a request, in writing, within fifteen (15) business days of their notification to have the recommendation considered by the Executive Committee of the Democratic State Central Committee of Maryland. In the event of such a request, the Executive Committee shall vote on the recommendation of the Credentials Committee at its next meeting, with there being no further right to appeal.

#### ARTICLE IX – Code of Ethics

- 1. Members of the Democratic State Central Committee of Maryland shall be subject to the same substantive rules of ethical guidance as state public officials to assure that they shall at all times conduct themselves in a manner that reflects creditably upon the office that they serve, shall not use their office to gain special privileges and benefits, and shall refrain from action in their official capacities when their independence of judgment would be adversely affected by personal interests.

#### ARTICLE X - Amendments

- 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

- 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.

## By-Laws

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

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

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. Maryland State Democratic Party Headquarters.