

**Roanoke County Democratic Committee**  
**Bylaws**  
November 3, 2022

**Mission** – The Roanoke County Democratic Committee (hereinafter referred to as RoCo Dems) shall promote the interests of the Democratic Party in Roanoke County by advocating party positions and candidates, encouraging citizens to become active Democrats and raising the funds needed to accomplish this mission.

**Article I - Authority**

RoCo Dems exist under the authority of and in accordance with the Code of Virginia, the Democratic Party of Virginia State Party Plan (hereinafter referred to as Party Plan) and the rules of the Democratic National Committee. These bylaws, while not all encompassing, guide the actions of the RoCo Dems. At all times, these bylaws remain subordinate to the Party Plan or bona fide specific instructions from the State Central Committee.

Upon adoption, these bylaws shall supersede all prior bylaws together with all amendments, references to notice, percentages, quorum requirements, or other procedures described in the supplanted document(s). The rules and procedures herein will become the active authority and no actions taken in compliance with these bylaws and the Party Plan will be subject to liability or sanction.

**Article II - Membership Part One: Eligibility**

Any person registered to vote in Roanoke County who agrees that they will not - support, endorse or assist any candidate running against a Democratic nominee, may serve as a member of the RoCo Dems. This pertains to all levels of RoCo Dems membership.

**Part Two: Voting Member**

Members will be elected to a two-year term at the time of the RoCo Dems reorganization as prescribed by the Party Plan, or in the absence of a prescribed procedure, after midnight on the first Friday in December of each odd numbered year, but prior to midnight on the second Wednesday of the following January. Members may also be elected to fill an unexpired term by magisterial district committees whenever a vacancy exists in that committee's membership.

1. Each Magisterial District **may** elect up to 20 members, with at least one voting member living in each precinct at the time of his or her election. If one or more precincts do not have a voting member, the maximum number of elected members shall be reduced by the number of precincts with no elected members to allow for future election from those precincts.

2. Pursuant to the Democratic Party of Virginia State Party Plan, only members from a Magisterial District who reside in the district may vote for a Magisterial Chair. Magisterial District Chairs may appoint other Magisterial District officers and committees.
3. In the absence of members residing in their district, Magisterial District Chairs may fill vacancies with county members who reside in other districts.
4. Committee members shall be elected within Magisterial Districts by a simple majority vote. (See point 1.) Prior to their election all persons must confirm their desire to serve by either attending the Reorganization Caucus or communicating their willingness in writing on a form prescribed by the RoCo Dems.
5. Members of the State Central Committee who reside in Roanoke County become ex-officio members of the RoCo Dems during the term of their office.
6. Democratic Local, State, District and Federal officeholders who reside in Roanoke County become ex-officio members of the RoCo Dems during their term(s).

### **Part Three: Associate Membership**

Any Roanoke County resident who meets the requirements of Article Two, Part One of these Bylaws, and is approved by the RoCo Dems, may join as an Associate Member. Associate Members may participate in all committee affairs except they may not vote on RoCo Dems business.

Members of youth organizations with two or more members recognized by the RoCo Dems who reside in Roanoke County may become Associate Members of the RoCo Dems.

### **Part Four: Auxiliary Membership**

An Auxiliary Member must be registered to vote in Virginia. They have all the rights of a regular member of the RoCo Dems, but they may not vote on any RoCo Dems business. An Auxiliary Member must agree not to support, endorse or assist any candidate running against a Democratic nominee

### **Part Five: Voting Rights**

Unless otherwise stated, all committee members elected or otherwise, have the same rights and privileges.

Only members who have been elected as part of the most recent biennial reorganization or have been elected to the RoCo Dems at least seven days prior to the meeting may vote on any matter.

### **Article III - Officers**

During the biennial reorganization meeting or within 30 days afterward, the RoCo Dems shall elect these officers: Chair, 1<sup>st</sup> Vice Chair, Secretary and Treasurer.

**Chair:** Duties and authorities of the Chair shall include, but not be limited to:

- Coordinate the day-to-day work of the RoCo Dems.
- Appoint or replace standing and temporary committee chairs or members.
- Appoint a parliamentarian.
- Delegate assignments to other officers and committee chairs.
- Prepare the agenda and preside over meetings.
- Act as temporary Chair of nominating caucuses.
- Serve as ex-officio member of all committees except nominating.
- Represent the RoCo Dems at Congressional District committee meetings.
- Represent the RoCo Dems at Virginia Association of Democratic Chairs Meetings.
- Ensure the treasurer's report is reviewed annually.
- File reports and forms required by the Roanoke County Electoral Board, the Party Plan and other official entities.
- Expend or obligate the RoCo Dems for any expense up to \$100.00 without approval of the Executive Board.
- Ensure payment of the cost of advertisements mandated by the Party Plan.

**1<sup>st</sup> Vice Chair:** Duties and authorities of the 1<sup>st</sup> Vice Chair shall include, but not be limited to:

- Assume the duties of the Chair in the event of the Chair's absence or inability to perform required duties for any reason.
- Carry out additional duties as designated by the Chair.

**Secretary:** Duties and authorities of the Secretary shall include, but not be limited to:

- Ensure the recording and distribution of minutes from all RoCo Dems meetings and Executive Committee meetings.
- Conduct routine and other correspondence as directed by the Chair.
- Arrange for the location and send out notices for all meetings and caucuses.
- Maintain a membership list and attendance records.

**Treasurer:** Duties and authorities of the Treasurer shall include, but not be limited to:

- Keep RoCo Dems funds safe and maintain bank accounts.
- Account for income and disbursements.
- Bill for dues.
- Ensure compliance with disclosure and reporting laws.
- Maintain RoCo Dems dues and assessment obligations in good standing.
- Provide a financial condition report at each RoCo Dems and Executive Committee meeting.
- Submit financial records to a third party every two years for certification that they are in good order. An audit of the financial records will be conducted immediately if there is a change in Treasurer.

The RoCo Dems may also elect such other officers as necessary or as recommended by the RoCo Dems Executive Committee and approved by the majority in attendance at a meeting of the RoCo Dems. Such other officers may include:

- Vice Chairs
- Corresponding Secretary

## **Article IV - Committees**

Standing and Temporary Committee Chairs may call meetings as needed to conduct business. Standing Committee members must be voting members of the RoCo Dems. Temporary Committee members do not have to be voting members.

**Part One: Standing Committees** – The RoCo Dems Chair shall appoint the following Standing Committees:

- **Candidate Recruitment & Development Committee** will vet, recruit, and groom candidates to run for public office as Democrats.
- **Education Committee** will help keep members abreast of current issues by scheduling programs for monthly meetings and planning informative seminars.
- **Fundraising Committee** is responsible for generating the resources that allow the Roanoke County Democratic Committee to meet the requirements of its Mission Statement. It organizes and hosts the Committee's primary fundraiser, the Annual Spring Fling, and oversees all other fundraising endeavors.
- **Information Technology Committee** provides expertise and advice in all matters relating to technology as well as overseeing the implementation of such as needed to carry out the mission of the committee. The IT Committee sets guidelines for and manages the RoCoDems' social media presence.
- **Outreach Committee** will strive to increase membership of the Roanoke County Democratic Committee and encourage participation by its existing members.

### **Part Two: Temporary Committees**

The RoCo Dems Chair may appoint other committees as deemed necessary by the RoCo Dems Executive Committee. Any such committees shall report their progress to each RoCo Dems meeting held during their existence. All Temporary Committees cease to exist upon completion of their mission.

### **Part Three: Executive Committee**

The RoCo Dems Executive Committee is comprised of the Officers of the RoCo Dems, Ex-Officio members (Roanoke County public officeholders elected as Democrats), Chairs of the Standing Committees, Magisterial District Chairs, and the

Immediate Past Chair. The Executive Committee acts on behalf of the RoCo Dems. Upon request, minutes of Executive Committee meetings shall be made available to any RoCo Dems voting member.

## **Article V - Dues**

The RoCo Dems Executive Committee shall approve and communicate a dues schedule prior to the biennial reorganization. The schedule must be approved by the RoCo Dems membership.

### **Part One: Dues Waiver**

The Executive Committee may waive dues for any individual RoCo Dems member if requested by that member.

### **Part Two: Ex-Officio Members**

Ex-Officio members shall have the same obligation to pay dues as voting members.

### **Part Three: Associate and Auxiliary Members**

Associate and Auxiliary RoCo Dems members shall pay one half (1/2) dues of RoCo Dems voting members.

## **Article VI - Meetings**

The RoCo Dems Chair shall call meetings as necessary to conduct party business and realize the RoCo Dems mission statement.

### **Part One: Schedule**

The RoCo Dems shall meet a minimum of four (4) times each calendar year. The RoCo Dems Executive Committee shall meet at least eight (8) times each calendar year.

### **Part Two: Procedure**

Meetings shall proceed according to the Party Plan and general principles described in *Roberts' Rules of Order*. No proxy or other form of absentee voting is permitted.

### **Part Three: Meeting Authority**

RoCo Dems meetings may override any Executive or other previous RoCo Dems action by a simple majority vote.

### **Part Four: Quorums**

Meetings require a quorum of 30% of the membership as it is reflected by the membership list maintained by the RoCo Dems Secretary. Executive Committee meetings require a quorum of 40% of their committee members.

No quorum is required for informational meetings. Members in attendance at informational meetings may recommend any action or decision for ratification at the next RoCo Dems meeting.

## **Article VII - Changes in RoCo Dems Membership**

### **Part One: Vacancies**

In the event of a vacancy in the office of Chair, the 1st Vice Chair will assume the duties of the Chair. For all other vacancies, the Chair shall appoint an interim replacement.

A new election to fill the vacancy shall be called at the next regularly scheduled RoCo Dems meeting following notice of the vacancy given by the ranking member of the Executive Committee to all members of the RoCo Dems. A permanent replacement will be elected by a simple majority vote at the next RoCo Dems meeting.

District Chair replacements need approval only from a majority of the District Committee members present (even if uncontested for election).

### **Part Two: Removal and Status Change**

The RoCo Dems Executive Committee may remove Officers or members for legitimate reasons including, but not limited to, excessive absence, willful neglect of duties, defalcation or violating party rules.

Any voting member who consecutively fails to attend six (6) RoCo Dems meetings may be changed from a voting member status to an associate member status by the Executive Committee with ratification by the membership.

Removal for publicly advocating the election of a candidate opposed to the Democratic candidate for any public office may be initiated by any RoCo Dems member and Executive Committee action must be completed within thirty (30) days.

**Process** – Any removal must be approved by two thirds (2/3) of the RoCo Dems Executive Committee. The individual in question must be provided with the reasons for the pending action and afforded the opportunity to present opposing views. They must be notified in writing at least fourteen (14) days before the RoCo Dems Executive Committee considers their case and may be present for deliberation and voting. If the person is entitled to vote on the question, they may do so.

A 60% vote of the RoCo Dems is required to ratify a removal.

All decisions to remove an individual may be appealed to the Congressional District Committee according to the Party Plan.

## **Article VIII - Amending Bylaws**

The RoCo Dems bylaws will be available upon request and submitted to the Virginia State Party headquarters for review as to form and consistency with the state's plan. The RoCo Dems Chair will submit bylaws to the Virginia State Headquarters within ninety (90) days of election as chair.

These bylaws may be amended, changed or replaced by a two-thirds (2/3) vote of the RoCo Dems after the proposed changes have been distributed during the preceding RoCo Dems meeting or provided to the membership at least seven (7) days prior to the meeting at which they will be considered.

Changes to the bylaws shall be mailed to Virginia State headquarters within fourteen (14) days of approval by the RoCo Dems and shall be kept on permanent file and made available for public viewing.