

**Arlington County Democratic Committee  
Bylaws**

**TABLE OF CONTENTS**

**Article I. NAME 3**

**Article II. PURPOSE 3**

**Article III. COUNTY COMMITTEE MEMBERSHIP 3**

- A. Composition of the County Committee 3
- B. Eligibility 5
- C. Rights and Responsibilities of Members 6
- D. Removal and Vacancies 8

**Article IV. STEERING COMMITTEE 10**

- A. Composition 10
- B. Duties 10
- C. Meetings. 10
- D. Special Meetings 11

**Article V. OFFICERS 11**

- A. Officers, Terms of Office and Eligibility 11
- B. Duties of the Chair 12
- C. Duties of the Dep Chair, Precinct Ops, Voter Support 13
- D. Duties of Beyond Arlington, Finance, Treasurer 14
- E. Duties of Communications, Press & PR and the Parliamentarian 15
- F. Duties of Sergeant at Arms, Outreach, Inclusion and Equity 16
- G. Duties of Volunteer Coordinator, Secretary, Tech & Data 17
- H. Duties of membership, Administration, Calls to Action, Legal, Programs 18

**Article VI. MEETINGS 19**

- A. Reorganization Meeting 19
- B. Regular Meetings 20
- C. Special Meetings 20

D. Quorum 20

E. Voting 20

F. Open Meetings and Executive Sessions 21

**Article VII. COMMITTEES 21**

A. Joint Campaign Committee 21

B. Standing Committees 21

C. Special Committees 23

**Article VIII. ENDORSEMENTS, PUBLIC STATEMENTS AND RELEASES 23**

A. Endorsements 23

B. Public Statements and Releases 24

**Article IX. ORGANIZATION OR GROUP APPROVAL 24**

**Article X. OPEN DEMOCRATIC COUNTY CONVENTIONS AND CAUCUSES 24**

A. Establishment of Open County Conventions and Caucuses 24

B. Participation 25

**Article XI. EXECUTIVE DIRECTOR 25**

**Article XII. AMENDMENTS 25**

**Article XIII. RULES OF ORDER 26**

# Arlington County Democratic Committee Bylaws

As approved and adopted by the County Committee, April 3, 2024

## Article I. NAME

The name of this Committee shall be the Arlington County Democratic Committee (the "County Committee").

## Article II. PURPOSE

The County Committee shall have those powers and duties necessary and proper to carry out the functions assigned to it by the Democratic Party of Virginia's State Party Plan, to further the interests of the Democratic Party, to represent the Democratic voters of Arlington County in matters of public policy, to represent the community in Democratic Party affairs, to register voters and to implement at the local level the objectives of the Democratic Party.

## Article III. COUNTY COMMITTEE MEMBERSHIP

### **A. Composition of the County Committee**

The County Committee shall be made up of all voting and non-voting members, as defined in this section III.A.

#### **1. Voting Members**

a. Precinct Captains: Precinct Captains shall be elected in the even numbered years by Democratic voters residing in the respective precincts. Such election shall take place at a caucus called by the County Committee to be held at the general time and place of what would be the January regular meeting of the County Committee. Only those individuals who have filed their intention to run for Precinct Captain with the County Committee Chair (the "Chair") by the date prescribed in the call to such caucus and who (1) reside in the precinct they wish to represent, or (2) have served as a Precinct Captain for six months or more immediately prior to the date of the caucus, will be eligible for election by the caucus participants. The new Precinct Captains shall assume their duties when elected and the County Committee shall reorganize, as provided in the State Party Plan, at an organizational meeting to immediately follow the caucus. There shall be two Precinct Captains elected from each electoral precinct in Arlington County except that each of the eighteen (18) precincts which have the most active registered voters as of November 15 of the odd-numbered year immediately preceding

such election shall have one additional Precinct Captain. The Chair shall have the discretion to make reasonable deviations from these Precinct Captain allocations subject to the approval of the County Committee. Precinct Captain allocations may be altered whenever a new precinct is created or precinct boundaries are altered. If the boundary of any precinct changes by law between reorganizations, any Precinct Captain no longer residing in that precinct may fill any vacancy on the County Committee for which they are eligible or, in the event no such vacancy exists, may serve as a voting member until the next election of Precinct Captains. Precinct Captains may be nominated and elected for precincts with vacancies at the organizational meeting (after the organizational caucus) consistent with section III.D.3.

b. The Officers of the County Committee.

c. Area Chairs: The Steering Committee shall divide the County into no more than thirteen (13) geographically compact areas composed of three to nine precincts. Area Chairs for each area shall be appointed by the Chair in consultation with the Precinct Operations Chair, subject to the approval by majority vote of the Steering Committee and the County Committee. Area Chairs shall be chosen within forty (40) days after the biennial reorganization meeting or whenever a vacancy occurs and shall serve for a term of the County Committee or until their successors are elected.

d. All members of the Democratic State Central Committee who reside in Arlington County.

e. The immediate past chair of the County Committee, being the Chair having served in the most recent term prior to reorganization, if they reside in Arlington County.

f. The President (or their designee), the Vice President (or their designee), one Party Representative (or their designee), and the Campaign Director (or their designee) of the Arlington Young Democrats, and a representative from each other Democratic organization designated pursuant to Article IX as a part of the County Committee.

g. Duly elected officeholders, elected to office as Democratic Party nominees or endorsees, who reside and vote in Arlington County, or represent a district partially located in Arlington County, immediately upon their certification by the Board of Elections and during their tenure as such officeholder.

h. Representatives of the Outreach Caucuses established by the Outreach & Visibility Committee, as designated under Section III.C.2.c.

## **2. Non-voting Members**

a. The Chair(s) and members of the Joint Campaign Committees during their period of tenure.

- b. Members of Standing Committees of the County Committee.
- c. Precinct Leaders.
- d. Non-immediate Past Chairs of the County Committee who reside in Arlington County.
- e. Members Emeriti. The County Committee may, by majority vote, confer the position of Member Emeritus on any individual who has served as a voting member of the County Committee for at least ten years.
- f. Associate members who have signed a membership pledge.

## **B. Eligibility**

### **1. Filing Requirements**

- a. The County Committee may establish such requirements as are reasonable and not inconsistent with the State Party Plan for filing by candidates for the County Committee, and shall have the right to examine the qualifications of any person who files their intention to be a candidate for election to the County Committee.
- b. Any assessment of a filing fee shall be uniformly applied to all candidates for elected positions on the County Committee, regardless of the time at which their election occurs or whether the race for a seat is a contested one. No individual shall, by virtue of holding more than one position on the County Committee, be assessed more than one such filing fee.
- c. Any filing fee revenues collected shall be available to defray the County Committee's costs associated with elections to the County Committee or for other County Committee purposes.

### **2. General Eligibility**

Any person, who:

- Is a resident of Arlington County of voting age or will be of voting age at time of the next general election;
- Is a Democrat;
- Subscribes to the principles of the Democratic Party; and
- Files a duly executed certificate of eligibility with the Chair of the County Committee on a form which includes a pledge that the person is a resident of Arlington County of voting age, is a Democrat, subscribes to the principles of the Democratic Party, complies with the requirements approved by the County Committee, in compliance with the State Party Plan, and is eligible to hold an

elected or appointed position on the County Committee and thereby become a voting member of the County Committee.

If the Chair or any other member of the County Committee has reason to question the eligibility of a candidate for the County Committee, such information shall be made available to the County Committee at the earliest feasible date. The procedures to be followed in this event shall be the same as that set forth in Article III.D.1. for removal of a member.

## **C. Rights and Responsibilities of Members**

### **1. Party Responsibility**

All voting members of the County Committee shall have the responsibility assigned to the County Committee by the State Party Plan for promoting the Democratic Party's interest in all general and special elections within the County.

This responsibility shall include, but not be limited to:

- The registration of voters;
- Perfecting the Democratic Party organization in the County; and
- Performing all within their power to aid in victory at the polls in all elections of the Democratic Party's nominees, any candidate endorsed by the County Committee where there is no provision in law for making a nomination, and any independent candidate duly endorsed by a Democratic convention or caucus called in whole or in part for that purpose.

The phrase "Democratic Party's nominees" shall include the Democratic Presidential Electors and/or Democratic candidates for the offices of President and Vice President.

Nothing in this Article shall be construed as requiring any member of the County Committee to support any candidate advocating discrimination on the basis of race, education, ethnicity, ethnic identity, economic status, color, creed, gender, gender identity, sex, sexual orientation, pregnancy, age, religion, disability, national origin, citizenship or immigration status. No member of the County Committee shall be subject to removal from the County Committee for refusal to support a candidate advocating such discrimination.

### **2. Rights and Duties of Voting Members**

It shall be the right of voting members to participate fully in all business of the County Committee and to speak for the Democratic voters of their respective precincts if elected pursuant to Article III.A.1.a or Article III.D.3.

It shall be the duty of all voting members to:

- Abide by the State Party Plan and these Bylaws;
- Attend meetings of the County Committee regularly;
- Campaign actively on behalf of all Democratic nominees and endorsees; and
- Fulfill such other responsibilities as the Chair shall assign.

Failure to fulfill these duties may be cause for removal from the County Committee, in accordance with the procedure outlined in Article III D. I.

a. Precinct Captains shall be responsible throughout the year for organizing the grass roots operations in their respective precincts according to these Bylaws and the guidelines established by the Precinct Operations Chair. The primary duty of a Precinct Captain is to establish and maintain a precinct team. Precinct Captains shall endeavor to recruit "precinct leaders" and sufficient numbers of additional volunteers to carry out the necessary precinct functions.

The Precinct Captains for a precinct may forward a list of up to six persons to the Precinct Operations Chair for consideration for presentation to the County Committee for approval as Precinct Leaders. Precinct Captains shall also coordinate the precinct leaders and additional volunteers in accomplishing the precinct functions.

Precinct functions may include but are not limited to:

- Door-to-door canvassing, phone banking and/or text-banking of the registered voters in the precinct to provide information and materials about the Democratic candidates and to determine the voters' preferences in the upcoming election (voter identification);
- Providing voter registration and absentee voter information to Democratic Party supporters in the precinct as needed; and
- Recruiting volunteers to distribute literature, assist with events for the County Committee and the Joint Campaign;
- Providing support for the Get Out The Vote effort; and
- Providing other support to the Democratic Party and candidates nominated or endorsed by the Democratic Party.

b. Area Chairs shall serve on the Precinct Operations Committee and serve as liaisons between the Precinct Captains and the Precinct Operations Chair and Precinct Operations Deputy Chair. Each Area Chair shall assist when necessary Precinct Captains for precincts within their area and shall actively recruit candidates to fill vacancies on the County Committee from their area.

c. Outreach Caucus Chairs and Co-Chairs shall be responsible for leading caucuses

established by the County Committee to focus on expanding participation in the Democratic Party and the democratic process, including participation by historically underrepresented or marginalized groups. Each Caucus Chair or Co-Chair shall establish and maintain a caucus team, which may include the designation of additional caucus leaders under the Chair or Co-Chairs. The Outreach Caucus Chair and Co-Chairs shall designate one representative of each Outreach Caucus to serve as a voting member of the County Committee and Steering Committee, subject to the approval of the Steering Committee. An Outreach Chair or Co-Chair may serve as this representative.

Caucus functions may include:

- Providing voter registration and voting information to historically underrepresented populations within the County;
- Organizing events and other activities to highlight issues of concern and to solicit and listen to community feedback; and
- Providing support for the Get Out The Vote effort; and
- To provide other support to the Democratic Party and candidates nominated or endorsed by the Democratic Party.

### **3. Rights and Responsibilities of Non-Voting Members**

Non-voting members of the County Committee shall have all rights and duties of voting members except the right to vote on questions before the County Committee.

#### **D. Removal and Vacancies**

##### **1. Removal Procedure**

Pursuant to the State Party Plan, any County Committee member found guilty pursuant to the procedures below of neglect of any duty or responsibility imposed by the State Party Plan or by these Bylaws may be removed from the County Committee. Any member of the County Committee may bring such charges in writing to the attention of the Chair.

The Chair shall promptly notify the individual charged in writing and determine if the individual chooses to contest the charges. If the individual does not contest the charges, the Chair shall inform the County Committee that the individual is no longer a member of the County Committee. If the individual contests the charges, the Chair shall appoint a special committee of no fewer than 3 County Committee members to hear the charges and designate its chairman.

The charged individual shall be given at least ten days written notice to prepare and/or submit material for the special committee's deliberations. The special committee's



activities will be open for observation only to the charged individual and members of the County Committee unless otherwise approved by the Chair of the County Committee. The special committee shall receive all pertinent written evidence, allot reasonable time for the charged individual to speak and allow the charged individual or their representative (who need not be a member of the County Committee) reasonable time to examine any witness. If the charged individual, without a valid excuse, fails to appear on the date, and at the time and place, set for a meeting of the special committee, the special committee may proceed to conduct the hearing in the member's absence.

If a majority of the special committee present finds that the charged individual has been guilty of neglect of any such duty or responsibility, then the special committee must remove the charged individual from the County Committee and report its findings and recommendations to the Chair, who shall inform the County Committee at the next regularly scheduled meeting, at which time the removal will become final. If a majority of the special committee fails to sustain the charges of such neglect, then they will not be reported to the County Committee.

## **2. Suspension Procedure**

Any County Committee member charged with neglect of any duty or responsibility imposed by the State Party Plan or these Bylaws, or whose participation in Party activities poses a threat to the mission of the County Committee or the Democratic Party, shall be subject to suspension from their County Committee office(s) by a majority vote of the Steering Committee.

Suspension may last for a specified time not to exceed the period ending on the later of: 1) the date of the Steering Committee meeting following the next General Election; or 2) the end of the period of time needed to complete the removal procedures as contained in Article III.D.1.

In the event that the special committee does not sustain the charges, the suspension shall be immediately terminated. The Chair may prohibit anyone suspended under these Bylaws from using any local, state, or national committee resources.

## **3. Filling Vacancies on the County Committee**

In filling vacancies for Precinct Captain, a preference shall be given to persons who reside in the precinct they seek to represent. However, vacancies may also be filled by persons residing in other precincts with a preference for contiguous precincts. No nomination submitted to the Chair orally or in writing fewer than fifteen (15) days before a meeting of the County Committee shall be considered at that meeting over the objection of ten percent (10%) of the present and voting members of the County Committee. Voting rights for a person filling a vacancy for an elected position shall begin at the conclusion of the meeting at which the person is elected.

#### **4. Filling Vacancies for Other Elected Officers**

The Chair shall fill vacancies for elected officers occurring between biennial reorganization meetings, subject to County Committee approval. The Deputy Chair shall become Chair if there is a vacancy for Chair occurring between biennial reorganization meetings.

### **Article IV. STEERING COMMITTEE**

#### **A. Composition**

The Steering Committee shall be composed of the officers of the County Committee, the Area Chairs, all members of the State Central Committee from Arlington County, the immediate past Chair, the Party Representative of the Arlington Young Democrats, the President of the Arlington Young Democrats, the Vice President of the Arlington Young Democrats, and the Campaign Director of the Arlington Young Democrats, the designated representatives of the Outreach Caucuses established by the Outreach & Visibility Committee, and the Chair or Co-Chairs of the Joint Campaign Committee in the year in which they serve shall serve on the Steering Committee. Only those Steering Committee members who are residents of Arlington County may vote on Steering Committee matters.

#### **B. Duties**

The Steering Committee is authorized to and shall act on behalf of the County Committee between regular meetings of the County Committee; it shall engage in evaluation of the activities, aims, and policies of the County Committee and plan for the greater fulfillment of them and may make recommendations to the County Committee on matters before it. The Steering Committee shall set the agenda for meetings of the full County Committee.

#### **C. Meetings.**

The Steering Committee shall meet monthly. Meetings of the Steering Committee shall be open to all members of the County Committee; advance notice of the regular Steering Committee meetings shall be given to members of the Steering Committee and members of the County Committee by the most practical method. The Chair of the County Committee shall preside at all meetings of the Steering Committee. The Secretary shall record the acts of the Steering Committee. When requested by the Chair, the Secretary shall maintain a record of attendance at Steering Committee meetings. There is a thirty percent (30%) quorum requirement at Steering Committee meetings as mandated by the State Party Plan. Once established, the quorum shall be presumed to remain for the duration of the meeting. Any vote by the Steering Committee

to approve or disapprove any matter shall be determined by majority vote of the members of the Steering Committee present and voting. The agenda approved by the Steering Committee at the monthly Steering Committee meeting shall be the agenda for the monthly County Committee meeting and shall be subject to Article XIII of these Bylaws. The Chair may, as necessary and at their discretion, recognize a motion to suspend the rules to deviate from the agenda approved by the Steering Committee. The Chair shall report orally to the County Committee at its next following regular meeting on all significant actions and decisions taken at Steering Committee meetings held since the last preceding regular County Committee meeting; in addition, the acts of Steering Committee meetings shall be available at any reasonable time, or read at any County Committee meeting, upon the request of any voting member of the County Committee.

#### **D. Special Meetings**

The Chair of the County Committee or a majority of the Steering Committee membership by petition, may call a special meeting of the Steering Committee. A petition must be submitted: (1) in writing or electronically by a majority of the Steering Committee members, (2) must state a specific time, location and purpose(s) for the meeting, and (3) must be served upon the Secretary. The Chair (or in the case of a meeting by petition, the Secretary) shall take reasonable care to provide actual, adequate and timely notice to all members of the Steering Committee and other affected members of the County Committee to identify the specific time, place, and items to be considered at such a meeting. Unless otherwise ordered by the Steering Committee, the special meeting shall consider the items in the order stated in the notice. No other business, except the items stated in the notice, shall be considered at such special meeting, except by consent of two-thirds of those present. Notice of any special meeting must also be provided to members of the County Committee.

## **Article V. OFFICERS**

#### **A. Officers, Terms of Office and Eligibility**

The elected officers of the County Committee shall be the Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Finance Chair, Treasurer, Communications Director, Press and Public Relations Chair, Parliamentarian, Sergeant-at-Arms, Outreach and Visibility Chair, Inclusion & Equity Chair, Volunteer Coordinator and Secretary.

1. The elected officers shall be elected at the biennial reorganization meeting of the County Committee and shall serve until the election of their successors at the

next ensuing reorganization meeting.

2. The non-elected officers of the County Committee shall be up to two (2) Precinct Operations Deputy Chairs, up to six (6) Precinct Operations Vice-Chairs, up to ten (10) Voter Support Vice-Chairs, a Beyond Arlington Chair and two (2) Beyond Arlington Deputy Chairs, up to six (6) Finance Vice-Chairs, an Assistant Treasurer, a Deputy Communications Director, up to five (5) Communications Vice-Chairs, up to eleven (11) Outreach and Visibility Vice-Chairs, a Technology & Data Chair, up to five (5) Technology & Data Vice-Chairs, a Deputy Volunteer Coordinator, up to four (4) Membership Co-Chairs, an Executive Director, a Director of Administration, a Calls to Action Committee Chair, a Legal Counsel, a Program Chair, and a Historian. The non-elected officers shall be appointed by the Chair, subject to approval by a majority vote of the County Committee.

3. Non-elected officers may be removed by the Chair subject to approval by the Steering Committee.

## **B. Duties of the Chair**

1. The Chair shall be the chief executive and supervisory officer of the County Committee. The Chair shall perform all the legal responsibilities assigned to local party chairs by the Code of Virginia and the State Party Plan. The Chair shall preside at all meetings of the County Committee, maintain order and perform such other duties pertaining to the office as specifically described elsewhere in these Bylaws. The Chair shall serve as an ex-officio member of all committees of the County Committee and may designate a representative to attend meetings of such committees. The Chair shall have direct responsibility for the organization of county conventions and caucuses as provided for in Article X. The Chair shall be responsible for issuing the call for reorganization of the County Committee at the appropriate time. The Chair may assign other additional duties to any members of the Committee. As many administrative tasks as possible should be delegated by the Chair to enable the Chair to perform fully the Chair's public responsibilities.

2. The Chair shall be the spokesperson for the County Committee and for the Democratic Party in Arlington and will inform the public of policies, aims, and activities of the Democratic Party and the County Committee in order to generate interest in Democratic Party and County Committee affairs.

3. During a candidate-selection process, the Chair shall ensure that Democratic Party resources are made available equally to all duly qualified candidates seeking the Party's endorsement or nomination.

4. In the Chair's absence or in the event of inability to perform these duties, they will be carried out by the Deputy Chair. In the event the Deputy Chair is unable or unwilling to

perform these duties, they will be carried out by an officer designated by the Chair or, if the Chair is unable to so designate, by an officer designated by the Steering Committee.

5. Upon completion of the Treasurer's term of office, the Chair shall appoint two voting members of the County Committee, or a Certified Public Accountant, to examine the accounts and records of the Treasurer. A written audit report shall be provided to the Chair within sixty (60) days of the appointment, and the report shall be made available, upon request, to any member of the Steering Committee.

### **C. Duties of the Deputy Chair**

The Deputy Chair shall assist the Chair in the ongoing daily management of the County Committee, its meetings and other proceedings and operations, as directed by the Chair. In the Chair's absence or in the event of the inability of the Chair to perform any duties of the office, the Deputy Chair shall assume those duties of the Chair.

### **D. Duties of Precinct Operations Chair**

The Precinct Operations Chair shall oversee all precinct operations and will work directly with the Precinct Operations Vice-Chairs, Area Chairs, Precinct Captains, Precinct Leaders, Building Ambassadors and other precinct volunteers on all phases of precinct operations. The Precinct Operations Chair shall chair the Precinct Operations Committee.

### **E. Duties of Precinct Operations Deputy Chair**

The Precinct Operations Deputy Chair shall support the Precinct Operations Chair in working with Precinct Operations Vice-Chairs, Area Chairs, Precinct Captains, Precinct Leaders, Building Ambassadors, and other precinct volunteers.

### **F. Duties of Precinct Operations Vice-Chairs**

The Precinct Operations Vice-Chairs shall assist the Precinct Operations Chair and the Standing Committee on Precinct Operations on all phases of precinct operations and shall carry out the duties of the Precinct Operations Chair in their absence. The Precinct Operations Deputy Vice-Chairs shall assist the Precinct Operations team.

### **G. Duties of Voter Support Chair**

The Voter Support Chair shall oversee all voter support operations, including but not limited to voter registration, voter education, voter protection, absentee voting outreach, and rides to the polls.

### **H. Duties of the Voter Support Vice-Chairs**

The Voter Support Vice-Chairs shall assist the Voter Support Chair in all phases of voter support, including but not limited to the functions enumerated in the preceding paragraph.

### **I. Duties of the Beyond Arlington Chair**

The Beyond Arlington Chair shall identify strategic campaigns outside of Arlington County and work collaboratively to marshal and deploy County Committee resources to assist these campaigns. The Beyond Arlington Chair shall be the Chair of the Beyond Arlington Committee.

### **J. Duties of the Beyond Arlington Deputy Chairs**

The Beyond Arlington Deputy Chairs shall assist the Beyond Arlington Chair in all aspects of supporting strategic campaigns outside of Arlington County.

### **K. Duties of the Finance Chair**

The Finance Chair shall be responsible for the oversight of all fundraising activities conducted by the County Committee including, the Blue Victory Dinner and the sustaining donors program. The Finance Chair shall chair the Finance Committee.

### **L. Duties of the Finance Vice-Chairs**

The Chair, in consultation with the Finance Chair, shall appoint up to six (6) Finance Vice-Chairs, subject to the approval of the County Committee, which Finance Vice-Chairs shall consist as follows: At least one (1) shall assist the Finance Chair in oversight and coordination of all fundraising activities conducted by the County Committee; up to three (3) shall be responsible for the Blue Victory Dinner; and two (2) shall be responsible for developing and maintaining a sustaining donors program under the supervision of the Finance Chair.

### **M. Duties of the Treasurer**

The Treasurer shall receive the funds of the County Committee and disburse them when duly authorized by the Chair of the County Committee and shall provide periodic financial reports to the Steering Committee at the request of the Chair of the County Committee.

The Treasurer shall maintain a ledger and keep a careful account of income and disbursements and, at the end of their service, shall turn over to the incoming Treasurer all funds, books, records, and property that belongs to the County Committee. The Treasurer shall make any financial reports required by law. The Treasurer shall prepare and manage an annual budget for submission to the Steering Committee based upon the requests submitted by the officers.

#### **N. Duties of the Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in carrying out the duties of that office and shall carry out all the duties of the Treasurer in their absence.

#### **O. Duties of the Communications Director**

The Communications Director shall be responsible for coordinating the overall branding of the County Committee's communications, including (in consultation with other appropriate County Committee officers) primary responsibility for written and electronic communications on behalf of the County Committee to its membership, the general public, and other targeted groups. The Communications Director shall chair the Communications Committee.

#### **P. Duties of the Deputy Communications Director**

The Deputy Communications Director shall assist the Communications Director on communications activities, and assume such other duties of the office of Communications Director as they shall mutually agree. The Deputy Communications Director shall carry out the duties of Communications Director in their absence.

#### **Q. Duties of the Communications Vice-Chairs**

The Communications Vice-Chairs shall support the Communications Director in branding, written and electronic communications to the County Committee membership, the general public, and other targeted groups.

#### **R. Duties of the Chair for Press and Public Relations**

The Press and Public Relations Chair shall have primary responsibility for publicity about County Committee activities, policy statements and County Democratic conventions, caucuses and elections.

#### **S. Duties of the Parliamentarian**

The Parliamentarian shall, upon the request of the Chair, advise the Chair of the County Committee on questions of parliamentary law or procedure or on interpretation of these Bylaws. The Chair shall have the final interpretation of these Bylaws, unless the Committee votes with a simple majority to overrule the Chair's interpretation. The Parliamentarian shall serve as Chair of the Bylaws Committee.

#### **T. Duties of the Sergeant-At-Arms**

The Sergeant-at-Arms, under the direction of the Chair, shall maintain order and decorum at County Committee meetings and events, and shall plan, organize and direct

special meetings, caucuses and conventions of the County Committee in accordance with these Bylaws and the State Party Plan. The Sergeant-at-Arms shall be responsible for counting and reporting votes of the County Committee taken by a show of hands. In circumstances requiring a written ballot, the Sergeant- at-Arms shall prepare the ballots and organize their distribution, collection and counting, and shall report the totals. The Sergeant-at-Arms shall, in coordination with the Secretary, maintain a list of those eligible to vote in County Committee and Steering Committee matters. The Sergeant-at-Arms may, in consultation with the Chair, appoint temporary assistants as may from time to time be necessary to carry out these duties.

#### **U. Duties of the Chair for Outreach and Visibility**

The Outreach Committee Chair shall work with the Outreach Committee to broaden participation of Arlington County residents in local Democratic Party affairs and the democratic process. These efforts should include registering new voters, recently naturalized citizens, and any historically marginalized or underrepresented communities. The Chair for Outreach and Visibility shall chair the Outreach and Visibility Committee and shall be responsible for developing a comprehensive outreach plan with the Outreach Committee for achieving these goals.

#### **V. Duties of the Vice-Chairs for Outreach and Visibility**

The Vice-Chairs for Outreach and Visibility shall assist the Outreach and Visibility Chair to broaden the participation of Arlington County residents in local Democratic Party affairs and the democratic process. The Vice-Chairs for Outreach and Visibility shall carry out the duties of the Committee Chair in the Committee Chair's absence.

#### **W. Duties of the Inclusion & Equity Chair**

The Inclusion & Equity Chair shall lead the County Committee's efforts to address issues and implement action plans that assist the County Committee's efforts to create and sustain an actively anti-racist and anti-discrimination community and culture, thereby providing a welcoming environment for all. The Inclusion & Equity Chair shall develop and maintain an Inclusion & Equity policy applicable to the County Committee, and shall recommend and propose initiatives designed to improve inclusion and equity within the Arlington Democrats, subject to approval by the Steering Committee. and shall coordinate efforts to engage and encourage the participation of underrepresented communities with respect to party nomination and endorsement processes and general and special elections. The Inclusion & Equity Chair also shall coordinate efforts to encourage candidates from underrepresented communities to seek the Democratic nomination or endorsement in races appearing on the Arlington County ballot. The Inclusion & Equity Chair shall be the Chair of the Inclusion & Equity Committee.



## **X. Duties of the Volunteer Coordinator**

The Volunteer Coordinator shall coordinate the activities of the Committee's volunteers and maintain a record of volunteers for use in recruitment for specific tasks and positions of the County Committee.

## **Y. Duties of the Deputy Volunteer Coordinator.**

The Deputy Volunteer Coordinator shall assist the Volunteer Coordinator and assume such duties of the office of the Volunteer Coordinator as they shall mutually agree. The Deputy Volunteer Coordinator shall carry out the duties of Volunteer Coordinator in their absence.

## **Z. Duties of the Secretary.**

The Secretary shall record the acts of the County Committee and the Steering Committee, be custodian of the Committee Bylaws and State Party Plan and incorporate therein all duly adopted amendments and revisions. The Secretary shall be responsible for maintaining a current roster of County Committee members and a directory of names, addresses, telephone numbers and electronic mail addresses, and for transmitting that information to the state Democratic Party Chair.

The Secretary shall also work with the Technology & Data Chair to include this roster and directory in the County Committee supporters' database, and to make the information available to Committee members and others in accord with the County Committee's data management policies. When requested by the Chair, the Secretary shall maintain a record of attendance at County Committee meetings and Steering Committee meetings, conduct the correspondence of the County Committee and maintain files of such correspondence. The Secretary shall receive any candidate filings from Democratic Party members seeking to represent Arlington County on the Eighth District Committee and State Central Committee or at the Eighth District and State Conventions. At the expiration of their service, the Secretary shall turn over to the incoming Secretary all books, documents, records, and other property of the County Committee.

## **AA. Duties of the Technology & Data Chair**

The Technology & Data Chair shall have primary responsibility for maintaining any list of registered voters kept by the County Committee, for working with other County Committee officers as appropriate to maintain the accuracy, integrity and security of all County Committee databases, and for facilitating the County Committee's effective use of the VAN system and other voter and supporter identification technologies. The Technology & Data Chair shall have primary responsibility for the design and technical

aspects of the County Committee's website and related technologies, and shall provide leadership and assistance in identifying, coordinating and managing all technologies used to support the County Committee and its activities.

#### **BB. Duties of the Technology & Data Vice-Chairs**

The Technology & Data Vice-Chairs shall support the Technology & Data Chair in all technologies used to support the Committee and its activities, including maintenance of lists of registered voters and all County Committee databases.

#### **CC. Duties of the Membership Co-Chairs**

The Co-Chairs of Membership shall coordinate efforts to energize, retain, and engage County Committee members, identify and welcome new members at County Committee meetings and events, and to reach out and engage additional members of the larger Arlington County Democratic community. The Co-Chairs of Membership shall co-chair the Membership Committee and shall be appointed by the Chair of the County Committee and confirmed by the County Committee.

#### **DD. Duties of the Director of Administration**

The Director of Administration shall have operating responsibility for the County Committee headquarters and for the records and equipment located therein. The Director of Administration shall also assist in the administration of committee activities as designated by the Chair.

#### **EE. Duties of the Calls to Action Committee Chair**

The Calls to Action Committee Chair shall be responsible for identifying issues relevant to the political and policy principles supported by the County Committee and devise calls to action to effectuate these principles. The Calls to Action Chair shall provide calls to action, which may include resolutions, to the Steering Committee for their consultation and the County Committee for their approval. The Calls to Action Chair shall chair the Standing Call to Action Committee. Calls to Action approved by the County Committee shall be disseminated as appropriate.

#### **FF. Duties of the Legal Counsel**

The Legal Counsel shall advise the Chair on legal issues pertaining to the County Committee.

#### **GG. Duties of the Program Chair**

The Program Chair shall assist the Chair in the planning, organization and conduct of regularly scheduled meetings of the County Committee and of special events identified

at the direction of the Chair or Deputy Chair.

## **HH. Duties of the Historian**

The Historian shall maintain the permanent records of the Committee, to include lists of names of office holders, the newsletter, campaign records and names of awardees.

## **II. Annual Budget**

Officers shall submit a proposed annual budget to the Treasurer by March 1 and shall perform such additional duties as the Chair or the County Committee shall assign.

# **Article VI. MEETINGS**

## **A. Reorganization Meeting**

The County Committee's biennial reorganization meeting shall be held in accordance with the State Party Plan between December 1st in odd numbered years and the 15th of the following January.

Any eligible Arlington County voter who complies with the following requirements shall be eligible to vote in the reorganization meeting:

- Submits a reorganization meeting registration form to the Secretary or a person designated by the Chair by a date determined at the Chair's discretion, which shall be no less than one week prior to the reorganization meeting; and
- Signs a pledge attesting that the voter is a Democrat, subscribes to the principles of the Democratic Party, and does not intend to support or endorse any candidate opposed to a Democratic nominee or endorsee in the ensuing General Election.

The then current Chair shall call and act as Chair of the reorganizational meeting of the new County Committee unless and until a new Chair is elected. If the then current Chair is an opposed candidate for any elected office at the reorganization meeting, they shall designate a temporary Chair who is not an opposed candidate, subject to approval by the Steering Committee.

The business of the meeting shall include adoption of temporary Bylaws, election of officers in the order listed in Article IV.A, and elections to fill vacancies among the Precinct Captains. Upon completion of the organizational business, the County Committee may conduct such other business as would be in order at a regular meeting of the County Committee.

In conformity with the State Party Plan, the Chair shall submit to the Chair of the Democratic Party of Virginia within five (5) days of the reorganization, the names, addresses, and telephone numbers of the officers and membership of the County Committee.

### **B. Regular Meetings**

The regular meetings of the County Committee shall be on the first Wednesday evening of each month. The date, time, and place of regular meetings may be changed by the Chair or by action of the County Committee; advance notice shall be given by the most practical method. The Chair shall include an agenda of the subjects to be considered with the notice of the meeting. The agenda shall be made available to the public electronically in a reasonable amount of time prior to the regular meeting. Matters not included therein may be considered in accordance with the procedure established in Section VI.C. In conformity with the State Party Plan, permanent Bylaws shall be adopted no later than ninety (90) days following the biennial reorganization meeting.

### **C. Special Meetings**

A special meeting of the County Committee shall be held upon the request of any sixty (60) voting members. The request for a special meeting, which must be in writing by the sixty (60) members, must state the purpose for which the meeting is requested, and it must be served upon the Chair of the County Committee, or in the absence of the Chair for more than seventy-two (72) hours, upon the Acting Chair. The Chair or Acting Chair shall call a meeting to be held not later than fifteen (15) days from the receipt of such a request. A special meeting may also be called by the Chair, or upon a vote of the Steering Committee, in conformity with the State Party Plan. The Secretary shall by the most appropriate method give written notice of any special meetings to the voting members and to other members if practicable no later than five (5) days prior to the date of the meeting.

The matters to be considered at the meeting shall be set forth in the notice and, unless otherwise ordered by the County Committee, shall be considered in the order requested, and no other business except that for which it is called shall be considered at such special meeting, except with the approval of two-thirds of those present.

### **D. Quorum**

A quorum shall consist of thirty (30%) percent of the voting members of the County Committee. A quorum of voting members is required to conduct business at County Committee meetings. Once established, the quorum shall be presumed to remain for the duration of the meeting.

**E. Voting**

- 1. Proxy Votes. There shall be no proxy votes, meaning when a voter appoints another to cast a vote on their behalf, at any meeting of the County Committee or at meetings of any committees of the County Committee.
- 2. No More than One Vote per Person. No individual shall, by virtue of holding more than one position on the County Committee, be entitled to cast more than one vote on any matter.
- 3. The County Committee may use video conferencing services (e.g. Zoom, Microsoft Teams, WebEx or similar services) that permits participation at a meeting by video, audio, or both for the purposes of establishing a quorum and to conduct votes on any matters before the County Committee.

**F. Open Meetings and Executive Sessions**

All meetings of the County Committee shall be open to the public and to the press, except when specifically designated as executive sessions by the Chair or otherwise so declared by vote of a majority of the County Committee. Such action may be taken during any meeting of the County Committee and may apply to the meeting then in session or to a future meeting or meetings.

**Article VII. COMMITTEES**

**A. Joint Campaign Committee**

Each year the Chair shall appoint the three (3) Co-Chairs of the Arlington County Democratic Committee’s Joint Campaign Committee (JCC) for that year, including one elected official. The Co-Chairs of the JCC will then, with the approval of the Chair of the County Committee, appoint a Joint Campaign Committee, with such members of the County Committee as are needed. In most cases, the County Committee members who hold positions relevant to the Joint Campaign (such as the Precinct Operations Chair and Communications Director) will serve in that position on the JCC. The campaign of each candidate on the November general election ballot shall have a representative on that year’s JCC. The JCC shall serve for the duration of the campaign, and its Chair shall render a final report to the December County Committee meeting.

**B. Standing Committees**

- 1. Precinct Operations. The Precinct Operations Committee shall be chaired by the Precinct Operations Chair and shall be composed of the Precinct Operations Vice Chairs and Area Chairs.

2. Voter Support. The Voter Support Committee shall be chaired by the Voter Support Chair and shall be composed of the Voter Support Vice-Chairs.

3. Beyond Arlington. The Beyond Arlington Committee shall be chaired by the Beyond Arlington Chair, and shall include up to two ( 2 ) Deputy Chairs appointed by the Chair and approved by the County Committee who shall work to identify strategic campaigns outside of Arlington County and deploy the County Committee's resources as necessary to assist these campaigns in consultation with and subject to the approval of the Steering Committee. The Beyond Arlington Committee shall be chaired by the Beyond Arlington Chair, and shall include up to two (2) additional members appointed by the Chair and approved by the Steering Committee and the County Committee.

4. Communications. The Communications Committee shall coordinate the communications efforts of the County Committee. The Communications Committee shall be chaired by the Communications Director. The Communications Director, the Technology Director, the Deputy Communications Director, the Newsletter Editor, the Press and Public Relations Chair shall serve on the committee.

5. Finance. The Finance Committee shall be responsible for raising funds, developing and maintaining a sustaining donors program, and investigating new sources of financing to meet Democratic Party needs. The Finance Chair shall chair the Finance Committee. The Treasurer of the County Committee, and the Finance Vice Chairs shall serve on the Finance Committee.

6. Bylaws. The Bylaws Committee shall review and propose amendments to the County Committee Bylaws. It shall be chaired by the Parliamentarian and shall include the Chair of the County Committee and at least three (3) other members of the County Committee appointed by the Chair.

7. Outreach and Visibility. The Outreach and Visibility Committee shall work to widen the public participation of Arlington County residents, new voters, recently naturalized citizens and minorities in the activities of the Democratic Party and the County Committee and to generate interest in Democratic Party and County Committee affairs. The Outreach and Visibility Committee may provide background information, review proposed resolutions and assist the County Committee in anticipating important issues in the field of human and civil rights. The Outreach and Visibility Chair shall serve as Chair of the Committee.

8. Inclusion & Equity. The Inclusion & Equity Committee shall support the County Committee's efforts to address issues and implement action plans that assist the County Committee's efforts to create and sustain an actively anti-racist and anti-discrimination community and culture, thereby providing a welcoming environment for all. The Inclusion & Equity Committee shall be chaired by the Inclusion & Equity Chair, and shall include additional members appointed by the Chair.

9. Calls to Action. The Calls to Action Committee shall be responsible for initiating and/or reviewing and recommending appropriate action by the County Committee regarding any calls to action to be presented to the County Committee. The Calls to Action Committee shall be chaired by the Calls to Action Committee chair, and shall have at least three (3) members appointed by the Chair of the County Committee.

10. Membership. The Membership Committee shall pursue projects and activities to recruit and retain County Committee members by outreach and engagement to the broader Arlington Democratic community. The Membership Committee shall be co-chaired by the Co-Chairs of Membership, and shall include the Deputy Chairs of Membership.

11. The Chair may appoint or remove members (who need not be members of the County Committee), in addition to the individuals specified in these Bylaws, to any committees within the County Committee. The Chair shall provide notice of all appointments and removals at the succeeding Steering Committee meeting. All standing committees shall meet as needed. There is no quorum requirement for the meetings of any standing committee unless a particular standing committee chooses to establish a quorum for its meetings. No standing committee may prevent an issue from being considered by the County Committee. Notice of meetings of standing committees shall be posted on a calendar made available to members of the County Committee.

### **C. Special Committees**

The Chair may, with the approval of a majority of the Steering Committee, appoint such special or ad-hoc committees as may from time to time be necessary.

## **Article VIII. ENDORSEMENTS, PUBLIC STATEMENTS AND RELEASES**

### **A. Endorsements**

Neither the County Committee, nor any member of the County Committee (other than publicly elected officials described in Article III.A.1.g.), shall endorse any candidate prior to a primary, convention, or caucus (assembled or unassembled) with respect to any federal, state or local elected office; provided, however, that if there are insufficient candidates in such primary, convention or caucus, or insufficient time to organize a caucus or convention under the applicable rules, the County Committee or the Steering Committee acting on its behalf may authorize an alternate method of selection. Any Democratic Party resources made available to candidates seeking the Party's endorsement or nomination shall be made available to all Democratic candidates on a non-discriminatory basis. Nothing in this section shall prevent a County Committee

member from endorsing a candidate in their personal capacity prior to a primary, convention, or caucus.

**B. Public Statements and Releases**

Any member may submit calls to action to the Calls to Action Committee Chair proposing or endorsing calls to action to effectuate public or Democratic Party policy. No person other than the Chair of the County Committee shall make releases or public statements in the name of or on behalf of the County Committee setting forth Democratic Party policy, nor shall any person disclose to the public actions taken by the County Committee in executive session, or of any Committee of the County Committee, except by approval of the County Committee or the Chair.

**Article IX. ORGANIZATION OR GROUP APPROVAL**

An organization or group may become a member of the County Committee if such organization or group submits a letter to the Steering Committee explaining its mission, goals, and support of principles consistent with the County Committee. Each letter shall be accompanied with at least five (5) written recommendations from current voting members of the Steering Committee supporting that organization or group’s request to become a member of the County Committee, and the organization or group’s bylaws if available. The Steering Committee and the County Committee must approve the application before the organization or group can become a member of the County Committee. Approved groups or organizations will be allowed to have one member of their choosing be a voting member of the County Committee. As a member of the County Committee, they shall be subject to the same rules and requirements as every other voting member of the County Committee and may be removed from the County Committee subject to a majority vote of the Steering Committee and the County Committee.

Approved groups or organizations shall expire at the conclusion of the annual reorganization meeting.

**Article X. OPEN DEMOCRATIC COUNTY CONVENTIONS AND CAUCUSES**

**A. Establishment of Open County Conventions and Caucuses**

The County Committee may call an open Arlington Democratic Convention or Caucus with the Chair of the County Committee serving as Temporary Chair and the Secretary of the County Committee as Temporary Secretary of the convention or caucus. Such open conventions or caucuses may conduct any business except matters exclusively



reserved to the County Committee or to conventions or caucuses convened under provisions of the State Party Plan, such as the nomination of candidates for public office. Nothing in these Bylaws shall prevent the convening of a State Party Plan Convention or Caucus and an open convention or caucus on the same day at the same place, provided procedures are established to ensure only authorized delegates vote at the State Party Plan Convention or Caucus.

## **B. Participation**

Every person who participates as a candidate or voter in a Democratic convention or caucus must be qualified to vote in the next ensuing general election or special election. No person shall participate in a Democratic convention or caucus who intends to support, endorse, or assist an opponent of any Democratic nominee or endorsee in such general or special election. Every resident of Arlington County who believes in the principles of the Democratic Party is hereby declared to be a member of the Democratic Party of Arlington County.

## **Article XI. EXECUTIVE DIRECTOR**

The County Committee is authorized to hire an Executive Director, compensated or uncompensated, part-time or full-time. The Executive Director shall be directly responsible to the Chair, and shall perform such duties and responsibilities as are reasonably requested by the Chair. If the Executive Director is not compensated for their services as Executive Director, they will be a voting member of the County Committee as defined in section III.1.a of these Bylaws. If the Executive Director is compensated for their services as Executive Director, then they will be a non-voting member, as defined in section III.a.2.

To avoid any perception of conflict, for purposes of this Article XI, reimbursement of expenses incurred by the Executive Director on behalf of the County Committee shall not be considered compensation.

If the County Committee determines that the Executive Director should be compensated for their services, the Steering Committee shall also determine the rate of such compensation, and the Executive Director, if then a voting member of the Committee, shall not be entitled to vote on whether the Executive Director should be compensated and what the rate of compensation should be.

## **Article XII. BYLAWS AND AMENDMENTS**

In accordance with the State Party Plan, new Bylaws shall be written and approved by the County Committee within ninety (90) days of each biennial reorganization meeting. Such Bylaws must be approved by a majority vote of the County Committee members

present and voting at any regular County Committee meeting provided that the proposed Bylaws have been submitted in writing and read at the previous meeting of the County Committee. These Bylaws may be amended by a two-thirds vote of the County Committee members present and voting at any regular County Committee meeting, provided that the proposed amendment has been submitted in writing and read at the previous meeting of the County Committee.

### Article XIII. RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the conduct of business of the County Committee in all cases where they are applicable, except where they are inconsistent with these Bylaws or with the State Party Plan. These Bylaws shall remain in force at the end of the term of the County Committee until such time as temporary Bylaws are adopted pursuant to Article V.A. of these Bylaws.