

**Arlington County Democratic Committee  
Bylaws (effective January 1, 2020)**

**(As approved by the Bylaws Committee, February 24, 2018)  
(As approved by the Steering Committee, March 28, 2018)  
(As adopted by the Arlington County Democratic Committee, April 4, 2018)  
(Effective on April 4, 2018 unless otherwise provided in these Bylaws)  
(As amended by the Arlington County Democratic Committee, July 11, 2018)  
(As amended by the Arlington County Democratic Committee, August 7, 2019)**

**I. NAME.**

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

**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 Party Plan (the “State Party Plan”),<sup>1</sup> 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 Party affairs, and to implement at the local level the objectives of the Democratic Party.

**III. MEMBERSHIP.**

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

The County Committee shall be comprised of all voting members and non-voting members, as defined in this section.<sup>2</sup>

**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 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 representatives 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<sup>th</sup> of each calendar year shall have one additional representative. The Chair shall have the

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<sup>1</sup> The Democratic Party of Virginia (“DPVA”) last amended and approved its State Party Plan in December 2015. These bylaws will be revised and approved by the County Committee as necessary to maintain form and consistency with the State Party Plan should the DPVA make changes to the State Party Plan prior to the next County Committee reorganization.

<sup>2</sup> Section 8.3 of the State Party Plan permits Democratic County and City Committees to in each case “determine the basis of representation of the committee.”

discretion to make reasonable deviations from these precinct captain allocations subject to the approval of the County Committee Steering Committee (the “Steering Committee”) and the County Committee. Precinct representative 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 he or she is eligible, or, in the event no such vacancy exists, may serve as a member at-large 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 of these bylaws.<sup>3</sup>

b. The Officers of the County Committee.<sup>4</sup>

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 shall be appointed by the Arlington County Democratic Committee Chair (the “Chair”) in consultation with the Precinct Operations Chair, subject to the approval of majority vote of the Steering Committee and the County Committee. Area Chairs shall be chosen within forty (40) days after the organizational 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.<sup>5</sup>

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

f. The President (or his or her designee), the Vice President (or his or her designee), one Party Representative (or his or her designee), and the Campaign Director (or his or her designee) of the Arlington Young Democrats, and a representative from each other Democratic organization designated pursuant to Article IX of these Bylaws 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.

## **2. Non-voting Members.<sup>6</sup>**

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

b. Members of Standing Committees of the County Committee,

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<sup>3</sup> Section 8.3 of the State Party Plan sets a minimum of one precinct representative per precinct who lives in his or her precinct at the time he or she is elected as a precinct representative.

<sup>4</sup> Section 8.6 of the State Party Plan requires the election of “a chair, secretary, treasurer, and such other officers as it deems necessary no later than January 15<sup>th</sup> of even numbered years.”

<sup>5</sup> See Section 4.1 of the State Party Plan for more information on who is a member of the DPVA Central Committee

<sup>6</sup> See footnote 2.

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, and

f. Associate members who have signed a membership pledge and paid a fee, or have been granted a fee waiver, as recommended by the Finance Committee and approved by the Steering Committee.

## **B. Eligibility.<sup>7</sup>**

### **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 his or her 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 purposes.

### **2. General Eligibility.**

Any person, who is a resident of Arlington County of voting age, subscribes to the principles of the Democratic Party,<sup>8</sup> and files a duly executed certificate of eligibility with the Chair of the County Committee on a form which substantially complies with the requirements approved by the County Committee 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 outlined in Article III.D.1.

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

### **1. Party Responsibility.**

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<sup>7</sup> Ibid.

<sup>8</sup> Section 1.1 of the State Party Plan provides that "The Democratic Party of Virginia endorses the principles contained in the Charter of the Democratic Party of the United States of America, bound always by the United States Constitution and the Constitution of the Commonwealth of Virginia."

All voting members of the County Committee shall have the responsibility assigned to the County Committee by the State Party Plan<sup>9</sup> for promoting the 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 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 nominee" 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, color, creed, gender, sex, age, religion, disability, sexual orientation, gender identity, national origin, or immigration status. Nor shall any member of the County Committee 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 of these Bylaws. It shall be the duty of all voting members to abide by the Democratic Party Plan and these Bylaws, to attend meetings of the County Committee regularly, to campaign actively on behalf of all Democratic nominees and endorsees, and to fulfill such other responsibilities as the Chair shall assign.<sup>10</sup> 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 Chair for Precinct Operations for consideration for presentation to the County Committee for approval as Precinct Leaders. Precinct Captains are also to coordinate the precinct leaders and additional volunteers in accomplishing the precinct function. Precinct functions may include: door-to-door and/or telephone canvassing 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 workers to distribute literature, to assist with events, to raise funds for the County Committee and the Joint Campaign,

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<sup>9</sup> Section 8.8 of the State Party Plan provides the general responsibilities for each committee member as follows: "it shall be the duty of every county and city committee, as well as each officer and member thereof, to seek the registration of voters, to perfect the Democratic organization within the county or city, and to do all within their power to aid in the victory of the Democratic Party's nominees in all elections. Committee members should know and understand their responsibility under Section 10.8 and the exception stated in Section 10.9."

<sup>10</sup> These responsibilities derive from the general responsibilities listed in Section 8.8 of the State Party Plan.

to provide support for the Get Out The Vote effort, and to provide other support to the Democratic Party and candidates nominated or endorsed by the Party.

b. Area Chairs will serve on the Precinct Operations Committee and serve as liaisons between the Precinct Captains and the Precinct Operations Chair. The area chair shall assist Precinct Captains when necessary and shall actively recruit candidates to fill vacancies on the County Committee from his or her area.

### **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 member found guilty of neglect of any duty or responsibility imposed by the State Party Plan or by these Bylaws may be removed. Any member of the County Committee may bring such charges to the attention of the Chair. The Chair shall notify the individual charged 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 Committee. If the individual contests the charges, the Chair will appoint a special committee 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 accused and to members of the County Committee unless otherwise approved by the Chair of ACDC. The special committee shall receive all pertinent written evidence, allot reasonable time for the accused to speak and to allow the accused member or his or her representative (who need not be a member of the County Committee) reasonable time to examine any witness. If the accused member, without valid excuse, fails to appear on the date 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 violation had occurred, then the special committee must remove the accused member from ACDC 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, then they will not be reported to the County Committee.<sup>11</sup>

#### **2. Suspension Procedure.**

Any member charged with neglect of any duty or responsibility<sup>12</sup> imposed by the State Party Plan or these Bylaws, or whose participation in Party activities poses a threat to the mission of

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<sup>11</sup> Section 8.9 of the State Party Plan provides the basis for the removal procedures detailed in the ACDC bylaws. Section 8.9 provides that "A county or city committee may remove from both office and membership any person found guilty of neglect of any duty imposed upon him or her. Such action shall not be taken without at least ten (10) days written notice to the accused member and an opportunity for him or her to refute such charges in a hearing before a subcommittee of the county or city committee. The decision of the county or city committee may be appealed to the district committee."

<sup>12</sup> See also Section 10.8 (Party Support) and Section 10.9 (Candidate Support) of the State Party Plan for additional responsibilities and duties required of committee members, and the remedial measures permitted to be

the County Committee or the Democratic Party, shall be subject to suspension from his or her Committee office(s) by a majority vote of the Steering Committee. Suspension may last for a specified time not to exceed the later of: 1) the Date of the Steering Committee meeting following the next General Election, or 2) the length 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.**

Vacancies in elective positions shall be filled by election by a majority vote of the County Committee members present and voting.<sup>13</sup> In filling vacancies for Precinct Captain, a preference shall be given for 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 nominee for Precinct Captain shall be accepted over the objection of the other member(s) from that precinct until the next regularly scheduled meeting of the County Committee. 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 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.

## **IV. OFFICERS**

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

1. The elected officers of the County Committee shall be a: Chair, Deputy Chair, Precinct Operations Chair, Voter Support Chair, Treasurer, Finance Chair, Press and Public Relations Chair, Outreach and Visibility Chair, Secretary, Communications Director, Volunteer Coordinator, Sergeant-at-Arms, and Parliamentarian.<sup>14</sup>
2. The elected officers shall be elected at the organizational meeting of the County Committee and shall serve until the election of their successors at the next ensuing organizational meeting.
3. The non-elected officers<sup>15</sup> of the County Committee shall be up to six Precinct Operations Vice-Chairs, up to two Deputy Vice-Chairs for Precinct Operations, up to 10 Voter Support Vice-Chairs, an Assistant Treasurer, up to three Finance Vice-Chairs, a Program Chair, up to ten Outreach and Visibility Vice-Chairs, a Director of Administration, a Technology & Data Chair, three Technology Vice-Chairs, a Deputy Communications Director, up to three Social Media Co-Chairs, a Print Manager, up to three Deputy Volunteer Coordinators, up to three Membership

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undertaken by Democratic county and city committees as a result of a member's failure to abide by such responsibilities and duties.

<sup>13</sup> Section 8.10 of the State Party Plan requires "county and city committee shall fill any vacancy occurring in its membership

<sup>14</sup> See footnote 4.

<sup>15</sup> Non-elected officers serve to help effectuate the goals in the State Party Plan's preamble, which states that "Democratic Party of Virginia exists to facilitate and encourage the full participation of all Virginians in choosing their elected officials and controlling their political destiny.

Co-Chairs, up to two Deputy Membership Co-Chairs, a Calls to Action Committee Chair, a Legal Counsel, a Historian, up to three annual fundraising dinner Chairs, and a Beyond Arlington Chair. The non-elected officers shall be appointed by the Chair, subject to approval by a majority vote of the County Committee.

4. 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 as pertain 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 in order to perform fully the 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 Party and the County Committee in order to generate interest in Party and County Committee affairs.

3. During a candidate-selection process, the Chair shall ensure that Party resources shall be 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 that 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 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.**

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, and members of precinct organizations on all phases of precinct operations. The Precinct Operations Chair shall chair the Precinct Operations Committee.

**E. 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 his or her absence. The Precinct Operations Deputy Vice-Chairs shall assist the Precinct Operations team.

**F. 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.

**G. 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.

**H. Duties of the Treasurer.**

The Treasurer shall receive the funds of the County Committee and disburse them when duly authorized by 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 his or her 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.

**I. 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 his or her absence.

**J. Duties of the Finance Chair.**

The Finance Chair shall be responsible for the oversight of all fundraising activities conducted by the County Committee. The Finance Chair shall chair the Finance Committee.

**K. Duties of the Finance Vice-Chairs.**

The Finance Vice-Chairs shall assist the Finance Chair on oversight and coordination of all fundraising activities conducted by the County Committee, and shall carry out the duties of Finance Chair in his or her absence. The Chair and the Finance Chair shall appoint a Finance Vice Chair, subject to the approval of the Steering Committee, who shall be responsible for developing and maintaining a sustaining donors program under the supervision of the Finance



Chair, and at least one Vice Chair who shall serve as the Annual Fundraising Dinner Chair who shall organize the annual fundraising dinner.

**L. 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.

**M. 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.

**N. Duties of the Chair for Outreach and Visibility.**

The Outreach Committee Chair shall work to widen the public participation of Arlington County residents, new voters, recently naturalized citizens and minorities in the activities of the Party and the County Committee and to generate interest in Party and County Committee affairs. The Chair for Outreach and Visibility shall chair the Outreach and Visibility Committee. The Chair for Outreach and Visibility shall help develop a comprehensive outreach plan.

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

The Vice-Chairs for Outreach and Visibility shall assist the Outreach and Visibility Chair to widen the participation of Arlingtonians in the affairs of the County Committee and to generate interest in Party and County Committee activities. The Vice-Chairs for Outreach and Visibility shall carry out the duties of the Committee Chair in his or her absence.

**P. 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.

**Q. Duties of the Technology Chair.**

The Technology Chair shall have primary responsibility for the design and technical aspects of the ACDC website and related technologies, and shall provide leadership and assistance in identifying, coordinating and managing all technologies used to support the Committee and its activities.

**R. 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 Data Management Director and Technology Director to include this roster and directory in the ACDC supporters' database, and to make the information available to Committee members and others in accord with ACDC 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 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 his or her service, the Secretary shall turn over to the incoming Secretary all books, documents, records, and other property of the County Committee.

**S. 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 ACDC officers) primary responsibility for written and electronic communications on behalf of ACDC to its membership, the general public, and other targeted groups. The Communications Director shall chair the Communications Committee.

**T. 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 his or her absence.

**U. Duties of the Social Media Co-Chairs**

The Social Media Co-Chairs, at the direction of the Chair and in close consultation with the Communications Director, will regularly and routinely update the general public about the County Committee activities, policy statements, volunteer achievements, and the party and general election results on the most popular social media platforms.

**V. Duties of the Print Manager.**

The Print Manager shall solicit bids from area printers on behalf of the County Committee, the Joint Campaign and individual candidates for local offices and shall maintain a data base on printers' prices and past performance to assist the foregoing in obtaining high quality, low prices and on-time delivery of printed materials.

**W. 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.

**X. 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 his or her absence.

**Y. Duties of the Membership Co-Chairs.**

The Co-Chairs of Membership shall coordinate efforts to energize, retain, and engage ACDC members, 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.

**Z. Duties of the Deputy Membership Co-Chairs.**

The Deputy Chairs of Membership shall assist the Membership Co-Chairs in their efforts, and shall carry out the duties of the Co-Chairs of Membership in their absence.

**AA. 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 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.

**BB. Duties of the Parliamentarian.**

The Parliamentarian shall, upon the request of the Chair, advise the Chair of the Committee on questions of parliamentary law or procedure or on interpretation of these Bylaws. The Parliamentarian shall serve as Chair of the Bylaws Committee.

**CC. Duties of the Data Management Director.**

The Data Management Director shall have primary responsibility for maintaining any list of registered voters kept by ACDC, for working with other ACDC officers as appropriate to maintain the accuracy, integrity and security of all ACDC databases, and for facilitating ACDC's effective use of DPVA's VAN system and other voter and supporter identification technologies.

**DD. Duties of the Calls to Action Committee Chair.**

The Calls to Action Committee Chair shall be responsible for identifying local, state, and federal 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 and the County Committee. 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.

**EE. Duties of the Legal Counsel.**

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

**FF. 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.

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

The Beyond Arlington Chair shall identify crucial campaigns taking place outside of Arlington County and work collaboratively with the Steering Committee to marshal and deploy ACDC resources to assist these campaigns. The Beyond Arlington Chair shall be the Chair of the Beyond Arlington Committee.

### **HH. 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.

## **V. MEETINGS**

### **A. Reorganization Meeting.<sup>16</sup>**

The reorganization meeting shall be held 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:

- Submit 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,
- Sign a pledge attesting that the voter is a Democrat and will support Democratic candidates, and
- Pay a \$25 reorganization meeting fee, unless this fee is waived pursuant to the provision below.

The reorganization meeting registration fee is waived for the following individuals:

- (1) All voting and non-voting members of the County Committee, as defined in Section III(A)(1) and (2), as of November 15 of the odd numbered year;
- (2) Newly elected officeholders as of November 15 of the odd numbered year, who are elected to office as Democratic Party nominees or endorsees and who reside and vote in Arlington County or represent a district partially located in Arlington County;
- (3) All members of the sustaining donors program, as described in Section VII(B)(5), as of November 15 of the odd numbered year;
- (4) All dues-paying members of the Arlington Young Democrats, as of November 15 of the odd numbered year;
- (5) Precinct captains duly elected at the assembled caucus described in Section III(A)(1)(a) held immediately prior to the reorganization meeting; and

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<sup>16</sup> See footnote 4.

(6) Candidates standing for election at the reorganization meeting to County Committee officer positions, as defined in Section IV(A), who have properly filed and timely paid the candidate filing fee.

Additional waivers of the reorganization registration fee may be granted in the sole discretion of the then current Chair.

The then current Chair shall call and act as Chair of the organizational 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, he or she 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 days of the reorganization, the names, addresses, and telephone numbers of the officers and membership of the County Committee.

#### **B. Regular Meetings.<sup>17</sup>**

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 days following the organizational meeting.

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

A special meeting of the County Committee shall be held upon the request of any sixty voting members. The request for a special meeting, which must be in writing by the sixty 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 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 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

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<sup>17</sup> Section 8.11 of the State Party Plan requires all “meetings of the county or city committee shall be open to the public.”

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.<sup>18</sup>

#### **D. Quorum.**

A quorum shall consist of thirty (30%) percent of the voting members of the County Committee.<sup>19</sup>

#### **E. Voting.**

1. Proxy Votes. There shall be no proxy votes at any meeting of the County Committee or at meetings of any committees of the County Committee.<sup>20</sup>

2. 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.

#### **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.

### **VI. STEERING COMMITTEE<sup>21</sup>**

#### **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 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 in 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.

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<sup>18</sup> Section 8.11 (b) of the State Party Plan lays out the procedure for special meetings. 8.11(b) provides that a meeting may be called if "least ten percent (10%) of the members of the county or city committee if the signed call is filed with the chair at least fifteen (15) days before the proposed meeting date."

<sup>19</sup> The 30% quorum rule is mandated by Section 10.5 of the State Party Plan.

<sup>20</sup> Proxy voting is prohibited by Section 10.1 of the State Party Plan.

<sup>21</sup> The steering committee rules detailed in this section are largely modeled on Article 5 of the State Party Plan, which regulates the conduct of the Democratic Party of Virginia's Steering 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 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 no requirement of a quorum at ACDC Steering Committee meetings. 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 his or her 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 by petition of a majority of the Steering Committee membership, may call a special meeting of the Steering Committee. A petition must be submitted in writing by a majority of the Steering Committee members, must state a specific time, location and purpose(s) for the meeting, and be served upon the Secretary of the County Committee. 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.

## **VII. COMMITTEES<sup>22</sup>**

### **A. Joint Campaign Committee.**

Each year the Chair shall appoint the Chair or Chairs of the Arlington Democratic Joint Campaign (ADJC) for that year. The Chair or Chairs of the ADJC will then, with the approval of the Chair of the County Committee, appoint a Joint Campaign Committee, which must include at least four members of the County Committee. In most cases the County Committee members who hold positions relevant to the Joint Campaign (such as the Precinct Operations Chair and the *Finance Chair*) will serve in that position on the ADJC Committee. The campaign of each candidate on the November general election ballot will be represented on that year's ADJC Committee. The Joint Campaign Committee shall have the right to select a campaign manager either from the County Committee or outside and may add to the Campaign Committee persons not members of the County Committee with the approval of the Chair of the County Committee.

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<sup>22</sup> Committees help ACDC fulfill the State Party Plan's preamble. See footnote 15.

The Joint Campaign Committee 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. 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 Party and the County Committee and to generate interest in Party and County Committee affairs. The 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.
2. 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 members appointed by the Chair of the County Committee.
3. Nominations and Elections. The Nominations and Elections Committee shall have at least five members. The Chair of the County Committee shall appoint the members and the Chair.
4. 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.
5. Voter Support. The Voter Support Committee shall be chaired by the Voter Support Chair and shall be composed of the Voter Support Vice-Chairs.
6. Finance. The Finance Committee shall be responsible for raising funds, developing and maintain 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.
7. Bylaws. The Bylaws Committee shall review and propose amendments to the Committee bylaws. It shall be chaired by the Parliamentarian and shall include the Chair of the County Committee and at least three other members of the County Committee appointed by the Chair.
8. 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.
9. Membership. The Membership Committee shall pursue projects and activities to energize and retain ACDC members, and to reach out and engage additional members of the larger Arlington Democratic community. The Membership Committee shall be co-chaired by the Co-Chairs of Membership, and shall include the Deputy Chairs of Membership.



10. Beyond Arlington. The Beyond Arlington Committee shall work to identify important campaigns outside of Arlington County and deploy ACDC 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 additional members appointed by the Chair and approved by the Steering Committee and the County Committee.

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 standing 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.

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

### **A. Endorsements.**

The County Committee, as a Committee, shall not endorse any candidate prior to a primary, convention, or caucus, provided, however, that if there are insufficient candidates in such primary, convention or caucus to fill the elected office, 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 Party resources made available to candidates seeking the Party's endorsement or nomination shall be made available to all Democratic candidates on a nondiscriminatory basis.<sup>23</sup>

### **B. Public Statements and Releases.**

Any member may submit calls to action to the Calls to Action Committee proposing or endorsing calls to action to effectuate public or 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 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.

## **IX. ORGANIZATION OR GROUP APPROVAL.**

An organization or group may become a member of the County Committee only 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

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<sup>23</sup> Section 10.11 of the State Party Plan prohibits county committees from formally endorsing contested candidates for office prior to their nominations.

accompanied with at least five 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, members chosen to represent the organization or group as a member of the County Committee shall be subject to the same rules and requirements as every other voting member of the County Committee. Organizations or groups that become members of the County Committee under the process described above 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 reapply for County Committee membership at the reorganization meeting. .

## **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. 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 will prevent the convening of a 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.<sup>24</sup>

## **XI. EXECUTIVE DIRECTOR.**

The County Committee is authorized to hire a part-time or full-time Executive Director, alone or in conjunction with other Democratic committees within the Congressional District that includes Arlington County. The Executive Director shall be directly responsible to the Chair and shall not become a member of the County Committee. The County Committee will establish a job description and rate of compensation.

## **XII. AMENDMENTS.**

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<sup>24</sup> See Article 2 of the State Party Plan.

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.<sup>25</sup>

### **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.

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<sup>25</sup> Roberts Rules of Order generally require a minimum 2/3rds vote to amend bylaws subject to the notice provisions listed above.