

Henrico County
Democratic Committee
BYLAWS

Revised 2022

Approved: September 12, 2022

Henrico County Democratic Committee Bylaws

Article I - Name, Authority and Purpose

Section 1 - Name

The name of this organization will be the Henrico County Democratic Committee (hereinafter referred to as the "County Committee").

Section 2 - Organizational Authority

The County Committee is organized under the authority of and in accordance with the Code of Virginia and the Democratic Party of Virginia Party Plan (the "Party Plan") currently in effect. Nothing in these bylaws will be construed to conflict with either the Code of Virginia or the Party Plan.

Section 3 - Purposes

The purposes of the County Committee are to actively seek the registration of voters, to perfect the Democratic organization within Henrico County (the County), to further the interests of the Democratic Party (the Party), to carry out all functions assigned to the County Committee by the Party Plan, to represent the Democratic voters in the County in matters of Party and public policy, to nominate all candidates of the Party in the County and to do all within its power to aid in the victory of Democratic nominees in all elections. The County Committee will not discriminate on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, transgender status, ethnic identity, or disability.

Article II - Membership and Constitution

Section 1 - Eligibility and Election

- A. Membership will be open to any eligible voter duly registered in the County who files a complete Declaration of Candidacy and is duly elected by the County Committee pursuant to these Bylaws and the Henrico County Democratic Committee Policies and Procedures. There are two types of membership offered by the County Committee:
 - i. Voting Membership. A Voting Member is a member in good standing who has missed no more than three (3) consecutive meetings of the County Committee and whose annual membership fees have been paid, unless waived by the County Committee Chairperson ("the Chair") upon request of applicant.
 - ii. Supporting Membership. Individuals who desire to be involved with the County Committee, but do not desire or are not eligible for Voting Membership, may become Supporting Members upon submission of a completed Declaration of Candidacy and election by the County Committee. Supporting Members will receive notice of and will have a voice in County Committee meetings and are eligible to participate on committees and in events.
- B. A Declaration of Candidacy for election to the County Committee will be filed with the treasurer. The Declaration of Candidacy must be signed by each applicant. It must accompany the annual membership fee as set by the County Committee prior to

consideration of the applicant for membership. The membership fee may be waived by the Chair upon request of the applicant.

- C. At the end of every odd numbered year during the period prescribed in the Party Plan, the County Committee will reorganize. For the election of members at the reorganization meeting, completed Declarations of Candidacy will be filed prior to the convening of the assembled caucus, called for said purpose. The membership will be elected by the assembled caucus. The caucus may be held on a Saturday or a weekday evening.
- D. Subsequent to the reorganization meeting, an applicant who submits a complete Declaration of Candidacy at, or prior to, any regular meeting of the Committee, will be considered for election by the County Committee at that or any subsequent meeting.

Section 2 - Constitution

- A. The Executive Committee will recommend the number and apportionment of Voting Members. Prior to the reorganization meeting, the County Committee will approve the allocation, creating a maximum number of Voting Members from any one Magisterial District and attempting to ensure at least one Voting Member per precinct, with the goal and intention of creating parity across the County and within the Magisterial Districts.
- B. In addition to elected members of the County Committee, each Democratic member of the Henrico County Electoral Board, the Democratic Central Committee, and each elected official representing any part of the County will become an ex-officio, at-large member with voice. Any of these officials may become full members with voting rights upon filing a complete Declaration of Candidacy.

Section 3 - Removal (Amendment #4)

- A. Any member of the County Committee may be removed from the County Committee in accordance with the Party Plan. Charges may be brought by any member of the County Committee and the member so charged may be removed by a two-thirds (2/3) vote of the County Committee members present. Notice of a proposed removal will be included in the appropriate meeting notice to the County Committee members. Prior to any vote by the County Committee, the member will always be afforded the right to be heard and to refute any complaint.
- B. Failure to pay the annual membership fee, or obtain a waiver, within two (2) months of the start of the fiscal year will result in removal of membership privileges; however, the Executive Committee may reinstate full membership privileges upon payment or upon the Chair granting a waiver.
- C. The Executive Committee will continuously review the attendance records of all members. Any member who has missed three (3) consecutive regular meetings of the County Committee may be reclassified as a Supporting Member by majority vote of the Executive Committee. However, prior to action by the Executive Committee, the member will be notified by email, or otherwise contacted if email is not available to them, of the pending action and will be afforded the opportunity to rebut the proposed action. The member may re-apply for full membership at a later time. Alternatively, the member may, on request, be reclassified from Supporting Member to Voting Member by the Executive Committee.

Article III - Officers, Terms and Duties

Section 1 - Officers

- A. The officers of the County Committee will be the Chair, Vice-Chair for Committee Operations, Vice-Chair for Voter Outreach & Education, Vice-Chair for Precinct Operations, Vice-Chair for Communications, Vice-Chair for Membership, Secretary, Assistant Secretary, and Treasurer (each an "Officer" and collectively, the "Officers"). The Officers, in addition to those stated below, will have the option of appointing deputies. All deputy appointments will be made in conjunction with the Chair.
- B. Non-Elected Deputies: A Deputy for Communications and Deputy for Membership will be appointed by their respective Vice-Chair, in conjunction with the Chair.

Section 2 - Terms

- A. The Officers will be elected to two-year terms by the membership from among the members of the newly reorganized committee in accordance with the Party Plan.
- B. Officers may serve no more than two (2) consecutive terms in the same position.
- C. The Officers' terms will end at the time of the reorganization meeting; however, the outgoing officers will continue to serve in their respective offices until replaced by election of their successors per Article III, Section 2.A.
- D. Vacancies in any Officer position will be filled by election in a meeting of the County Committee.

Section 3 - Succession of Office

If the Chair is unable to serve, the Vice-Chair for Operations will assume the duties until a new Chair is elected in a meeting of the County Committee. If neither the Chair nor the Vice Chair for Operations can serve, the Vice Chair for Voter Outreach & Education will assume the duties until a new Chair is elected.

Section 4 - Duties of Officers

- A. The **Chair** will undertake responsibilities identified in the Party Plan and the County Democratic Committee Policies and Procedures, including but not limited to presiding at meetings and organizing Executive Committee meetings. The Chair will also serve as the chair of the Candidates and Nominations Committee.
- B. The **Vice-Chair for Operations** will preside at meetings in the absence of the Chair and will perform all duties delegated by the Chair. The Vice-Chair for Operations will be a member of the Finance Committee, Audit Committee, Campaign Coordination Committee and the Fundraising Committee.
- C. The **Vice-Chair for Voter Outreach and Education** will preside at meetings in the absence of the Chair and Vice-Chair for Operations and will perform all duties delegated by the Chair. The Vice-Chair for Voter Outreach and Education will plan and implement voter outreach and education work throughout Henrico County.

- D. The **Vice-Chair for Precinct Operations** will preside at meetings in the absence of the Chair, Vice-Chair for Operations and Vice-Chair for Voter Outreach & Education and will perform all duties delegated by the Chair. The Vice-Chair for Precinct Operations will plan and implement poll greeter program and Election Day activities throughout the County. In addition, the Vice-Chair for Precinct Operations is responsible for the creation of sample ballots in coordination with the Chair.
- E. The **Vice-Chair for Communications** will perform all duties delegated by the Chair. The Vice-Chair for Communications will plan and implement communications systems for the County Committee and be a member of the Communications and Social Media Committee.
- F. The **Vice-Chair for Membership** will perform all duties delegated by the Chair. The Vice-Chair for Membership will manage the County Committee's membership requests, Declarations of Candidacy for Election, the Membership roster, and provide updated information as needed. The Vice-Chair for Membership is also responsible for reporting membership and Bylaws to the Democratic Party of Virginia annually.
- G. The **Secretary** will record the minutes of all proceedings of the County and Executive Committee, have the minutes of previous meetings available to members at regular meetings of the County Committee, and serve as the County Committee historian. The Secretary will also serve as secretary to the Chair in handling correspondence on behalf of the County Committee.
- H. The **Assistant Secretary** will record the minutes of all proceedings of the County Committee and Executive Committee in the absence of the Secretary. The Assistant Secretary will manage and maintain the attendance and volunteer data for the County Committee.
- I. The **Treasurer** will conduct all business relating to the funds of the Committee and prepare all required financial reports. The Treasurer will work with the Finance Committee in the preparation of an annual budget and will provide a financial report at business meetings of the Committee. The Treasurer will comply with campaign finance reporting requirements under the Code of Virginia of rules and regulations of the Virginia Department of Elections, including the electronic filing of required reports.

Article IV - Magisterial District Team and Duties

Section 1 - Selection

- A. The Vice-Chair for Precinct Operations will work with the Executive Committee and the Vice-Chair for Membership to find members for each Magisterial District Team. The size of each team will be determined as needed. The members of the five (5) Magisterial District Teams will serve on the Magisterial District and Precinct Committee.
- B. A Magisterial District Team member must be a full member of the Committee and must reside within the Magisterial District they represent. Their term will end at the bi-annual reorganization meeting.
- C. A Magisterial District Team member may resign at any time. Any team member may be removed by a majority vote of the Executive Committee.

Section 2 -Duties

The Magisterial District Teams are responsible for grass-roots operations within their Magisterial Districts to elect Democratic candidates. The Magisterial District Teams will be members of the Precinct Organization Committee and will coordinate all election-related activities in their respective district. Team members will recruit volunteers and promote the Committee activities in their districts. Magisterial District Team members will maintain regular contact with members within their Magisterial District through meetings, social media, and emails.

Article V -Authorization of Expenditures

Section 1 - Budgeted Expenditures

The Treasurer will authorize and execute expenditures made in accordance with the adopted budget.

Section 2 - Unbudgeted Expenditures

Either the Executive Committee or the County Committee may approve any unbudgeted expenditures. Such action will then be followed by a notification at the next regular County Committee meeting via public minutes.

Section 3 - Authorized Signatures

Two (2) signatures will be required on all checks. The Treasurer and two (2) Officers, as determined by the Executive Committee, will be authorized to sign checks.

Article VI - Meetings and Proceedings

Section 1 - Frequency

The County Committee will hold at least one (1) regular meeting per quarter pursuant to the Henrico County Democratic Committee Policies and Procedures.

Section 2 -Notices

Meeting notices must be posted at least seven (7) days before each meeting of the County Committee and delivered pursuant to the Henrico County Democratic Committee Policies and Procedures.

Section 3 - Conducting Meetings

- A. All meetings of the County Committee will be conducted pursuant to the Henrico County Democratic Committee Policies and Procedures.
- B. All meetings of the County Committee will be open to the public and to the press.

Section 4 - Quorum

- A. Consistent with the language of the Party Plan and the Henrico County Democratic Committee Policies and Procedures, a quorum of thirty (30%) of the Voting Members of the County Committee, including at least one (1) Voting Member from each Magisterial District, will be required to take action, except to

adjourn a meeting to another time or place.

- B. Neither ex officio nor Supporting Members will be counted in determining the presence of a quorum.

Section 5 -Rules

The current edition of Robert's Rules of Order will govern the conduct of business of the County Committee and its committees, except where such rules are inconsistent with these Bylaws, the Henrico County Democratic Committee Policies and Procedures, or the Party Plan.

Section 6 - Parliamentarian

The Chair may appoint a Parliamentarian to advise the Chair on questions of parliamentary law or procedure.

Section 7 - Executive Committee Meetings

- A. The Executive Committee may conduct closed Executive Committee meetings pursuant to the Henrico County Democratic Committee Policies and Procedures.
- B. Executive Committee meetings will not be open to the public or the press.
- C. Executive Committee meetings will be open to members.
- D. Executive Committee meetings may be open to guests with permission of the Chair.
- E. Executive Committee may close the session as outlined in Henrico County Democratic Committee Policies and Procedures.

Article VII - Committees

Section 1 – Executive Committee

- A. The Executive Committee will consist of the Officers of the County Committee, the immediate past Chair, and the Chair of each Caucus that meets the criteria specified in Section 3, Paragraph D. A Chair of a Caucus may simultaneously serve as immediate past Chair or an Officer of the County Committee, but may only cast a single vote. If the immediate past Chair is not a member of the County Committee, that position will remain vacant.
- B. The Executive Committee will have the general supervision of the affairs of the County Committee between its regular business meetings, make recommendations to the County Committee, take actions including adopting budget amendments, and will perform such other duties as are specified in these Bylaws or granted by the County Committee, or detailed in the Henrico County Democratic Committee Policies and Procedures. Any actions taken by the Executive Committee will be reported at the next regular meeting of the full Committee.
- C. All meetings of the Executive Committee will be called by the Chair, except that a special meeting may be called upon the request of any three (3) members of the Executive Committee.

- D. Actions by the Executive Committee will be made by motion and carried by a majority of those present. A quorum will consist of four (4) members.
- E. The Chair may conduct a vote on a specific motion via electronic means with notice to all members and with a quorum voting.

Section 2- Standing Committees

- A. The Chair will appoint standing committees. Unless otherwise stipulated, the size of each committee will be at the discretion of the Chair. Additional committee duties may be assigned by the Chair according to the Henrico County Democratic Committee Policies. These committees will present their reports to the Executive Committee for discussion prior to presentation to the County Committee.
- B. These standing committees will be as follows:
 - i. A **Finance Committee**, consisting of the **Treasurer** and the **Vice-Chair for Operations** and three (3) other members, will have the responsibility of preparing an annual budget. This committee will present its budget to the County Committee in October for adoption by the end of November of each year for the fiscal year of January 1 to December 31. (Amendment #3)11.
 - ii. An **Audit Committee** will be directed by the **Vice-Chair for Operations**. Membership will include two (2) members to be appointed at the first regular meeting of the County Committee in each calendar year. This committee will prepare an audit report of the previous fiscal year's finances prior to March 1 of each year. It will also prepare and audit report within one month following the resignation of a Treasurer or interim Treasurer. Audit reports will be submitted to the Chair upon completion for approval by the County Committee. (Amendment #3)
 - iii. A **Website Committee** will be directed by the **Vice-Chair for Communications**. Membership will include a webmaster. This committee will have responsibility for the timely posting and updating information on the County Committee's website and for leveraging opportunities to use the website to promote the purposes of the County Committee.
 - iv. A **Precinct Organization Committee** will be directed by the **Vice-Chair for Precinct Operations**. This committee will coordinate grassroots operations throughout the County.
 - v. An **Outreach Committee** will be directed by the **Vice-Chair for Outreach and Education**. This committee will develop and implement outreach programs consistent with the Party Plan.
 - vi. A **Fundraising Committee** will be directed by the **Vice-Chair for Operations**. This committee will plan and implement fundraising efforts on behalf of the County Committee.
 - vii. A **Data Support Committee** will be directed by the **Vice-Chair for Operations and the VAN (VoteBuilder) Administrator**. This committee will manage the County Committee's volunteer and contact database and produce output from the

database needed to conduct County Committee business, supervise the usage and application of the State Party voter file, and manage the database of member contact information.

- viii. A **Candidate and Nominations Committee** will be directed by the **Chair**. The committee will, in cooperation with any other interested or responsible Democratic entity, recruit and support candidates for offices whose districts include at least some part of the County and will assist the Chair in conducting procedures for selecting Democratic nominees for the pertinent public offices.
- ix. A **Magisterial District and Precinct Committee** will be directed by the **Vice-Chair for Precinct Operations**. Membership will include all magisterial team members. This committee will have responsibility for coordinating election and community activities specific to magisterial districts and its constituents.
- x. A **Communications and Social Media Committee** will be directed by the **Vice-Chair for Communications**. This committee will have responsibility for electronic and print communication to the public, and live-streaming County Committee meetings.
- xi. A **Membership Committee** will be directed by the **Vice-Chair for Membership**. This committee will have responsibility for managing County Committee membership requests, Declarations of Candidacy for Election, the membership roster, provide updated information as needed and report membership and Bylaws to Democratic Party of Virginia.
- xii. A **Campaign Coordination Committee** will be directed by the **Vice-Chair for Operations**. This committee will plan and coordinate campaign services for Democratic candidates for elected office in all or part of Henrico County and oversee the preparation and printing of sample ballots.

Section 3- Caucuses

A. Creation. A caucus may be created by the Committee if a majority of its members determine that the proposed caucus meets the Standards for Creation and has submitted a satisfactory Application for Creation.

- i. Standards for Creation. A caucus may be formed to represent a constituency that:
 - a. because of the constituency's inherent and/or immutable traits, has been historically marginalized or underrepresented in the political process in Henrico County;
 - b. has a proven record of publicly supporting Democratic causes and the Democratic Party in Henrico County; and
 - c. is not already adequately represented by an existing caucus.
- ii. Application for Creation. Any Committee member or group of members may propose a caucus by submitting to the Committee a "Proposal for the Creation of a Caucus." The proposal shall:

- a. describe in detail why the proposed caucus meets the Standards for Creation;
 - b. describe the organizational structure of the caucus, which shall include a Chair;
 - c. describe the process for becoming a member, which shall require an affirmative act by a committee member; and
 - d. describe the qualifications for becoming and remaining a member, which shall not require that the member be from any particular demographic group.
- B. Ongoing Requirements. Once a caucus has been formed, it shall:
- i. hold meetings at least quarterly, either in-person or virtual;
 - ii. have members from at least three of the county’s magisterial districts;
 - iii. provide regular updates on the activities and membership to both the Executive Committee and the Committee, with such updates occurring at least quarterly;
 - iv. meet upon the call of chair or upon the request of the great of five members or 10% of caucus members; and
 - v. govern itself and its activities in accordance according to the preferences of the majority of caucus members, as expressed though individual voting.
- C. Dissolution. A caucus shall be immediately dissolved upon:
- i. a vote of the majority of the caucus members to dissolve the caucus;
 - ii. a vote of the majority of the Committee members to dissolve the caucus; or
 - iii. the failure of the caucus, for 90 consecutive days, to meet the Ongoing Requirements.
- D. Executive Committee. The Chair of each caucus shall be a full member, with voting rights, of the Executive Committee, provided that the caucus has complied with Section 3(B)’s Ongoing Requirements for a period of one year from the date when the caucus was created.
- E. Each Caucus will be visible on the Committee website with their own page, consistent with the overall structure. Social media will be composed and/ or conducted by the Caucus as long as the content follows the guidelines of the Committee.
- F. Notwithstanding the requirements of Section 3(A) regarding the creation of a caucus, or the requirements of Section 3(D) regarding service on the Executive after one year of the formation of a caucus, there shall exist a “Black Caucus” and “Student Caucus” whose respective Chairs shall serve on the Executive Committee immediately upon the approval of this Amendment. The Black Caucus and the Student Caucus shall be subject, however, to all other requirements and provisions stated herein.

Section 4 -Ad Hoc Committees

The Chair may appoint additional Ad Hoc committees at his or her discretion or at the direction of the County Committee.

Article VIII - Endorsements

The County Committee encourages qualified Democrats to run for public office, especially at the local or County level. The County Committee will not endorse any candidate for public office other than properly designated party nominees. However, the County Committee may provide support to Democratic candidates for non-partisan County offices pursuant to Henrico County Democratic Committee Policies and Procedures.

Article IX - Amendment of Bylaws

Section 1 -Notice

Members of the County Committee must be notified of the intent to consider an amendment to these Bylaws by email or postal service (upon request) distributed at least seven (7) days prior to the County Committee meeting during which such amendment will be considered.

Section 2 - Passage

Upon a single reading, these Bylaws may be amended by a two-thirds (2/3) majority of the County Committee members present and eligible to vote at a regular meeting of the County Committee.

Section 3 - Party Notification

Once amended, these Bylaws and any other rules and regulations will be forwarded to the Democratic Party of Virginia in accordance with the Party Plan.

Adoption

Resolved: These Bylaws are hereby adopted this 12th day of September 2022, to supersede all in effect prior thereto and to become effective September 13, 2022.