

Charlottesville Democratic Committee Bylaws

Adopted August 22, 2022

ARTICLE I - Name

1.01 **Organization Name:** The name of this organization will be the “Charlottesville Democratic Committee,” also referred to hereinafter as the “Full Committee,” and commonly known by other names including “Charlottesville Democratic Party” and “Cville Dems.”

ARTICLE II - Object

2.01 **Statement of Object:** In the City of Charlottesville, Virginia, the Full Committee will have charge of the affairs of the Democratic Party as provided in the Democratic Party of Virginia Party Plan (“State Party Plan”). The Full Committee will have charge of the nominations of candidates and full control of the Party’s interest in all primary, special and general elections in the City. The Full Committee will do all in its power to aid in the victory of the Democratic Party at the polls in all general and special elections. Specifically, the members of the Full Committee will:

- a) seek the registration of voters,
- b) perfect the Democratic organization within the City of Charlottesville,
- c) do all within their power to aid in the victory of the Democratic Party’s nominees in all elections, and
- d) take stands on current issues which in the judgment of a two-thirds majority of the Full Committee are both timely and desirable.

The Full Committee may not formally endorse candidates for office prior to their nomination.

2.02 **Commitment to Inclusiveness:** The Full Committee shall not discriminate on the basis of sex, race, age (if voting age), color, creed, national origin, religion, economic status, gender identity, sexual orientation, ethnic identity, or disability. The Full Committee shall encourage Democrats to participate in all Charlottesville Democratic Committee activities. Particular concern should be undertaken to include young people, women, African Americans and other ethnic minorities, LGBTQ+ persons, persons with disabilities and other constituent groups in all Full Committee and other Democratic Party activities.

ARTICLE III - Membership

3.01 **Methods of Selection:** The Full Committee shall consist of members selected by one of the following methods:

- a) election as precinct representatives in the manner prescribed under sections 3.03 and 10.02;
- b) *ex-officio* membership pursuant to section 3.09; and
- c) election as officers of the Full Committee as prescribed in section 3.06.

3.02 Qualifications for Membership: All members of the Full Committee:

- a) must believe in the principles of the Democratic Party; and
- b) must not intend to support any candidate opposed to a Democratic nominee in the next ensuing general election.

In addition, members elected as precinct representatives must be registered to vote in the precinct they represent or, if age prevents registration, be a resident of the precinct.

3.03 Election of Precinct Representatives and Alternates: As required by the State Party Plan, Precinct Representatives will be elected biennially at a Reorganizational Meeting of the Democrats of the City of Charlottesville during the period between December 1st in odd numbered years and the 15th of the following January. The Reorganizational Meeting shall be a caucus, and shall be held on a Saturday or on a weekday evening. Public notice of this Reorganizational Meeting, including time, place and purpose, will be published at least ten (10) days prior to the Reorganizational Meeting; its time and place will be determined by the Chair(s) and the Executive Committee prior to the date on which notice must be published.

At this Reorganizational Meeting, each precinct will meet in a precinct caucus to elect its representatives. Any person who is registered to vote in the precinct, who believes in the principles of the Democratic Party, and who does not intend to support any candidate opposed to a Democratic nominee in the next ensuing general election, may participate in the precinct caucus.

The number of representatives allotted to each precinct will be known as the Precinct Allotment (or PA) and will be determined by the method prescribed in section 3.05. Nominations for precinct representatives will be made from the floor and will require a second. Persons nominated need not be present. A two-thirds vote will be required to close nominations. Only those persons present at the meeting may vote. If there are more nominees for precinct representative than the number of representatives allotted by the Precinct Allotment, then each participant may vote for representatives up to the Precinct Allotment. The votes for each nominee will be tallied and the top nominees will be elected up to the Precinct Allotment.

Once the precinct's full allotment of representatives has been elected, alternates may be elected. The same nomination and election procedure that was used for representatives will be followed to elect alternates. A precinct may not elect more alternates than the Precinct Allotment for representatives.

Once the precinct's representatives are elected, the precinct representatives shall elect a Precinct Chair and Vice Chair, or Precinct Co-Chairs.

3.04 Temporary Membership for Alternates: At any meeting, alternates may take the place of absent precinct representatives in their precinct. Alternates may become temporary voting members for that one meeting if the full allotment of representatives in their precinct is not present. If there are more alternates present in a precinct than there are absent representatives, the alternates who may become temporary voting members will be chosen by lot.

3.05 Number of Precinct Representatives (Precinct Allotment): There shall be **100** elected precinct representatives. These representatives shall be allotted to the nine precincts by the following formula $(N/D) \times 100$, where the numerator (N) shall be the number of votes cast in each precinct for any Democratic candidate in the most recent gubernatorial election. The denominator (D) shall be the sum of those votes across all nine precincts. A precinct will be entitled to one Full Committee member for each whole number or major fraction thereof resulting from such mathematical division, except that no precinct shall have fewer than four Full Committee members.

3.06 Election of Officers: Following the election of its members as provided herein, the newly-constituted Full Committee shall elect a Chair or Co-Chairs, a Vice-Chair, a Secretary, and a Treasurer no later than January 15th. The date, time and place of the meeting where the election of officers will occur shall be made known to Full Committee members in advance following any notice requirements set forth in these Bylaws or in the State Party Plan. Should the meeting take place immediately following adjournment of the Reorganizational Meeting to elect committee members, or within 7 days thereafter, notice of the meeting shall be included in the public advertisement for the caucus. Election will be by a majority vote of those Full Committee members present and voting, including any alternates who may be selected pursuant to section 3.04. Proxy voting will not be permitted.

Although a Nominating or Search Committee may identify potential candidates prior to the meeting to elect officers, and may offer suggestions or recommendations at this meeting, all nominations will be made from the floor.

3.07 Dues: As a part of the duty to raise necessary funds for the operations of the Committee, the Chair(s) shall, after consultation with the Executive Committee, propose an annual dues amount for Full Committee members; any change from the past year's dues must be approved by a vote of the Full Committee. Dues shall be paid to the Treasurer within sixty (60) days of notice to members.

3.08 Responsibility to Support Democratic Party Candidates: No Full Committee member shall publicly support, endorse, or assist any candidate opposed to a Democratic nominee. If a Full Committee member is accused of undertaking such public activity, the Full Committee shall vote at its next meeting on whether the member has in fact undertaken such public activity. 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. The member's removal from the Full

Committee shall be automatic if the Full Committee finds, by majority vote, that the member has engaged in such public activity. If a Full Committee member decides to publicly support, endorse, or assist any candidate opposed to a Democratic nominee, that member shall resign from the Full Committee by written notice sent to the Secretary before engaging in such support, endorsement, or assistance. Any person who resigns from the Full Committee, or who is removed by majority vote of the Full Committee, for undertaking such public activity, is eligible for membership at an organizational mass meeting subsequent to the election cycle in which the prohibited activity occurred, so long as he or she meets the other criteria for election as a precinct representative or for resuming an ex-officio membership.

No Full Committee member shall be required to support any candidate who (1) is publicly supporting a nominee on the ticket of any other political party in any general election where Democratic candidates for office appear on the ballot, or (2) publicly supports any other candidate opposed to a Democratic nominee.

3.09 *Ex-Officio* Members:

- a) The following persons will be automatically elected to membership on the Full Committee with all privileges and requirements of membership:
 - 1) all currently elected and past elected public officials who are Democrats and vote in Charlottesville;
 - 2) all past Chairs of the Committee who vote in Charlottesville;
 - 3) any current member of the Democratic State Central Committee who votes in Charlottesville, and all current regional, state, or national officers of the Democratic Party and of the Young Democrats who vote in Charlottesville.

The presumptive term of *ex-officio* membership for past elected public officials and past Chairs shall be ten (10) years. At the end of that period an *ex-officio* member, upon being contacted by the Chair(s) or designee, may elect to continue as a member for an additional four (4) year term, and such additional terms may be renewed. *Ex-officio* members of the Committee may terminate their membership at any time by written notice sent to the Secretary. Implementation of the *ex-officio* terms of membership shall begin at the next biennial Reorganizational Meeting.

- b) The residence of an *ex-officio* member in a precinct will not diminish the number of Full Committee members to which a precinct is entitled under section 3.05.
- c) It will be the responsibility of the Precinct Chair(s) to notify all individuals who live in the precinct and qualify for automatic election under this section. The Precinct Chair(s) will also be responsible for notifying the Secretary when elected officials in their precincts become *ex-officio* members.

ARTICLE IV - Full Committee Meetings

4.01 Call of Meetings: The Chair(s) will call a Full Committee meeting not less than 30 days nor more than 90 days prior to each general election. Other meetings may be called as follows:

- a) upon call of the Chair(s); or
- b) by at least ten percent (10%) of the members of the Full Committee if the signed call is filed with the Chair(s) at least fifteen (15) days before the proposed meeting date; or
- c) by a vote of the Full Committee at a properly convened meeting of the Full Committee.

4.02 Regular Meetings: The Chair(s) may set a regular periodic meeting date so long as the total regular meetings thus established do not exceed twelve (12) during one calendar year.

4.03 Emergency Meetings: The Executive Committee may call an emergency meeting of the Full Committee with less than one week's notice.

4.04 Notice of Meetings: The Secretary will be required to notify each Precinct Chair(s) and each officer of the Full Committee of the date, time, and place of each meeting called by the Chair(s) of the Full Committee not less than one week prior to the date of the meeting. Precinct Chairs will be responsible for notifying each member (other than officers living in his or her precinct) of the date, time, and place of each meeting no less than five days prior to the meeting.

4.05 All Meetings to be Public: All Full Committee meetings shall be open to the public.

4.06 Format of Meetings: Full Committee meetings may be held entirely in-person, entirely through use of electronic communication tools for all members to participate ("virtually"), or in a combined format where some members of the Full Committee are present in-person and other members may participate virtually. Full Committee meetings utilizing any of these formats are all qualified as valid meetings.

ARTICLE V - Quorum

5.01 Quorum: Thirty percent (30%) of all Full Committee members (precinct representatives and *ex-officio* members) will constitute a quorum necessary for the transaction of business at any meeting of the Full Committee. Alternates who have become temporary members as prescribed in section 3.04 shall be counted as precinct representatives for the purposes of determining a quorum.

ARTICLE VI - Courtesy of the Floor

6.01 The following may attend all meetings of the Full Committee with the courtesy of the floor:

- a) alternates;
- b) all elected public officials who are Democrats;
- c) all regional, state or national officers of the Democratic Party and the Young Democrats; and
- d) representatives of other City or County Democratic organizations as determined by the Executive Committee.

Those who have the courtesy of the floor may be asked to leave the floor when votes are being taken.

ARTICLE VII - Officers

7.01 Designation of Officers: The officers of the Charlottesville Democratic Committee will consist of a Chair or Co-Chairs, a Vice-Chair (optional if there are Co-Chairs), a Secretary, a Treasurer, a Vice-Chair of Records, and a Vice-Chair of Communications. These officers will serve until their successors have been elected or appointed as appropriate and qualified.

7.02 Precinct Officers: The precinct representatives in each precinct will elect a Chair and a Vice-Chair or two Co-Chairs for their precinct.

ARTICLE VIII - Duties of Officers

8.01 Chair or Co-Chairs: The Chair(s) will preside at all meetings of the Full Committee, appoint all subcommittees, have general supervision over the affairs of the Full Committee, and be the chief executive officer(s) of the Democratic Party in Charlottesville. The Chair(s) will be *ex-officio* member(s) of all standing and special committees. The Chair(s) will cause all notices to be published and make all announcements with respect to candidates, elections or meetings as may be required by the Code of Virginia, the State Party Plan or these Bylaws.

If there are Co-Chair(s), one will be designated as the contact person with the Democratic Party of Virginia. The Co-Chairs will decide between themselves which one is to be so designated; that designated Co-Chair shall submit a copy of the Bylaws to the Democratic Party of Virginia within ninety (90) days of being elected as Co-Chair.

If there are Co-Chairs, any unresolvable differences between them shall be resolved with the advice of, or, if needed, a vote of, the Executive Committee.

The Chair(s) shall be responsible for raising the money necessary for the operations of the Full Committee.

8.02 Vice-Chair: The Vice-Chair will preside at all meetings of the Full Committee in the absence of the Chair(s) and, in the event that there are not Co-Chairs, will perform all the duties and have all the authority of the Chair when the latter is, for any cause, unable to attend to his or her duties. The Vice Chair may be assigned further duties that the Executive Committee deems desirable. The Vice Chair shall be responsible for precinct operations.

8.03 Secretary: The Secretary shall take minutes at all Full Committee and Executive Committee meetings, maintain an archive of minutes from past meetings, and make them available to members. The Secretary shall formally certify actions and resolutions of the Full Committee and shall be responsible for the publication of all formal notices required by the State Party Plan and by the Charlottesville Democratic Committee By-Laws and rules. The Secretary shall submit to Democratic Party of Virginia headquarters within five (5) days of his or her election the names, addresses, e-mail addresses, and telephone numbers of the officers and members of the Full Committee. The Secretary shall submit a list of any changes to the Full Committee list every 6 months thereafter until the next Committee election.

8.04 Treasurer: The Treasurer shall safely keep all funds of the Full Committee and shall keep a detailed account of all contributions, other receipts, and disbursements. The Treasurer shall submit to the members of the Executive Committee an oral financial report at each meeting of the Executive Committee and a written report annually. The Treasurer shall be the signatory on the required financial reports of the Federal Election Commission and State Board of Elections.

At the conclusion of each campaign, all financial records of the campaign shall be preserved by the Treasurer.

8.05 Additional Officers: In addition to the above-named officers who shall be elected by the Full Committee, the Executive Committee may name other officers, and shall name the following officers, who shall serve at the pleasure of the Executive Committee:

- a) **Vice-Chair of Records:** The Vice-Chair of Records will be responsible for maintaining voter information files maintained by the Democratic Party of Virginia in accordance with such regulations and policies as the Democratic Party of Virginia may prescribe, and such Full Committee member lists, mailing lists and other data belonging to the Full Committee.
- b) **Vice-Chair of Communications:** The Vice-Chair of Communications shall appoint and chair the Communications Committee which will be responsible for preparing communications undertaken by the Charlottesville Democratic Committee, including:
 - writing and distributing newsletters, either in print or on-line
 - maintaining media outlet contacts
 - creating and distributing press releases
 - maintaining and improving the Committee website

- using social media to disseminate information concerning the Democratic Party

- c) Other Vice-Chairs may include Community Outreach, Events, Historian, or others as deemed needed by the Executive Committee for the good and effective operations of the Full Committee.

8.06 Precinct Chair, Co-Chair(s) and Vice-Chair: The Chair(s) of each precinct will have general charge of the organization of the precinct for fulfilling the purposes of the Full Committee. In precincts with one Chair, the Vice-Chair will assist the Chair and take on the duties of the Chair in his or her absence. The Precinct Chair(s) serve(s) as the Democratic party leaders in the precinct. The Precinct Chair(s) organize(s) and represent(s) the precinct in carrying out the mission of the Charlottesville Democratic Committee. The Precinct Chair(s) shall:

- Attend Executive Committee meetings, Full Committee meetings, and special Democratic Party functions in Charlottesville
- Read Democratic Party communications and respond (if needed) in a timely manner
- Stay informed on current issues and candidates
- Get to know the precinct and the people in the precinct
- Maintain and build lists of Democrats in the precinct, including contact information
- Send updated list information to the Secretary or Vice-Chair for Records
- Encourage Democrats in the precinct to participate in Full Committee events
- Organize the precinct's Full Committee members and Alternates to attend Full Committee meetings
- Coordinate with campaigns to communicate information about candidates and ballot measures to the precinct
- In coordination with campaigns, organize volunteers for campaign activities
- Organize volunteers to work at the polls on Election Day
- Welcome new residents to the precinct
- Identify potential leaders within the precinct and increase their involvement

8.07 Full Committee Members: Full Committee members are expected to serve as active participants in Democratic functions and election activities. A Full Committee member reports to the Precinct Chair or Co-Chairs to assist in organizing and representing the precinct in carrying out the mission of the Charlottesville Democratic Committee. Full Committee members shall:

- Attend Full Committee meetings and special Democratic Party functions in Charlottesville
- Read Democratic Party communications and respond (if needed) in a timely manner

Full Committee members are also strongly encouraged to:

- Stay informed on current issues and candidates and communicate information to

- the precinct as needed
- Get to know the precinct and encourage new participants in the political process
- Be willing and able to volunteer for campaign activities
- Help with Democratic Party building and fundraising activities
- Help identify potential candidates for elected office or for City Boards and Commissions

ARTICLE IX - Removal of Officers

9.01 Removal of Officers: The Full Committee may at any time, by a two-thirds vote of the members present at any duly constituted meeting, remove any officer, provided such officer is given at least ten days written notice of the action proposed to be taken, and is shown to be not a proper person for the office held, or is unable to serve the Full Committee by reason of continued absence from the City or other sufficient reason.

ARTICLE X - Vacancies on the Full Committee

10.01 Declaration of Vacancies: A vacancy in the Full Committee will occur, and the Chair(s) will so declare, when any precinct representative or Committee officer resigns or is removed from the Committee, or when a precinct representative ceases to be a resident of the precinct from which he or she was elected.

10.02 Filling Vacancies: Whenever the Chair(s) declares that a vacancy exists on the Full Committee; such vacancy will be filled by election by a majority vote of the Full Committee members present and voting at any duly constituted meeting of the Full Committee. Persons to fill the vacancy will be nominated at the precinct level by majority vote of those Full Committee members present and voting in their precinct. Alternates may be added to precinct rosters at any duly constituted meeting of the Full Committee or of a precinct caucus, provided the number of alternates in a precinct does not exceed the Precinct Allotment. Alternates added between organizational mass meetings will be chosen at the precinct level by a majority vote of those Committee members present and voting in their precinct.

ARTICLE XI - Committees

11.01 Executive Committee: The current officers of the Full Committee, the immediate past Chair(s) of the Full Committee, and one representative from each precinct committee will constitute the voting membership of the Executive Committee. If a precinct elects Precinct Co-Chairs, both may attend and participate in Executive Committee meetings, but only one vote will be counted on behalf of each precinct when the Executive Committee takes a vote. The Executive Committee will act as an advisory committee to the Chair(s) and perform such functions as the Full Committee may assign. The Executive Committee shall have charge of all Democratic party matters arising between meetings of the Full Committee except that it may not: (1) change the amount of dues; (2) determine the method of nominating Democratic candidates for office unless a nominated candidate dies, withdraws, refuses candidacy or if the nomination is set aside for any

reason; (3) pass resolutions.

11.02 **Sub-Committees:** The Chair(s) will establish such sub-committees, standing and special, as are deemed appropriate. The Chair(s) may establish special purpose or special interest caucuses, the membership of which shall consist of Full Committee members, one of whom shall be the caucus chair, and may include non-Committee members who are registered to vote in Charlottesville, support the work of the Democratic Party, and have an interest in the work of the caucus. Special interest caucuses shall be advisory only.

ARTICLE XII - Full Committee Resolutions

12.01 **Resolutions:** By a two-thirds vote of those members present at a meeting, the Full Committee may pass resolutions stating the Full Committee's positions on any issue(s) that arise. In the event of a compelling need for the Full Committee to consider with dispatch a resolution of vital importance due to its subject matter, the Executive Committee may authorize the Chair(s) to call a meeting of the Full Committee pursuant to the emergency powers set forth in Section 4.03.

ARTICLE XIII - Access to Full Committee Records

13.01 **Access to Committee Records:** Any Executive Committee or Full Committee member may obtain a list of the names of all Full Committee members and alternates. Any voter information maintained by the Democratic Party of Virginia, or any data derived there from, to which the Charlottesville Democratic Committee has access, will be made available only in accordance with the provisions of the Virginia Code and any regulations and policies of the Democratic Party of Virginia.

ARTICLE XIV - Candidates and Nominations for Public Office

14.01 **Notice Requirements:** Whenever candidates for Democratic nomination to public office are to be selected, either by primary, convention, or mass meeting, the Chair(s) will cause timely public notice to be made of the time, place and method of nomination and of filing requirements, if any. This action will be taken in accordance with the State Party Plan, pertinent Virginia statutes, and all other rules and laws governing this committee.

14.02 **Nominations by Committee:** When time does not permit nomination for elective office by primary, convention or mass meeting and it therefore becomes necessary for the Charlottesville Democratic Committee to make a nomination for an elective office, it will proceed in the following manner: The names of all qualified persons who have declared their candidacy, or any qualified persons who may be presented by any member of the Full Committee, will be before the Full Committee for consideration and the Full Committee will proceed to nominate by written ballot; the name receiving the lowest number of votes will be dropped from further consideration until at least two succeeding ballots have been cast, and the balloting will then proceed until some candidate receives a majority vote of the entire Full Committee. If time does not permit giving notice as required elsewhere in these Bylaws prior to the Full Committee meeting, it is not required, but the Chair(s) will cause to be given such notice as is practicable.

14.03 Endorsement for Appointive Office: The Charlottesville Democratic Committee will seek to secure the appointment of qualified Democrats to appointed office.

ARTICLE XV - Amendment of Bylaws

15.01 Method of Amendment: The Bylaws may be amended by a two-thirds vote of the members present at any regular meeting, or at a special meeting called for that purpose; provided, that any amendment be offered in writing by at least two members of the Full Committee and either: (1) presented at a meeting held at least ten days before it is to be acted upon, or (2) sent by e-mail or mail to each Full Committee member at least ten days before it is to be acted upon. If notice has been given of the proposed language of the amendment, the Full Committee may adopt that language or similar language.

15.02 Automatic Revision of Bylaws: The Charlottesville Democratic Committee will function in accordance with the official State Party Plan to the fullest extent possible. Whenever these Bylaws are determined by the Chair(s) to be in conflict with the State Party Plan, they will be considered temporarily revised to conform with the State Party Plan, such revision to be effective upon the written notification to the members of the Full Committee by the Chair(s) and until such time as these Bylaws can be duly amended.

15.03 Notification to the State Party: A copy of the Bylaws shall be mailed to the Democratic Party of Virginia headquarters within fourteen (14) days of approval or amendment.

ARTICLE XVI - Public Information

16.01 Public Information: The procedures governing caucuses, City conventions, District conventions, and State conventions shall be made available to any Democrat requesting such information. A copy of these Bylaws shall be furnished to any person upon request.

By-laws of September 1978 amended February 1986, August 1988, June 2001, May 2005, December 2011, and August 2022.