

Loudoun County Democratic Committee Bylaws

Adopted January 6, 2018, and Amended March 1, 2018, July 5, 2018, February 7, 2019, and April 4, 2019

ARTICLE I - NAME, AUTHORITY AND PURPOSE

Section 1. This organization shall be officially known as the Loudoun County Democratic Committee ("LCDC").

Section 2. The LCDC is organized under the authority of the Virginia Democratic Party Plan.

Section 3. It shall be the purpose of the LCDC to attend to the registration of voters, to perfect the Democratic organization within Loudoun County and to do all within its power to aid in the victory of the Democratic Party's nominees and other candidates endorsed by LCDC in all elections.

ARTICLE II- MEMBERSHIP

Section 1. LCDC members shall be elected by a caucus of the Democratic voters of Loudoun County between December 1st in odd numbered years and the 15th of the following January. Caucuses for the purpose of the election shall be held on Saturday or any other weekday evening. These members will be elected by precinct and at-large. Upon election of membership, the first order of business shall be the calling of the first regular meeting ("Reorganization meeting") at which the membership shall elect officers of the LCDC as per Article III.

Section 2. There will be one member designated as the Precinct Representative elected from each precinct by voters residing in the Magisterial District to which each precinct is assigned. In addition, there will be up to 500 members elected at-large by the Democratic voters of Loudoun County. Together, these elected members will comprise the LCDC.

Section 3. The number of at-large members may be increased by 2/3 vote of those present at any regular or special meeting during the term of the LCDC; thereby creating vacancies that will be filled according to Section 5, below.

Section 4. Declarations of candidacy for election to the LCDC shall be made in writing to the Chair by the filing deadline as set forth by the LCDC. The list of candidates shall be made available to all filed candidates and LCDC members. Any candidate for election to the LCDC who has duly filed and who is unopposed shall be declared elected. A caucus shall be held to vote on the candidates in contested elections for the remaining positions on the LCDC.

Section 5. The LCDC shall fill at-large vacancies in the LCDC by the following procedure:

- 1) A nominee's written declaration of candidacy shall be presented to the Chair.
- 2) The nomination for membership is made from the floor.
- 3) The nomination is postponed for consideration at the next regular meeting.
- 4) At the regular meeting immediately following nomination for membership, the LCDC shall vote on the membership of the nominee, with a majority vote being necessary for election to membership. The candidate must be present at one full meeting, either at the meeting when

nominated or at the meeting during which the nomination is voted unless a waiver is granted by the Membership Chair. Nominees may be elected to membership at the same meeting at which they are nominated provided that it is either the Reorganization meeting of a new LCDC, or the final scheduled meeting of the LCDC's two-year term, and a motion to suspend the two-meeting rule is approved by two-thirds of members present at that meeting.

Section 6. Precinct Representative vacancies shall be filled by a nominee from the appropriate District Committee, who will then be voted on by the LCDC membership from that District.

Section 7. Declarations of candidacy and nominations to fill vacancies shall be accepted only from persons who declare themselves as Democrats and pledge to support Democratic candidates, and who are residents of Loudoun County.

Section 8. The LCDC shall have the right to remove anyone from office and/or membership for failure to uphold the rules and principles of the Democratic Party of Virginia (particularly as set forth in the State Party Plan), including but not limited to public support for, endorsement of, or assistance to any candidate opposed to a Democratic nominee. In addition, the LCDC shall have the right to remove any member from office and/or membership for non-performance of any duty assigned to and previously accepted by him or her.

Section 9. Removal proceedings shall proceed as follows (except in cases of sexual harassment, in which case the committee shall refer to Appendix A):

1) Any member may submit to the Chair (or a Vice-Chair in the case of charges against the Chair) written charges against a member or officer. The charges shall detail what rule, principle or duty has been violated, and how that violation warrants removal of office or membership.

2) Upon receipt of charges, the Chair (or a Vice-Chair in the case of charges against the Chair) shall notify the charged officer or member of the charges and the date of a formal subcommittee hearing.

3) A subcommittee to determine the outcome of the formal hearing will commence in the following manner:

a. If the charges are against an officer (Chair, Vice Chairs, Secretary, Treasurer) the subcommittee will include the other officers and parliamentarian.

b. If the charges are against a District Chair, Vice District Chair, or other member who is not an officer, then the subcommittee will include the other District Chairs.

c. Each officer or District Chair as applicable can elect to either serve on the subcommittee or appoint a substitute member to serve in their place. The Chair (or a Vice Chair in the case of charges against the Chair) shall appoint to the subcommittee any District Chair or Officer position(s) left vacant for any reason.

4) The formal hearing shall not be held without at least ten (10) days-written notice to the accused member, officer, or District Chair, and once the formal hearing has concluded both the accused or accusing members shall have the opportunity to appeal by presenting their concern to the full LCDC at the next regular or special meeting.

5) The charged member or officer shall have an opportunity to refute the charges for up to ten minutes in a presentation before the membership, with a minimum of five minutes for questions following the presentation (subject to extension at the discretion of the membership).

6) Removal from office or membership shall be effective upon a two-thirds (2/3) vote of LCDC members at such regular or special meeting immediately following the hearing.

7) Removal proceedings against a specific member or officer may only be initiated once per election cycle.

8) The decision of the LCDC committee may be appealed to the 10th Congressional Committee.

Section 10. An LCDC officer or District Chair may be removed before the term expires, by a two-thirds majority of voting LCDC members who are present at a meeting where the quorum threshold has been met, or by a vote of the majority of the entire membership. No such vote shall be taken without at least ten (10) days written notice to the officer or District Chair and to the entire membership. A successor may thereafter be elected for the remainder of the term. Removal proceedings against a member or officer in Article II Section 8, Section 9, and Section 10 may be used no more than once per member in any LCDC two-year term.

Section 11. Except for election as described in Article II, Section 1, the LCDC shall make every good faith effort to notify membership at least seven (7) days prior to the date of any meeting at which it is planned to elect an officer or a Special Member of the LCDC, with said notification to contain the name of the candidates.

Section 12. LCDC members elected without having been present at one full meeting, either at the meeting when nominated or at the meeting during which the nomination is voted, begin as Associate members. Furthermore, regular members revert to Associate Members (Article IV, Section 3) at the third missed consecutive regular or special membership meeting or at their request. Subsequent attendance at a regular or special membership meeting by an Associate converts the member to regular status at that meeting.

Section 13. A Special Member is an elected public official, or a past member of the LCDC, whose services to the Democratic Party are worthy of special recognition. A Special Member shall be nominated by the Executive Committee and elected by a majority of the LCDC at the next regular meeting after being nominated. Sections one through six of Article II do not apply to Special Members. Special Members enjoy all rights and privileges of membership, for the duration of their term in public office in the case of elected officials, or for life in the case of other Special Members, subject to the removal procedures specified in Section 8 of this Article.

Section 14. Each member of the Virginia Democratic State Central Committee who lives in Loudoun County shall, upon election, become a voting ex-officio member of the LCDC. Such members shall pay any required filing or membership fees unless waived by the LCDC.

ARTICLE III- OFFICERS

Section 1. Following the election of its members as provided herein, the LCDC will elect a temporary chair responsible for organizing and calling the Reorganization Meeting to elect a Chair, two Vice-Chairs, Secretary, Treasurer, and such other officers as it deems necessary no later than the second Wednesday in January. The date, time and place of the meeting where the election of officers will occur shall be made known to committee members in advance as specified in Article IV Section 1 of this document. These officers shall hold office for the two-year term of the LCDC as prescribed under Article II or until the officer's successor is elected.

Section 2. Only members of the LCDC are eligible to become officers of the LCDC.

Section 3. It shall be the duty of the Chair to preside over all regular and special meetings of the LCDC. The Chair shall ascertain that a quorum (Article IV, Section 3) is present prior to the commencement of the business portion of a regular or special meeting. The Chair shall appoint required Legislative and Senatorial District representatives. The Chair shall also appoint Standing and Ad Hoc Committee Chairs, Parliamentarian, Sergeant-of-Arms, and Task Forces from time to time as may be required at his or her discretion.

Section 4. The duties of the Vice-Chairs shall be assigned by the Chair. It shall be the duty of one of the two Vice-Chairs to act for the Chair at meetings during the absence or unavailability of the Chair. The Chair shall designate the Vice-Chair to act in case of his or her absence after the elections for officers are held, but before the following Regular meeting,

Section 5. It shall be the duty of the Secretary to handle any correspondence necessary to accomplish the business of the LCDC, to keep accurate minutes of all meetings, distribute the minutes and keep the records of the LCDC. Furthermore, Secretary shall submit to State Party headquarters within five (5) days of his or her election the names, addresses, emails and telephone numbers of the officers and members of the committee. The Secretary shall submit a list of any changes to the committee list every 6 months thereafter until the next committee election.

Section 6. It shall be the duty of the Treasurer to keep an accurate account of all of the LCDC funds and to issue any authorized notes of obligation on behalf of the LCDC. The Treasurer shall provide a monthly Treasurer's report for LCDC records. It shall be the responsibility of the Treasurer to collect all monies owed to the LCDC.

Section 7. All vacancies in the offices of Chair, Vice-Chairs, Secretary, and Treasurer shall be filled by the LCDC within forty (40) days of the date of occurrence of such vacancy by majority vote.

ARTICLE IV - MEETINGS

Section 1. Regular meetings of the LCDC shall be held monthly. The Chair may cancel or change the time, day or place of regular monthly meetings, provided that the Executive Committee makes every good faith effort to notify the membership in writing at least seven (7) days prior to the regularly scheduled meeting or the changed meeting date, whichever is earlier.

Section 2. Special meetings of the LCDC shall be held: (a) upon the call of the Chair, whenever he or she thinks it to be in the interest of the LCDC; or (b) within fifteen (15) days following receipt by the Chair of a written request signed by ten percent (10%) of the LCDC membership; or (c) at such times and places as a majority vote of the LCDC may determine. The Secretary shall make every good faith effort to notify the membership at least seven (7) days prior to the special meeting with the date, time, place and purpose of such meeting.

Section 3. The presence of 30 percent (30%) of the LCDC membership shall constitute a quorum to conduct business. Associate and Special members will not be considered in determining quorums.

Section 4. All regular and special meetings of the LCDC shall be open to the public for observation. The time and place of all meetings of the LCDC shall be publicized fully and in such manner as to assure timely notice (at least seven (7) days before said meeting date) to all interested persons. Such meetings shall be held in places easily accessible to all Democrats and large enough to accommodate all interested persons.

Section 5. All voting requirements specified in these bylaws for the LCDC and the Executive Committee shall be of members present and voting unless otherwise indicated. Executive Committee members may participate in Executive Committee meetings by conference call.

ARTICLE V - DISTRICT COMMITTEES

Section 1. LCDC members residing in the magisterial districts shall constitute the membership of such respective District Committees.

Section 2. Each District Committee shall elect a Chair and one or two Vice-Chair(s) to office at the Reorganization Meeting, following the election of new Officers. These positions may be filled by a Precinct Representative or by an at-large Member. In the event of a vacancy in a District Chair, the Chair of the LCDC may appoint an acting District Chair, who shall serve until the District fills the position. District Chairs shall hold office for the two-year term of the LCDC as prescribed under Article II or until the officer's successor is elected.

Section 3. District Committee meetings shall be held at the discretion of the District Chair, with a minimum of six District meetings each year.

Section 4. District Chairs are responsible for recruiting district members, calling the required District meetings, and monitoring the activities of their district's Board of Supervisors member, School Board member and other local elected officials in the District. District Chairs will also ensure the recruitment and scheduling of poll workers on election day. District Chairs must assure District representation at regularly scheduled Executive Committee meetings by personally attending or sending a District Vice Chair as a substitute.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Chair, two Vice-Chairs, Secretary, Treasurer, District Chairs or District Vice-Chairs as substitutes, Standing Committee Chairs or their Vice-Chairs as substitutes, and the current President of the Loudoun County Young Democrats (YDs) or a YD Vice-President as substitute. The Executive Committee is authorized to act for the LCDC between meetings of the LCDC.

Section 2. The meetings of the Executive Committee are held at the call of the Chair or by the request of five members of the Executive Committee. Notification of the meeting shall be made to all its members a minimum of 24 hours in advance.

Section 3. Actions taken by the Executive Committee shall be reported to the LCDC at the next regular meeting and any action taken by the Executive Committee can be overturned by a majority vote of the LCDC.

Section 4. The presence of 40 percent (40%) of the Executive Committee membership shall constitute a quorum to conduct business.

ARTICLE VII- STANDING COMMITTEES

Section 1. The following shall constitute the Standing Committees of the LCDC:

- (a) Activities & Presence
- (b) Candidate Recruitment
- (c) Communications
- (d) Finance
- (e) Former Chairs Advisory Committee
- (f) Fundraising
- (g) Grassroots Engagement
- (h) Issues
- (i) Labor
- (j) Membership
- (k) Outreach and Inclusion
- (l) Precinct Operations
- (m) Young Democrats

Section 2. Standing Committee Chairs (except for the YD President) serve at the will of the LCDC Chair. The Chairs of Standing Committees shall appoint their respective Committee Vice-Chairs and other members of their committee. A member of any Standing Committee may be removed by the Chair of that committee or a two-thirds (2/3) vote of the Executive Committee, subject to the override provision by the LCDC as specified in Article VI, Section 3.

Section 3. The duties of the Standing Committees are as follows:

- (a) *Activities and Presence:* To plan, organize, and conduct all special events and other social activities held by or on behalf of the LCDC with the exception of events centered around fundraising. To monitor, track, and document the public statements, votes, and actions of officials elected or appointed to represent or govern the people of Loudoun County. To notify LCDC membership of upcoming public input meetings called by elected assemblies, or other meetings or events at which matters of public interest are likely to be addressed, and at which public participation is expected or would be worthwhile. To solicit participation by LCDC Members and members of the public at any such meetings.
- (b) *Candidate Recruitment:* To identify and recruit viable Democratic candidates, and to provide support for such candidates in running a successful campaign. The LCDC Chair shall be a member of this Committee.
- (c) *Communications:* To plan, implement, and coordinate internal and external communications within and on behalf of the LCDC so that LCDC members are fully informed of all LCDC activities at all times, and so that LCDC communications to the press and the public are unambiguous and consistent. This Committee is also responsible for maintaining the LCDC web site and the LCDC electronic mailing list capability. The Secretary will be a member of this Committee.

- (d) *Finance*: To assist the Treasurer to ensure that an internal audit of the operations of the LCDC is conducted at least once each year as directed by the LCDC Chair. The Treasurer shall be a member of this Committee. The Chair of the Finance committee shall report the results of all audits in writing to the Executive Committee.
- (e) *Former Chairs Advisory Committee*: Provides wealth of knowledge and experience regarding running the LCDC, competing in the county and maintaining relationships with our major stakeholders. Any committee officer can ask for advice and guidance. The Chair of the Former Chairs Advisory Committee shall not have a vote on the Executive Committee.
- (f) *Fundraising*: To ensure that the LCDC has sufficient revenue to meet its obligations and to fully fund the adopted budget. To plan, organize, and conduct programs, meetings, and events for the explicit purpose of raising money for the committee. To establish fundraising benchmarks and to continually inform the Finance Committee on the progress of the LCDCs fundraising efforts.
- (g) *Grassroots Engagement*: To coordinate with grassroots groups within and outside of Loudoun County who share the Core Values of the LCDC for the purpose of: (i) promoting our shared Values and (ii) supporting the election of Democratic candidates running for office in Loudoun County who share those values.
- (h) *Issues*: To conduct research on local, state, and national issues of importance to LCDC's mission and to Democratic candidates or office-holders; to provide the LCDC membership, the citizens of Loudoun County, and elected Democrats as necessary or requested, with timely and accurate factual information regarding such issues.
- (i) *Labor*: The Labor Committee shall:
 - i. Encourage the participation of Organized Labor in the activities of the County Committee and in campaigns to promote Democratic candidates,
 - ii. Seek to identify issues of concern to Organized Labor, to study and understand such issues, and to develop reports or recommendations on such issues for submission to the County Committee in accordance with the Bylaws,
 - iii. Assist the Precinct Operations Committee and the Voter Registration Committee in identification of potential Democratic supporters and in GOTV efforts,
 - iv. Coordinate with the campaigns of Democratic candidates to assure greater participation by Organized Labor,
 - v. Recommend activities and special publications for encouraging participation of Organized Labor in County Committee activities and in campaigns and supervise their implementation; and
 - vi. Support Democratic candidates who support the causes and issues of concern to Organized Labor as well as all working men and women.
- (j) *Membership*: To increase membership in and volunteer support for the LCDC to the maximum extent feasible; to help members find roles within the LCDC and to assist other Standing Committee chairs in ensuring full staffing for all Committees.
- (k) *Outreach and Inclusion*: To adopt and implement programs and strategies designed to (i) fulfill the LCDC's outreach obligations under Section 3.1 of the Virginia Democratic Party

Plan dated December 4, 2010, or any successor Plan; and (ii) diversify the makeup of the LCDC's membership in order to improve the committee's ability to connect with all of Loudoun's residents.

- (l) *Precinct Operations*: To build and train a permanent network of committed Democratic volunteers sufficient to staff every precinct in Loudoun County with one or more volunteers throughout each election day and to build a precinct-led system that understands and can service constituent issues and needs. To plan and implement training programs sufficient to provide LCDC members with such training as is required to promote the election of Democrats to county, state, and federal office. Precinct Operations will work with the Communications Committee to ensure that all District Chairs and Precinct Representatives have been trained in the VAN.
- (m) *Young Democrats*: To plan and execute strategies designed to attract individuals under the age of 36 years to membership in and activities supporting the Democratic Party in general and the LCDC in particular including, where appropriate and consistent with these By-laws, high school and college age individuals who are not yet eligible to vote.

ARTICLE VIII- ISSUE RESOLUTIONS

Section 1. Any member may propose an Issue Resolution at a regular meeting of the LCDC. Issue Resolutions are LCDC positions on public issues which the member wishes to have publicized. It is required that (a) the Issue Resolution be presented in legible format not to exceed two (2) pages; and (b) that sufficient copies of the Issue Resolution shall be available for all members of the LCDC attending the meeting. If seconded, the proposed Issue Resolution then shall be referred to the Issues Committee which will then collaborate with the proposer on the final wording. Wording disputes shall be resolved to the favor of the proposer of the Issue Resolution. The Issues Committee shall prepare a report on the Issue Resolution, including at least Pros and Cons of the Resolution and a recommendation for adoption or denial. Their report shall be submitted to LCDC at the next meeting and the Issue Resolution placed on the Agenda under Old Business for consideration regardless of whether or not the Issues Committee submits their report. Issue Resolutions may be amended by majority vote but passage shall require a two thirds affirmative vote of those voting.

Section 2. Time-sensitive Issue Resolutions may be acted upon at the meeting at which proposed if a vote of three quarters of those present favor action at that time.

ARTICLE IX - BUDGET

Section 1. A biennial budget identifying the anticipated revenues and expenditures for operation of the LCDC during the 2 year term of the Committee will be prepared and submitted by the Treasurer and Chair to the Executive Committee for consideration by the March meeting following the Reorganization meeting. The Executive Committee will present the proposed budget to the LCDC not later than the regularly scheduled meeting for April for consideration. Until such time the budget is passed, the Chair may spend or commit monies to keep the LCDC functioning not to exceed the recurring costs already approved, plus \$500 per month. The Executive Committee or the LCDC may approve additional expenses beyond these. All such expenses by the Chair or Executive Committee shall be reported to the

Membership at the following LCDC meeting. The subsequent approved budget is to account for all of these initial expenditures.

Section 2. The persons responsible for the various budget categories may incur expenses pursuant to the approved budget. Any proposed expenditure in excess of the total budgeted for the year in any category shall be undertaken only with the prior approval of the Executive Committee, if a proposed excess expenditure is greater than 15% of the budgeted category amount for the year, it must be approved by the full LCDC.

Section 3. All disbursements shall be made by check with the exception of the budgeted petty cash. Disbursement of funds in the amount of Five Hundred Dollars (\$500.00) or more shall require the signature of two Officers of the LCDC on the disbursing check and one of the required signatures shall be that of either the Chair or the Treasurer, with the exception of headquarters' expenditures such as rent, utilities, and headquarters staff.

Section 4. All funds received by the LCDC shall be deposited within three business days of receipt into the appropriate accounts of the LCDC.

Section 5. In the event that no budget is passed for a given year, the previous year's budget shall carry forward to the current year, and the Executive Committee shall be authorized to update line items to reflect current needs, subject to approval by the LCDC Membership during the Chair or Executive Committee report at the subsequent Membership meeting.

ARTICLE X – BYLAWS

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting. Any proposed amendment to the Bylaws shall be provided to the membership at least two (2) weeks prior to a vote being taken.

Section 2. These Bylaws shall carry over to the new LCDC after each reorganization.

ARTICLE XI – FULL PARTICIPATION AND REGISTRATION

Section 1. The LCDC shall not discriminate on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity, or disability. The LCDC shall adopt and implement an outreach program to encourage Democrats to participate in all organizations at every level and in all delegate selection processes. Particular concern should be undertaken regarding young people, women, African Americans and other ethnic minorities, persons with disabilities and other constituent groups. Every LCDC member and officer thereof, shall make efforts to include young people, women, African Americans and other ethnic minorities, persons with disabilities and other constituent groups in all LCDC committees and delegations to Democratic conventions and other party affairs. Mandatory quotas, however, shall not be imposed at any level of the delegate selection process or in any other party affairs.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority for meetings of the LCDC and the Executive Committee shall be the current version of Robert's Rules of Order, Newly Revised.

APPENDIX A:

Sexual Harassment Defined: *As used herein, “sexual harassment” shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects or unreasonably interferes with a Member's activities related in any way to the mission of LCDC, or creates an intimidating, hostile or offensive environment within LCDC activities. or activities that LCDC is associated with*

*If a Member has experienced or witnessed sexual harassment by another Member, they may, at their election, report same to the LCDC Chair, one of the Vice Chairs, **OR** the Chair of the Diversity and Outreach Committee. The purpose of this appendix is to outline the reporting process and permissible subsequent action Unless specified herein, removal proceedings under Article II, Section 9, 1-7, do not apply,*

1. **Reporting:** An incident of sexual harassment shall be reported in writing. This documentation will contain, but will not be limited to, a signed and dated statement from the charging party, along with signed and dated statements from witnesses if applicable. Once a report is made, the person who took the report will submit it to the Sensitive Document Recorder (*appointed by Chair for 3-year duration*) and determine if any prior reports have been made against the accused party.
 1. The LCDC Chair, both Vice Chairs, the Chair of the Diversity and Outreach Committee and the Sensitive Document Recorder, or any LCDC official hereafter so authorized, will all receive sexual harassment training. A choice of providers of sexual harassment training will be provided.
 1. The individual who receives the complaint will verify documentation immediately with the Sensitive Document Recorder
 1. Based on verification and/or content/severity of the incident, that individual will make a decision concerning the next action and will relay that decision to the Sensitive Document Recorder.
 2. If an incident does not go to the Executive Committee then the incident is discussed with the charged party if the charging party wishes.
 2. A report must be made by a member of the LCDC, but the member does not need to be the victim of the harassment.
 3. The charging party's wishes for privacy shall be balanced with the need for expedient resolution and adequate deterrence.
 1. If there is no other documentation against the charged party, the individual who is taking the report will work with the charged party to discuss the process and decide, together, whether to bring the charges to the EC or to seek another form of resolution. This determination must be made within 5 calendar days of the date of the charging party's statement.

2. **Executive Committee:** If it is decided that the incident will go to the Executive Committee, then the Executive Committee, restricted to the elected LCDC Officers and District Chairs, the appointed Standing Committee Chairs, and the elected Chair of the Loudoun County Young Democrats, will review the documentation in an Executive Session and determine if an Executive Investigatory Meeting needs to be set.

1. An incident will go directly to the Executive Committee if any of the below criteria is met:
 1. The statement of the charged party or one of the witnesses suggest that an illegal activity may have occurred
 2. The charged party has been charged party before (mandatory Executive Investigatory Meeting)
 3. If it is believed that the charged party is a danger to the charging party or others
 4. If the charging party wishes for it to go directly to the Executive Committee
2. The Executive Committee shall set a date for an Executive Investigatory Meeting within 15 calendar days if the incident:
 1. Warrants an Executive Investigatory Meeting, as determined by the Executive Committee; or
 2. Is referred to the Executive Committee for any reason, and the incident involves a member of the current Executive Committee.

3. **Executive Investigatory Meeting** - The charging party and the charged party will be notified ten days in advance of the Executive Investigatory Meeting, in accordance with the State Party Plan. The Executive Investigatory Meeting will be held in a private Executive Session and will consist of the Executive Committee save any parties to the incident (except when called to testify). At the conclusion of this meeting a decision will be made to determine if the charged party is removed from LCDC or continues with their membership.

1. There will be a mandatory recusal of any individual who was a party to the incident and was, at the beginning of the alleged incident, serving on the Executive Committee, unless the number EC members who were parties to the incident exceeds four (4), in which case only the charged party and the charging party will be required to recuse themselves.
2. If the LCDC Chair is a party to the incident and is required to recuse themselves, as determined in 3(a), then the Vice Chair who is senior in service to LCDC shall preside over the Executive Investigatory Meeting.
3. The charged party, charging party, and their respective witnesses will have the opportunity to address the Executive Committee in person at the investigatory meeting, or to submit an affidavit in lieu of addressing the committee.
4. The time allotted for the charged party and their witnesses to address the committee will be separate from the time allotted for the charging party and their witnesses to do so.

4. **Determination** - The Executive Committee, save any members who had to be recused, will determine whether the facts, as presented in the investigatory meeting, are grounds for removal by majority vote.

1. If the EC determines that the facts as presented **are not grounds for removal**, the committee will discuss options for addressing the matter, including the option of closing without additional action. Once the matter is addressed, it will be considered closed and cannot be heard by the Executive Committee again unless and until new charges are brought against the charged party.
2. If the EC determines that the facts as presented are grounds for removal, the Chair will ask the charged party, in writing, to resign voluntarily. Should the charged party refuse to resign, the Executive Committee, in consultation with the charging party and/or victim, can:
 1. Recommend to the full committee that the charged party be removed from the LCDC in accordance with Article II, Section 9(6).
 2. Discuss options for addressing the matter, including the option of tabling without additional action. The matter will not be considered closed, and should the charging party or a member of the Executive Committee choose to reopen the matter at a future meeting, the EC will go into Executive Session to, again, consider options for addressing the matter, including recommending to the full committee that the charged party be removed the LCDC.
2. The decision of the LCDC committee may be appealed to the 10th Congressional District Democratic Committee. All documentation pertaining to the matter shall be retained by the Sensitive Documents Recorder.

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