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10/07/2021

Loudoun County Democratic Committee Bylaws

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Authorized and Paid for by the Loudoun County
Democratic Committee

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BYLAWS REVISION HISTORY

Adoption and Revision History	
Adopted by Reorganization Committee	January 11 th , 2020
Reformat section numbers; add Article 10 Policies and renumber subsequent articles.	February 4, 2021
Retitle Section 3.2; change Section 3.5 from 2 meeting to 1 meeting attendance requirement; expansive changes to Article 9 – Budget.	April 1, 2021
Clarify Section 9.2 and Article 15.	May 6, 2021
Modify Section 3.8.	September 2, 2021
Modify Sections 3.6, 6.5.8, and Appendix A (fix 2 typos).	October 7, 2021

ARTICLE 1 NAME AND PURPOSE

Section 1.1 Committee Name

This organization shall be officially known as the Loudoun County Democratic Committee, abbreviated as LCDC and referenced herein as the County Committee.

Section 1.2 Cooperation with Democratic Party of Virginia

The County Committee is organized under the authority of the Democratic Party of Virginia (DPVA) Party Plan.

Section 1.3 Purpose

The goals of the County Committee are to support and ensure the electoral victory of Democratic nominated or endorsed candidates who uphold the values of the Democratic Party, to maximize Democratic voter registration and turnout in all communities, to identify issues of concern in our communities, to educate voters about elections and issues, to perfect the Democratic organization within Loudoun County, and to represent the Democratic voters of Loudoun County in matters of Party and public policy. The County Committee shall carry out the functions assigned to it by the DPVA Party Plan.

ARTICLE 2 BIENNIAL REORGANIZATION

Section 2.1 County Committee Reorganization Caucus

County Committee 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 weekday evening.

One member shall be elected from each election precinct by the Democratic voters in the applicable magisterial District to ensure broad representation from all parts of the County. Additional at-large members may be elected by the Democratic voters of Loudoun County.

The outgoing Chair shall appoint a Reorganization Chair to organize the caucus and subsequent Reorganization Meeting. The Reorganization Chair cannot be a candidate for any county level officer position in the newly forming County Committee. The Reorganization Chair is responsible for issuing the Call to Caucus and Reorganization Meeting plus Rules for the Reorganization Meeting (both to be approved by the outgoing County Committee membership), disseminating these documents, receiving and tracking declarations of candidacy for membership and dues plus officer candidate declarations and filing fees, securing a venue for the Caucus and Reorganization Meeting (however, the County Committee may secure the venue in advance of the appointment of the Reorganization Chair to ensure a timely search for an available location), and recruiting members who are not running for committee offices to serve in roles needed to conduct the Caucus and Reorganization Meeting, at minimum a Secretary, Sergeant at Arms, and a Recorder. Membership dues for the new Biennial will be set in the Call to Caucus and Reorganization Meeting.

Section 2.2 Reorganization Meeting

Immediately following the caucus, the first regular meeting ("Reorganization Meeting") will be held at which the membership shall elect a temporary Chair to run the meeting until new officers are elected, adopt permanent Bylaws, and elect officers of the County Committee. Immediately following officer elections, magisterial District caucuses will be held to elect District officers. Upon completion of the organizational business, to include the District caucuses, 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 DPVA Party Plan, the Secretary shall submit to the Chair of the Democratic Party of Virginia within five days of the reorganization, the names, addresses, email addresses, and telephone numbers of the officers and membership of the County Committee.

Section 2.3 Declarations of Candidacy

Declarations of candidacy for election to the County Committee shall be made in writing to the Reorganization Chair by the filing deadline as set forth in the Call to Caucus and Reorganization Meeting. The list of candidates shall be made available to all filed candidates and outgoing County Committee members. Any candidate for election to the County Committee 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 County Committee.

Section 2.4 Eligibility for Candidacy

Membership shall be limited to those persons attesting they reside within Loudoun County; they are Democrats; they believe in the principles of the Democratic Party; they do not intend to support any candidate who is opposed to a Democratic nominee during their term; they do not intend to participate in the nominating process of any other political party during their term; and that they will do all within their power to aid in the victory of Democratic Party nominees and endorsees in all local, state, and national elections. The declaration of candidacy must be accompanied by a payment of a filing fee, aka membership dues, or signing up for a recurring monthly payment, unless a waiver is requested from the Reorganization Chair. The filing fee/membership dues amount for the biennial will be set in the call to caucus for the Reorganization.

Section 2.5 Officer Elections

Following the election of its members as provided herein, the County Committee will elect a temporary chair responsible for running the Reorganization Meeting to elect a Chair, Vice Chair of Districts, Vice Chair of Finance, Vice Chair of Operations, Secretary, Treasurer, and such other officers as it deems necessary. These officers shall hold office for the two-year term of the County Committee as prescribed under Article 2 or until the officer's successor is elected. Refer to Article 4 Section 1 for Officer Eligibility.

The Reorganization Committee is free to select the voting method of their choice and it must be communicated as part of the Call to Caucus and approved by the Membership. See Article 5 Section 7 for details about voting for officers.

Section 2.6 District Committee Reorganization

As provided in Article 6 of these bylaws, immediately following the election of County Committee members and officers, the newly elected County Committee members shall organize the magisterial District Committees, including the election of District officers.

ARTICLE 3 MEMBERSHIP

Section 3.1 Member in Good Standing Definition

Initially, the County Committee shall be comprised of all members voted in at the Biennial Reorganization. "Member in Good Standing" is defined as a member who has paid dues as outlined by the Reorganization Committee or has requested a waiver. Members in Good Standing may not be Associate Members (see section 5.3).

Section 3.2 Members Added Between Reorganizations

Between Reorganizations, declarations of candidacy for election to the County Committee shall be made in writing to the Chair of the Membership Standing Committee. The Membership Chair will verify to the best of their ability that the candidate meets all eligibility requirements in Section 2.4. If the Membership

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. Filing fees/membership dues will be reduced to one half (1/2) during the final year of the Biennial term if paid in full up front; if signing up for a monthly recurring donation, the minimum amount will remain the same as was published at the Reorganization since the number of months remaining has been reduced.

Section 3.3 At-large Vacancy Procedure

The County Committee shall fill at-large vacancies in the County Committee by the following procedure:

1. The nomination for membership is made from the floor at a regular County Committee meeting.
2. The nomination is postponed for consideration at the next regular County Committee meeting.
3. At the regular County Committee meeting immediately following nomination for membership, the County Committee shall vote on the membership of the nominee, with a majority vote of those present and voting being necessary for election to membership.

Section 3.4 Precinct Representative Vacancy Procedure

The appropriate District Committee shall fill precinct representative vacancies by the following procedure:

1. The nomination for membership is made from the floor at a regular District meeting.
2. The nomination is postponed for consideration at the next regular District meeting.
3. At the regular District meeting immediately following nomination for membership, the County Committee membership from that District shall vote on the membership of the nominee, with a majority vote of those present and voting being necessary for election to membership.
4. The District Chair will notify the County Committee Secretary and Membership Chair of the results. The County Committee Secretary will include the results in the agenda and minutes of the next regular County Committee meeting.

Section 3.5 Attendance Requirement for Applicants Added Between Reorganizations

The candidate must be present at one 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 to allow non-attendance at both meetings. Nominees may be elected to membership at the same meeting at which they are nominated provided that it is the final scheduled meeting of the County Committee's two-year term, and a motion to suspend the two-meeting process is approved by two-thirds of members present and voting at that meeting.

Section 3.6 Ex Officio Members

The following officials will become members of the County Committee for the duration of their office upon completion of a membership application form and payment or waiver of filing fees/membership dues:

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1. Members of the Democratic National Committee who reside in Loudoun County.
2. Members of the DPVA Central Committee who reside in Loudoun County.
3. Democratic elected officials, including officials in non-partisan office who were endorsed by the Democratic Party, and who reside in Loudoun County.
4. Democratic members of the Loudoun County Electoral Board.

Elected officials who seek the endorsement of the County Committee for the purpose of being listed on the ballot as a Democrat and/or having their name placed on the Democratic sample ballot, shall support the County Committee during the duration of their term in office if elected. If during their term, said elected official rejects membership in the County Committee and/or requests being removed as a County Committee member, they forfeit all rights of a sitting elected official and will be required to formally apply for membership to the County Committee to be voted on by the full County Committee.

Section 3.7 Rights and Responsibilities of Members

All members of the County Committee shall have the responsibility assigned to the County Committee by the DPVA Party Plan for promoting the Party's interest in all general and special elections within the County. This responsibility shall include, but is not be limited to, the registration of voters, perfecting the Democratic organization in the County, and to do all within their power to aid in the victory of the Democratic Party's nominees plus any candidate endorsed by the County Committee, in all elections. Additionally, members may not publicly support, endorse, or assist any candidate opposed to a Democratic nominee or endorsee. However, members are not obliged to support a Democratic candidate in a General or Special Election who is publicly supporting a nominee opposed to another Democratic candidate. Members in Good Standing are entitled to request County Committee documents except where prohibited by law (prohibited documents include, but are not limited to, employment contracts, contracts with a non-disclosure agreement, etc.). These include at minimum:

- Electronic copies of County Committee meeting minutes.
- Electronic copies of Executive Committee meeting minutes upon request to the Secretary.
- Electronic copy of the membership list of the County Committee upon request to the Secretary that may only be used for the purpose of conducting legitimate County Committee business.
- Access to the financial records, including bank statements, of the County Committee upon request to the Treasurer.

Section 3.8 Conflicts of Interest

Members determined to have a clear and direct economic or political self-interest in a matter before the County Committee shall not vote on said matter. During business meetings, the Chair shall make determinations of whether a member has a conflict of interest. The Chair's ruling may be overturned by a majority of those members present and voting.

Section 3.9 Member Removal Policy

The County Committee shall have the right to remove any member from membership for failure to uphold the rules and principles of the Democratic Party of Virginia (particularly as set forth in the DPVA Party Plan) and of the County Committee, including but not limited to public support for, endorsement of, or assistance to any candidate opposed to a Democratic nominee or endorsee. If a member is removed who also holds an officer position, either at the County or District level, that officer position is thereby vacated and a replacement must be elected. See Sections 4.7 and 6.3 for removal of an officer from their leadership role, but not from membership.

Section 3.10 Member Removal Procedure

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 from 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 hearing before the Executive Committee. Each officer or District Chair as applicable can elect to either serve at the hearing 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 serve at the hearing an additional member(s) as a substitute for any District Chair or Officer position(s) left vacant for any reason.
3. The formal hearing shall not be held without at least ten (10) days written notice to the accused member or officer. Once the formal hearing has concluded, the Executive Committee must issue a report with a recommendation for or against removal and why. The Secretary (or Vice Chair of Operations if the charges are against the Secretary) will disseminate the report along with the agenda for the next County Committee meeting.
4. Regardless of whether the subcommittee recommends removal or not, first a representative of the accusing member(s), followed by the charged member or officer, shall have an opportunity to present their case for up to ten (10) minutes each in a presentation before the County Committee membership, with a minimum of five minutes for questions following each presentation (subject to extension at the discretion of the membership by a majority vote of those present and voting).
5. Removal from office or membership shall be effective upon a two-thirds (2/3) affirmative vote of County Committee members present and voting at such regular or special meeting immediately following the presentations and questions.
6. Removal proceedings against a specific member may only be initiated once per County Committee biennial term.
7. The decision of the County Committee may be appealed to the Tenth Congressional District Committee by the party that lost the vote.

ARTICLE 4 OFFICERS

The County Committee elected officer positions include Chair, Vice Chair of Operations, Vice Chair of Districts, Vice Chair of Finance, Treasurer and Secretary.

Section 4.1 Eligibility

County Committee officers must be:

1. Registered voters who reside within Loudoun County, and
2. Members in Good Standing of the County Committee.

Section 4.2 Chair Responsibilities

1. It shall be the duty of the Chair to set the agenda for, and preside over, all regular and special meetings of the County Committee. The Chair shall ascertain that a quorum per Article 5 Section 3 is present prior to the commencement of the business portion of a regular or special meeting.
2. The Chair shall be the spokesperson for the County Committee and for the Democratic Party in Loudoun County 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. The Chair shall serve on General Assembly District Nominating Committees for the districts in which they live, and which span multiple local committee boundaries, and shall appoint required representatives for other districts spanning multiple local committee boundaries.
4. The Chair is responsible for providing three nominees, ranked in order of preference, for any opening in the County Electoral Board to which a Democrat is to be appointed. The three nominees are provided to the Circuit Court for a judge to determine the appointee.
5. The Chair is responsible for filing our lists of nominees for local offices with the Virginia Department of Elections, in addition to nominees for any State Legislative seat whose boundaries are entirely within Loudoun County.
6. The Chair shall appoint all Standing Committee Chairs and a Parliamentarian. However, the Chair may not appoint anyone related by blood or marriage to a voting position on the Executive Committee or as Chair of the Governance Committee. The Chair shall also appoint Ad Hoc Committees, Sergeant-of-Arms, and Task Forces from time to time as may be required at the Chair's discretion. The Chair shall appoint representatives to attend the post-election canvass and counting of provisional ballots at the Department of Elections office following each election in which we have candidates running. The Chair shall appoint any other representatives required in connection with elections.
7. During a candidate-selection process, the Chair shall ensure that Party resources shall be made available equally to all qualified candidates seeking the Party's nomination or endorsement.
8. If the Chair is absent or unable to perform these duties, they will be carried out by the Vice Chair of Districts. If the Vice Chair of Districts is unable or unwilling to perform these duties, they will be carried out by an officer designated by the Chair. If the Chair is unable to so designate, the

Executive Committee by a majority vote of the members of the Executive Committee may designate an officer or member of the Executive Committee to the interim position.

9. Upon completion of the Treasurer's term of office, the Chair shall appoint two 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 Executive Committee. The Secretary of the incoming committee shall maintain this report for the 2-year duration of the committee.
10. If any Vice Chair position becomes empty, the chair is responsible for naming an interim replacement for that position. Interim positions should not exceed a period of one hundred twenty (120) days, except when a vacancy occurs within five (5) months of December 1st in odd numbered years, in which case new officers will be elected at the Biennial Reorganization. The Executive Committee must approve the acting officer by a majority vote within thirty (30) days of being named by the Chair.

Section 4.3 Vice Chair Responsibilities

Vice Chair of Districts Responsibilities

1. Shall act as the Interim Chair should the current Chair be unable to fulfill their term and only until the County Committee can hold a vote for a new Chair.
2. Shall attend District meetings and provide feedback to the Officers as needed.
3. Shall assist the Districts in fulfilling all of their responsibilities.
4. Shall be responsible for recruiting and training District Chairs and District Vice Chairs to fulfill vacancies as they arise.
5. Chair may assign additional duties based on the Chair's discretion.

Vice Chair of Finance Responsibilities

1. Shall act as the interim Treasurer should the current Treasurer be unable to fulfill their term and only until the County Committee can hold a vote for a new Treasurer.
2. Shall attend all meetings of the Finance & Fundraising Committee and provide feedback to the officers' team as needed.
3. Shall develop, in conjunction with the chair of the Finance Committee, a written financial strategy for the County Committee for the periods of 2, 5, and 10 years.
4. Shall create an annual budget to be tracked and executed by the Treasurer.
5. Shall be responsible to ensure that forward projected fundraising will meet the amounts budgeted.
6. Shall be responsible to present an amended budget to the County Committee if fundraising exceeds or falls short of expectations in order to more closely align with the 2, 5, and 10 year financial strategies.
7. Chair may assign additional duties based on the Chair's discretion.

Vice Chair of Operations Responsibilities

1. Shall act as the interim Secretary should the current Secretary be unable to fulfill their term and only until the County Committee can hold a vote for a new Secretary.
2. Shall work hand in hand with the Secretary and help ensure that information is up to date and communicated to membership in a timely manner.
3. Shall be responsible for reserving venues for General Membership meetings and Executive Committee Meetings.
4. Shall be responsible for keeping the Membership database up to date in conjunction with the Membership Chair, and will ensure that the current Membership roster is available to members of the Executive Committee.
5. Shall be responsible for monitoring current computer applications and access to them. This includes, but is not limited to, the membership database, the registered voter list, cloud document storage, email forwarding, the website, and social media accounts. Also responsible for maintaining current insurance policies and making them available as needed.
6. Shall maintain an inventory of the property of the County Committee together with the locations of the individual items at any given time.
7. The Chair may assign additional duties based on the Chair's discretion.

Section 4.4 Secretary Responsibilities

1. The Secretary shall record the acts of the County Committee and the Executive Committee, distribute the minutes to the County Committee Membership on a timely basis, and maintain the minutes in the County Committee's cloud storage.
2. The Secretary shall be the custodian of the County Committee Bylaws and policies and procedures, incorporate therein all duly adopted amendments and revisions, and ensure that the current version of the Bylaws are posted on the website and provided to DPVA.
3. The Secretary shall submit to DPVA headquarters within five (5) days of his or her election the names, addresses, email addresses, 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.
4. 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.

Section 4.5 Treasurer Responsibilities

1. The Treasurer shall receive the funds of the County Committee, disburse them when duly authorized by the County Committee and shall provide periodic financial reports to the Executive Committee at the request of the Chair of the County Committee.
2. The Treasurer shall provide a monthly Treasurer's report for County Committee records and present a summary at the Regular Membership Meetings.

3. 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.
4. The Treasurer shall prepare and file any campaign financial reports required by law. The Treasurer will also be responsible for maintaining the County Committee registration with the Virginia Board of Elections (COMET) and the Federal Election Commission, including maintaining the Statements of Organization.
5. The Treasurer shall track and execute the annual budget prepared by the Vice Chair of Finance and approved by the Membership.
6. The Treasurer shall serve on the Finance & Fundraising Committee.

Section 4.6 Officer Vacancy Procedure

The elected officers of the County Committee represent all members of the committee, and fill key roles in the organization. Elections for these key roles should be conducted in a timely manner, while also ensuring that the full membership can consider all candidates.

Membership shall be notified by e-mail of officer vacancies a minimum of thirty (30) days prior to a scheduled vote to elect a new officer. That notification shall include the rules of the election, any / all deadlines and the details of the election including date, time and location. Members wishing to run for a vacant officer position must notify the Secretary, or Acting Secretary, of their application at least twenty one (21) days prior to the scheduled vote. The Membership Chair shall verify the member's eligibility for the elected office.

The Chair shall notify all members via e-mail of the final candidates seeking elected office no less than fourteen (14) days prior to an election.

The Executive Committee is free to select the voting method of their choice, and it must be communicated as part of the vacancy notice. See Article 5 Section 7 for details about voting for officers.

In the event that no member applies for a vacant office, the Chair of the County Committee shall be permitted to extend the date of the election.

Section 4.7 Elected Officer Removal

A County Committee officer may be removed from office before the term expires, by a two-thirds majority of County Committee members present and voting 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 and to the entire membership. If the officer is removed, a successor may thereafter be elected for the remainder of the term. Removal proceedings against a particular officer may only be initiated once per County Committee biennial term. A vote to remove a County officer from office may be appealed to the Tenth Congressional District Committee by the party that lost the vote.

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ARTICLE 5 MEETINGS

Section 5.1 Regular Meetings

Regular meetings of the County Committee 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 5.2 Special Meetings

Special meetings of the County Committee shall be held: (a) upon the call of the Chair, whenever they think it is in the interest of the County Committee; or (b) within fifteen (15) days following receipt by the Chair of a written request signed by ten percent (10%) of the County Committee membership; or (c) at such times and places as a majority vote of the County Committee present and voting 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 5.3 Quorum and Associate Members

The presence of 30 percent (30%) of the County Committee membership shall constitute a quorum to conduct business. Regular members revert to Associate Members 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 Member converts the member to regular status at that meeting. Associate members will not be considered in determining quorums.

Section 5.4 Meeting Policy

All regular and special meetings of the County Committee shall be open to the public for observation. The time and place of all meetings of the County Committee shall be publicized fully and in such manner as to ensure 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 5.5 Public Access

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 majority vote of the County Committee present and voting. 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.

Section 5.6 Parliamentary Procedures

All meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order, except as such rules may be modified by these Bylaws. The Parliamentarian shall be provided with a copy of Robert's Rules of Order by the County Committee and shall have a copy at all meetings.

Under no circumstances may these Bylaws, or any portion of these Bylaws, be suspended, unless that specific portion of the Bylaws indicates that it may be suspended.

If any portion of these Bylaws or Robert's Rules of Order requires interpretation, the Chair or Acting Chair shall have sole authority to make that interpretation. It is recommended, but not required, that the Chair consult the parliamentarian before issuing a ruling. Once the Chair issues their ruling, only a majority vote of the members present and voting may overturn the decision. If such a vote is to occur, it must be raised and debated at that meeting. Once the meeting adjourns, unless a simple majority of the County Committee present and voting has voted to table or continue this issue, the Chair's ruling becomes final.

Section 5.7 Voting Methods

Voting on motions and other business may be by any method that will allow a public record to be maintained of the vote and/or abstention totals. In accordance with the DPVA Party Plan, in no case shall the use of secret written ballots be allowed in County Committee votes. Any Member in Good Standing of the County Committee may request and shall be permitted to review ballots used in any vote. When paper ballots are used, each ballot must be signed by the member to be counted. When the vote is taken by voice or show of hands any member has a right to require a *division of the assembly* by having the affirmative rise and then the negative, so that all may see how members vote.

Whenever possible, officer elections should be conducted via a signed, written ballot. Pre-printed written ballots must always include a blank line for write-in candidates. Officers must be elected by a majority vote (50% plus 1 vote) of those present and voting.

Section 5.8 Duties of the Parliamentarian

The Chair of the County Committee shall appoint a Parliamentarian who 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 on the Governance Standing Committee.

ARTICLE 6 DISTRICT COMMITTEES

Section 6.1 Definition

County Committee members residing in the magisterial districts shall constitute the membership of such respective District Committees.

Section 6.2 Officers

Each District Committee shall elect a Chair (or Co-Chairs) and one or two Vice Chairs at the Reorganization Meeting, following the election of new County Committee Officers. District officers must reside in the

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District they represent. In the event of a vacancy of a District Chair one of the Vice Chairs will become the Acting Chair who shall serve until the District fills the position. If neither Vice Chair is willing to serve as Acting Chair, the County Committee Chair may appoint an acting District Chair. At least seven (7) days notice will be given to District membership before an election is held to fill a vacancy for a District officer position. District Chairs shall hold office for the two-year term of the County Committee as prescribed under Article 2 or until the officer's successor is elected.

Section 6.3 Removal of District Officers

A District Committee officer may be removed from office before the term expires by the following procedure:

The District Chair may make a motion during a district meeting to remove an elected district officer. If seconded, the motion is tabled and shall be considered by the District Committee at the next regularly scheduled District Committee Meeting. If the district officer to be removed is the District Chair, then a District Vice Chair may make the motion to remove.

If a majority of members present and voting at the District Committee meeting concur, the officer will be removed. At least ten (10) days' notice shall be given to the District officer and committee members prior to the meeting at which such a motion will be considered. The officer will have an opportunity to be heard prior to the vote. If the officer is removed, a successor may thereafter be elected for the remainder of the term. Removal proceedings against a particular officer may only be initiated once per County Committee biennial term. A vote to remove a District officer from office may be appealed to the County Committee by the party that lost the vote.

Section 6.4 Meetings

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

Section 6.5 District Chair Responsibilities

1. Provide awareness of District events, concerns and issues, and communicate that information back to the Executive Committee.
2. Recruit district members.
3. Appoint members to serve on each of the operational Standing Committees, including a Precinct Operations District Coordinator.
4. Call and conduct the required District meetings.
5. Ensure the recruitment and scheduling of poll workers on election day.
6. Represent the District at Executive Committee meetings by personally attending or sending a District Vice Chair as a substitute.
7. Communicate pertinent information from the County Committee to the District Committee.

8. District email contacts should either be added to the County Committee's email list or backed up to the County Committee's cloud storage with restrictions on access if deemed necessary by the District Chair.

ARTICLE 7 EXECUTIVE COMMITTEE

Section 7.1 Definition

The Executive Committee shall consist of the Chair, three Vice Chairs, Secretary, Treasurer, District Chairs (or District Vice Chairs as substitutes; if there are Co-Chairs for a District, only one may have a vote at each Executive Committee meeting), 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 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.

Section 7.2 Meetings

The Executive Committee shall meet monthly. Meetings of the Executive Committee shall be open to all members of the County Committee. Advance notice of the regular Executive Committee meetings shall be given to members of the County Committee by the most practical method. The Secretary shall record the attendance and the actions of the Executive Committee meetings.

Section 7.3 Special Meetings

If meetings of the Executive Committee are needed in addition to the regular monthly meeting, they may be conducted by teleconference. The Chair of the County Committee, or by petition of a majority of the Executive Committee membership, may call a special meeting of the Executive Committee. A petition must be submitted in writing (emails will suffice) by a majority of the Executive Committee members, must state a specific time, location (or teleconference information) 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 adequate and timely notice to all members of the Executive 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 Executive 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.

Section 7.4 Actions

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

Section 7.5 Quorum

The presence of 40 percent (40%) of the Executive Committee membership (currently filled seats only) shall constitute a quorum to conduct business.

ARTICLE 8 STANDING COMMITTEES

Section 8.1 Standing Committee Leadership

Standing Committee Chairs (except for the YD President) serve at the will of the County Committee 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 County Committee as specified in Article 7 Section 4.

Section 8.2 Committee List and Responsibilities

Operational Committees – each to include a member from each District Committee:

1. *Communications:*
 - a. Plan, implement, and coordinate internal and external communications within and on behalf of the County Committee so that County Committee members are fully informed of all County Committee activities at all times, and so that County Committee communications to the press and the public are unambiguous and consistent.
 - b. Responsible for maintaining the County Committee’s web site plus the electronic mailing list and social media capabilities.
 - c. The Secretary and the Vice Chair of Operations will be members of this Committee.
2. *Finance & Fundraising:*
 - a. Chair may appoint the Vice Chair of Finance to be the Finance & Fundraising Committee Chair.
 - b. Assist the Treasurer to ensure that an internal audit of the operations of the County Committee is conducted at least once each year or as directed by the County Committee Chair.
 - c. Assist the Vice Chair of Finance in creating the budget.
 - d. Design a 2, 5- and 10-year financial strategy for the committee.
 - e. Review member-initiated spending to ensure it complies with the active financial strategy of the organization.
 - f. Ensure that the County Committee has sufficient revenue to meet its obligations and to fully fund the adopted budget.

- g. Plan, organize, and conduct programs, meetings, and events for the explicit purpose of raising money for the committee.
 - h. Establish fundraising benchmarks and continually inform the County Committee membership on the progress of all fundraising efforts.
 - i. Maintain a current donor list.
 - j. Keep the Membership committee informed of which members have paid dues.
 - k. Maintain recurring donor lists, decide benefits for recurring donors, and recruit new recurring donors.
 - l. The Chair of the Finance & Fundraising Committee must appoint a committee member to serve on the Activities Committee.
 - m. The Treasurer and the Vice Chair of Finance shall be members of this committee.
3. *Membership:*
- a. Help recruit, train, and retain members by helping them better understand the work of the County Committee and helping them connect with appropriate leaders so they can provide volunteer support; help members find roles within the County Committee.
 - b. Assist other Standing Committee chairs in ensuring full staffing for all Committees.
 - c. Maintain the County Committee membership/donor/newsletter database in conjunction with the Secretary, Vice Chair of Operations, and the Finance & Fundraising Committee.
 - d. Track attendance at all regular and special meetings of the County Committee.
 - e. Process and vet new member applications; provide training materials about the County Committee to new members.
4. *Precinct Operations:*
- a. Work with the Precinct Operations District Coordinators to recruit and appoint Precinct Captains for every precinct and to build and train a permanent network of committed Democratic volunteers sufficient to staff every precinct in Loudoun County with volunteers throughout each election day.
 - b. To plan and implement training programs sufficient to provide County Committee members with such training as is required to promote the election of Democrats to county, state, and federal office.
 - c. Responsible for design, production, and distribution to the District Coordinators, of Democratic sample ballots and other outreach materials for elections, including Back-to-School-Night (BTSN) events and absentee voting, both by mail and in-person.
 - d. Work with the District Coordinators to organize coverage of polls on Election Days, in-person absentee voting locations, and schools for BTSN events.
 - e. Ensure that chase mailers are sent to voters identified in our voter database as democrats or independents who have applied by mail for absentee ballots.

Non-Operational Committees:

5. *Activities:*

- a. Plan, organize, and conduct all special events and other social activities held by or on behalf of the County Committee with the exception of events centered around fundraising.
 - b. A member of the Finance & Fundraising Committee shall serve on this committee.
6. *Candidate Recruitment and Support:*
- a. Identify and recruit viable Democratic candidates.
 - b. Provide support and training for such candidates in running a successful campaign.
 - c. The County Committee Chair shall be a member of this Committee.
7. *Diversity and Inclusion Outreach:*
- a. Adopt and implement programs and strategies designed to fulfill the County Committee's outreach obligations under Section 3.1 of the Virginia Democratic Party Plan.
 - b. Work towards diversifying the makeup of the County Committee's membership in order to improve the committee's ability to connect with all of Loudoun's residents.
8. *Former Chairs Advisory:*
- The Chair of the Former Chairs Advisory Committee shall not have a vote on the Executive Committee nor count towards quorum for Executive Committee meetings.
- a. Provides wealth of knowledge and experience regarding running the County Committee, competing in the county, and maintaining relationships with our major stakeholders.
 - b. Any committee officer can ask for advice and guidance.
9. *Governance:*
- The Chair of the Governance Committee shall not have a vote on the Executive Committee nor count towards quorum for Executive Committee meetings.
- a. Provide a point of contact for members to ask about rules and compliance issues, and to report perceived rules violations.
 - b. Investigate reports of rules violations and, if supported by evidence, recommend solutions to the Executive Committee.
 - c. Ensure that the County Committee is acting in compliance with all rules of the Democratic National Committee (DNC), DPVA, the County Committee Bylaws, policies, and procedures, campaign finance laws, and all other laws and regulations at the local, state, and federal levels that apply to the County Committee.
 - d. Periodically review the governing documents of the organization and whether they are consistent with applicable laws and actual or desired organizational practices; amend such governing documents, as necessary.
 - e. Assist other leadership with continually identifying and recruiting candidates for leadership positions.
 - f. Assist the County Committee Chair in developing and conducting officer orientation and onboarding training and any other leadership training that is needed.
 - g. Upon request of the County Committee Chair, Standing Committee Chair, District Chair or Executive Committee, review the performance of the various committees, including

the effectiveness of meetings and any perceived or actual conflicts among leadership and/or members, and make recommendations, as appropriate.

- h. Assist in ensuring timely and compliant elections of officers.
10. *Grassroots Engagement:*
- a. Coordinate with grassroots groups within and outside of Loudoun County who share the Core Values of the County Committee 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.
11. *Issues:*
- a. Conduct research on local, state, and national issues of importance to the County Committee's mission and to Democratic candidates or officeholders.
 - b. Provide the County Committee membership, the citizens of Loudoun County, and elected Democrats as necessary or requested, with timely and accurate factual information regarding such issues.
 - c. Draft press releases for Resolutions passed by the County Committee and follow-up on the issuance of press releases to be edited and distributed by the Communications Committee.
12. *Labor:*
- a. Encourage participation by organized labor in the activities of the County Committee and in campaigns of Democratic candidates.
 - b. Identify issues of concern to organized labor and work with the Issues Committee on ways to solve them.
 - c. Educate and encourage the County Committee and our candidates to address these issues.
13. *Presence:*
- a. Notify County Committee 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.
 - b. Solicit participation by County Committee Members and members of the public at any such meetings.
14. *Young Democrats:*
- a. 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 County Committee 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 9 BUDGET AND FINANCES

Section 9.1 Definition

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A budget consisting of two annual budgets identifying the anticipated revenues and expenditures for operation of the County Committee during the 2-year term of the Committee will be prepared and submitted by the Vice Chair of Finance and County Committee Chair to the Executive Committee for consideration by the Executive Committee meeting held prior to the March membership meeting following the Reorganization meeting. The Executive Committee will present the proposed budget to the County Committee not later than the regularly scheduled membership meeting in March for consideration, with a vote by the regularly scheduled membership meeting in April. Membership may present their comments or proposed changes to the Vice Chair of Finance one week prior to the Finance & Fundraising Committee meeting held between the budget presentation and budget vote. This particular Finance & Fundraising Committee meeting must be held within the seven (7) days before the Executive Committee meeting held between the budget presentation and budget vote. This will allow time for consideration of changes by the Finance & Fundraising Committee and the Executive Committee prior to dissemination to the Membership with the membership meeting agenda. Until such time as the budget is passed, the Carryover section applies. The subsequent approved budget must account for all these expenditures.

The budget shall include a line item titled "Chair Discretionary". The Chair Discretionary line item shall be \$500 per year. The Chair Discretionary line item is for unbudgeted expenditures that are for the purpose of keeping the County Committee functioning. All such expenditures by the County Committee Chair shall be reported to Membership at the following County Committee meeting.

Section 9.2 Expenditures

The persons responsible for the various budget categories may incur expenses pursuant to the approved budget. For Standing Committees with annual budgets greater than \$1,500, the detailed spending plan must be incorporated into the budget, or presented to the Executive Committee for approval prior to incurring any expenses. 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 25% of the budgeted category amount for the year, it must be approved by the full County Committee.

Section 9.3 Disbursements

All disbursements shall be made by debit card unless the recipient does not accept debit cards, in which case the disbursement must be made by check. Reimbursements must be requested using the official reimbursement request form which must be signed by the Treasurer and one or more elected officers not related by blood or marriage to the individual requesting the reimbursement. For all direct purchases greater than \$500, the requesting individual must submit a disbursement request form signed by one or more of the elected officers meeting the above requirements and the Treasurer. The Treasurer may not maintain petty cash as cash disbursements are prohibited by law.

Checks greater than \$1,000 must be signed by two of the following: County Committee Chair, Vice Chair - Finance or Treasurer. Checks made out to one of the officers listed, family members of one of those officers, or business interests of one of those officers may not be signed by that officer.

Section 9.4 Receipts

All funds received by the County Committee shall be deposited within three business days of receipt by the Treasurer or designee into the appropriate account of the County Committee. Notable exceptions to the three-day rule include accidents, inclement weather, or familial emergencies. In the event of an accident or familial emergency, the Treasurer or County Committee Chair must designate an elected officer to make deposits within 5 business days. For all other delays, the Treasurer or County Committee Chair must designate an elected officer to make the deposit on their behalf.

During Federal election years, any non-designated donation must be deposited into the Federal account except where prohibited by law, or in excess of the individual's contribution limits. During state election years, non-designated donations must be deposited into the State Elections account except where prohibited by law, or in amounts exceeding an individual's limits as determined by law, unless funding is available to cover the entirety of the remaining budget. When the entire remaining budget is covered by cash on hand, the Treasurer may, at their discretion, deposit non-designated funds into the account of their choosing. Note that funds may be transferred from the Federal to the State account, but not vice versa.

The Treasurer is responsible for ensuring that no individual donor exceeds their legal limits for donations to the County Committee.

Section 9.5 New Spending Proposals

New spending proposals should be introduced to the Finance & Fundraising Committee to be evaluated and, in approved form, sent to the EC and then to the Membership for approval. In the event a proposal for new committee spending is initiated at a general membership meeting, the proposal must be automatically tabled and referred to the Finance & Fundraising Committee for review. If the issue is time sensitive, it may be voted on requiring three quarters (75%) of those present and voting to pass, and then the Executive Committee will evaluate the proposal for feasibility and determine whether to authorize the expenditure. If not authorized, the initiator of the proposal will be immediately informed.

If money for the project cannot be reallocated from some other part of the budget, the proposal may still be pursued if dedicated funding can be raised for the item in question. If the project is approved and the budget is not fully funded within the timeframe allocated, the Chair, Treasurer, Vice Chair of Finance, and Finance & Fundraising Committee Chair may determine whether to return those funds to the general fund and budget line items or proceed with the project with a reduced budget. In no instance can the Chair, Treasurer, Vice Chair of Finance, and Finance & Fundraising Committee Chair reallocate additional resources from other budget line items to fully fund the project's budget without approval from a larger body (i.e., the Executive Committee or County Committee Membership).

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Section 9.6 Carryover

Prior to budget passage, the previous year's budget shall carry forward to the current year and shall allow for an escalation equal to the rate of inflation for the previous calendar year as determined by the Federal Reserve. The Executive Committee shall be authorized to update line items to reflect current needs, subject to approval by the County Committee Membership at the subsequent Membership meeting.

Section 9.7 In-Kind Donations

When members pay for goods or services for the County Committee or any subset of it (Magisterial Districts or Standing or Ad Hoc Committees) and don't expect a reimbursement, this is an in-kind contribution to the County Committee. The County Committee is legally required to report in-kind contributions in addition to cash contributions as part of compliance reporting to federal and state authorities. Year-to-date in-kind contributions of \$100 or more by any one person or entity are considered material and must be reported to the County Committee. All in-kind contributions are encouraged to be reported even if they are not material.

Section 9.8 Amended FEC & SBE Reports

Should the Treasurer need to submit an amended FEC or Virginia SBE Filing, the Treasurer must inform the County Committee at the next membership meeting.

ARTICLE 10 POLICIES

Section 10.1 Definition

Policies are a set of standards to be followed by an organization consistent with the guiding principles of the Democratic Party. They are general statements that set out the limits by which decisions are taken by the officers and leaders, ensuring consistent performance.

Section 10.2 Creating and Amending Policy

Any member of the County Committee has the right to draft and introduce new policies or amendments to existing policies pertaining to this committee's operations. The member should submit the proposed policy to the County Committee Secretary. The Secretary will then add the proposed policy to the next Executive Committee meeting's agenda. The submitter will be expected to attend the Executive Committee meeting in which their proposed policy is debated for the sole purpose of presenting their proposed policy and participating in the debate of the item and any proposed amendments. The Executive Committee will vote on whether to endorse, amend, take no position, or oppose the proposed policy. If amendments to the proposed policy are made by the Executive Committee, the originator may accept or oppose the amendments or withdraw the proposed policy from consideration.

If the proposed policy is not withdrawn, the Secretary then submits the proposed policy to the Governance Committee to check for compliance with current bylaws, Robert's Rules, and the DPVA Party Plan. If the Governance Committee determines there are compliance issues, they will work with the originator to address them. Again, the originator always has the option to withdraw. If compliance changes are made by the Governance Committee, the Executive Committee will need to reevaluate and determine their final position (may be done electronically). Following determination of compliance by the Governance Committee, the proposed policy must be introduced to the membership at the next scheduled General Membership meeting along with the position taken by the Executive Committee. The originator or their designee will be invited to present the proposed policy to the Membership. In the absence of the originator or designee, the Chair will present. If the originator opposed amendments made by the Executive Committee, that shall also be disclosed to the Membership.

The Membership will then discuss the proposed policy. If no amendments are passed during discussion, the Membership may proceed to a vote on whether to adopt the proposed policy. If any amendments are passed during discussion, the amended proposed policy must be tabled and re-evaluated for compliance by the Governance Committee, and the vote will take place at the next Regular Membership Meeting. Policies must be passed by a $\frac{2}{3}$ (two-thirds) affirmative vote.

If a policy cannot be followed for some reason, the Membership can suspend it for the particular circumstance at the next General Membership meeting. If the issue must be addressed prior to the next General Membership meeting, the Executive Committee can suspend the policy and report the suspension to the Membership at the next General Membership meeting.

Approved policies must be posted on the County Committee website as soon as practicable.

Section 10.33 Carryover

Policies shall carry over to the new County Committee after each reorganization.

ARTICLE 11 ISSUES RESOLUTIONS

Section 11.1 Definition

Any member may propose an Issue Resolution at a regular meeting of the County Committee. Issue Resolutions are County Committee 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 County Committee 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 the County Committee 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

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amended by majority vote of those present and voting, but passage shall require a two thirds affirmative vote of those present and voting.

Section 11.2 Exceptions

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

ARTICLE 12 BYLAWS

Section 12.1 Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting 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 12.2 Carryover

These Bylaws shall carry over to the new County Committee after each reorganization.

ARTICLE 13 FULL PARTICIPATION AND REGISTRATION

Section 13.1 Definition

The County Committee 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 County Committee 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 County Committee 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 County Committee 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 14 GENERAL PROVISIONS

Section 14.1 Party Endorsements

The County Committee and District Committees may not formally endorse contested candidates for office prior to their nominations, nor may they endorse during any Reorganization or officer elections for County or District Committees. Any County Committee resources made available to candidates seeking the County Committee's endorsement or Democratic Party nomination shall be made available to all Democratic candidates on a nondiscriminatory basis.

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Section 14.2 Failure to Nominate a Candidate

Should the County Committee authorize a convention or caucus to nominate a candidate for elective office, and no candidate is nominated, the County Committee may thereafter nominate a candidate who shall be the Democratic nominee for such office.

Section 14.3 Public Statements and Releases

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.

ARTICLE 15 EXECUTIVE DIRECTOR

The County Committee is authorized to have a part-time or full-time Executive Director, alone or in conjunction with other democratic committees within the Congressional District that includes Loudoun 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. The Executive Committee will determine the hiring process.

ARTICLE 16 PARLIAMENTARY AUTHORITY

Section 16.1 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 DPVA Party Plan. These Bylaws shall remain in force at the end of the term of the County Committee until such time as permanent Bylaws are adopted pursuant to Article 2 Section 2 of these Bylaws.

APPENDIX A COUNTY COMMITTEE SEXUAL HARASSMENT POLICY

Section 1 Definition

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 the County Committee, or creates an intimidating, hostile or offensive environment within County Committee activities, or activities that the County Committee is associated with.

Section 2 Procedures

If a Member has experienced or witnessed sexual harassment by another Member, they may, at their election, report same to the County Committee 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 3 Section 9, do not apply.

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.

- a) The County Committee Chair, the three Vice Chairs, the Chair of the Diversity and Outreach Committee and the Sensitive Document Recorder, or any County Committee official hereafter so authorized, will all receive sexual harassment training. A choice of providers of sexual harassment training will be provided.
 - i) 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.
- b) A report must be made by a member of the County Committee, but the member does not need to be the victim of the harassment.
- c) The charging party's wishes for privacy shall be balanced with the need for expedient resolution and adequate deterrence.
 - i) 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.

Executive Committee: If it is decided that the incident will go to the Executive Committee, then the Executive Committee, restricted to the elected County Committee 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.

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

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 DPVA 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 the County Committee or continues with their membership.

- f) 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.
- g) If the County Committee 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 the County Committee shall preside over the Executive Investigatory Meeting.
- h) 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.

- i) 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.

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.

- j) 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.
- k) 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:
 - i) Recommend to the full committee that the charged party be removed from the County Committee in accordance with Article 3 Section 9.
 - ii) 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 County Committee.
- i) The decision of the County Committee may be appealed to the Tenth Congressional District Democratic Committee. All documentation pertaining to the matter shall be retained by the Sensitive Documents Recorder.

APPENDIX B CORE VALUES OF THE LOUDOUN COUNTY DEMOCRATIC COMMITTEE

Democrats believe that the lives and concerns we share with our fellow Americans must be the cornerstone of democratically elected governmental institutions at the local, state and national levels. These institutions, at their best, can be instrumental to sustain and promote opportunity, equality, freedom and justice for all. Accordingly, Democrats share and actively protect these core values:

Democracy:

We believe that the people participating with equal voices in public decision-making are the fundamental source of legitimate government authority in a democracy.

Freedom:

We believe the right to life, liberty, and the pursuit of happiness means freedom from arbitrary government or economic power, and from unjust barriers to each person's ability to live a productive, fulfilling life.

Equality:

We believe that every human being deserves to be treated equally, with dignity and respect regardless of national origin, religious belief, sex, sexual orientation, gender identity, disability, skin color, ethnicity, immigration or economic status.

Public Good:

We believe it is the responsibility of government at all levels to efficiently protect and promote the public good as determined by the people working through our democratic political institutions and ensure that the economy creates enough jobs that provide a living wage for all.

Justice:

We believe government at all levels has an obligation to design and administer laws that apply equally to all, with concern for those at the margins of society.

Citizenship:

We believe an active, informed citizenry, supported by strong public schools, and informed by a free and responsible press, is the cornerstone of a healthy democracy. Government officials have an obligation to promote civic education and expand participation in public decision-making.

Natural Environment:

We believe the land, air, water, and other resources of the natural environment are the very conditions for the lives we share in common. We are the stewards of those resources for future generations.