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**/s/ Robert J. Haley, Chairman**

**/s/ John N. Jennison, Secretary**

## **ELEVENTH CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE BYLAWS**

The Eleventh Congressional District Democratic Committee is chartered by the Democratic Party of Virginia (DPVA) through the Party Plan, which designates that its State Central Committee shall be comprised of an equal number of members elected within each of Virginia's Congressional Districts and in addition, designated at-large ex-officio members. Many guidelines for the operation of the Congressional District Committees are contained in the Party Plan. In keeping with the Virginia Democratic Party Plan, the 11<sup>th</sup> District shall strive to include individuals who represent the rich diversity of our community especially historically under-represented communities and actively encourage their participation. To further specify the provisions of the Party Plan as it relates to the Eleventh Congressional District, these bylaws are created.

### **Article I – Name**

This Committee shall be known as the “Eleventh Congressional District Democratic Committee,” referred to in these bylaws as the “District Committee.”

### **Article II – Authority**

1. The Committee adopts these bylaws to govern its procedures by the authority of the DPVA Plan and to supplement the provisions of that Party Plan with particular respect to the organization of the 11<sup>th</sup> Congressional District Committee. If any provision of these Bylaws conflicts with a provision of the Virginia Democratic Party Plan, the Party Plan shall control.
2. These bylaws shall remain in effect unless amended as provided in Article VIII.

### **Article III – Purpose**

1. The primary purpose of the District Committee is to elect and support an 11<sup>th</sup> Congressional District Democratic Congressional Member. The DPVA Party Plan states that it shall be the duty of each district committee to perfect the Democratic organization within its district, and see to the proper discharge of their duties by county and city committees or other constituent committees within the congressional district.
2. The District Committee shall have control of all matters relating to the nominating process of the Democratic Congressional candidate, in accordance with the DPVA Party Plan and applicable election laws. The District Committee shall decide whether the candidate shall be nominated by primary election, assembled or unassembled caucus, or convention. Whenever the District Committee determines that such nomination shall be by the Primary method, then such Primary election shall be held in conformity with the Party Plan of the Democratic Party and the applicable election laws of the Commonwealth of Virginia. Whenever such nomination is to be

made by convention or caucus, the District Committee shall prepare the Call to Convention or to the caucus, in accordance with the Party Plan.

3. The District Committee has the responsibility to see that all city and county committees within its district are performing their duties. It must ascertain that each local committee reorganizes itself in the six-week period (December 1 - January 15), preceding January 15 of each even numbered year. Whenever a local committee fails to perform its duties or fails to elect and reorganize itself in the prescribed time frame, or fails to request and receive an extension in compliance with the Party Plan, the District Committee must call and conduct the reorganization and election of a new committee for that jurisdiction, pending appeal by the offending committee to the State Steering Committee.
4. The District Committee shall actively engage in outreach to various communities and should make efforts to reflect constituency diversity on the 11th Congressional District.

#### **Article IV – Membership**

1. As authorized by the Party Plan, the District Committee is composed of twenty (20) persons who are registered voters and reside in the District who are nominated/elected by the District convention, and elected at the State Convention held the same year as the one in which the Governor of Virginia is elected, each member to serve a term of four (4) years. Whenever the statewide candidates are selected by primary and the State Central Committee decides not to conduct a convention, the (20) twenty members of the District Committee shall be elected by such procedures as the State Party may adopt.
2. In addition, there may be ex-officio members of the District Committee
  - a. The 11th District Democratic Member of Congress is a member of this District Committee.
  - b. Any statewide elected official who is a member of the Democratic Party and resides in the 11th District is a member of this Committee.
  - c. Any statewide elected DPVA official, Democratic National Committee member, Young Democrats President, President/Chair of a DPVA Committee/Caucus residing in the District is a member of this District Committee, and any member properly designated as such in the DPVA Party Plan.
3. In addition, there may be non-voting emeritus members of the District Committee.
4. The District Committee, upon its organization and each two years thereafter, shall elect one Democratic member of the General Assembly and three county or city representatives. A “county or city representative” shall be a resident of the congressional district who is (a) a county or city committee chair or vice chair, (b) a magisterial district chair, (c) a ward chair or (d) a county or city committee member proposed by his or her county or city committee to the district committee. The additional members identified in this section shall be members of the Central Committee. Members so chosen shall be counted in determining a quorum and shall be voting members of the District Committee as soon as elected by the District Committee. The Central Committee shall make confirmation of the election of the General Assembly member and the county or city representatives. If for any reason a Democratic member of the General Assembly or a county or city representative cannot fill these positions, the District Committee shall fill them. If any of

these members vacate the office(s) they hold which entitle them to this membership, then the seat(s) shall become vacant.

5. The *twenty (20)* elected members elected via the Convention in the District Committee shall be equally divided by gender. The General Assembly and three county or city members may be selected as appropriate to maintain the gender equality of the members elected via the Convention.
6. Vacancies on the Committee shall be filled by a majority vote of the remaining members of the Committee attending a regularly scheduled District Committee meeting.
  - a. The chair shall provide notice of the vacancy or vacancies at least seven (7) days prior to the meeting, and
  - b. The chair shall make reasonable efforts to notify each county and city committee chair of any existing vacancy.
  - c. The District Committee shall fill vacancies on the committee in a manner that maintains the jurisdictional and gender representation of the elected District Committee membership.
  - d. The jurisdiction members representing the county or city of the vacancy by caucus may make a non-binding recommendation to the District Committee for filling the vacancy.
7. All personal interaction amongst District Committee members shall maintain a respectful and civil standard. Members shall strive to maintain a safe and non-threatening environment. Behavior, comments or other communications that specifically cast discriminatory or derogatory communications on a member's race, creed, sex, age, religion, national origin, ethnic identity, physical appearance, intelligence, disability, color, sexual orientation, gender identity, or gender expression shall not be tolerated. The District Committee, by majority vote, may decide to censure or vote on non-confidence of a member found to have violated the standards. If the member violating the standard is an elected committee officer, the District Committee, by majority vote, may strip the officer of the position.

#### **Article V – Officers**

1. At its reorganizational meeting the District Committee shall elect a Chair, Vice Chair(s), a Secretary, and a Treasurer.
2. Vacancies among the Officers shall be filled by the membership as required.

#### **Article VI – Meetings**

1. The reorganizational meeting of the District Committee shall take place at a time and place designated by the previous Chair of the District Committee or, in the absence of specific action by the previous Chair, on the Thursday following the District Convention, to elect the membership/officers of this District Committee. Notice of at least seven (7) days shall be required to all City/County Chairs and District Committee members if a date different than the following Thursday is chosen for the reorganizational meeting.

2. Regular meetings of the District Committee shall be held monthly according to a schedule adopted by the District Committee, or, in the absence of specific action by the Committee, on the 3<sup>rd</sup> Monday of every month. In so far as possible, the times and places designated shall be publicly announced by the District Committee. If necessary, because of exigent and extenuating circumstances, such as physical limitations, regular meetings may include conference call or other electronic meeting mechanisms for members' participation and voting. The Chair shall have the authority to reschedule or cancel regular meetings in consultation with members of the Committee, including but not limited to causing them to coincide with Central Committee meetings or Committee specific fundraising events, to avoid holidays and other special events, and to accommodate scheduling of meeting rooms.
3. Special meetings may be called or regular meeting dates changed by giving the members ten (10) days notice by email, in writing, by phone or by any other means of direct communications acceptable to the members.
4. The Chair may call a special meeting of the District Committee or a special meeting of the District Committee may be called at the written request of a majority of the members of the District Committee if a signed call is filed with the secretary of the District Committee at least ten (10) days before the proposed meeting date. The agenda at any special meeting shall be limited to the items stated in the call of the meeting, unless agreed by unanimous consent.
5. A quorum shall consist of the participation of thirty-five 35% of the District Committee entire membership.
6. Any member missing (3) three consecutive meetings of the District Committee without sufficient cause, deemed as non-excused by the Chair, shall be removed from the District Committee after a hearing and pending an appeal to the State Steering Committee, as provided in the Party Plan.
7. All meetings of this District Committee are open to the public as observers, unless the District Committee specifically votes otherwise, as is required by the Charter (Section 12) of the National Democratic Party.
8. The time and location of all meetings, whether regular or special, shall be publicized on the District Committee's Web site in sufficient time for all interested parties to be notified, or sent by electronic means.
9. If necessary, special meetings can be held by conference call or other electronic meeting mechanisms. The electronic meets shall not substitute for regular in-person meetings (as specified in paragraph VI.2 above).
10. In accordance with the National Democratic Party Plan, votes shall not be taken by secret ballot
11. The use of Proxies at any District Committee meeting is prohibited.

## **Article VII – Rules**

Except where otherwise specifically provided for herein, or in the DPVA Plan, the most recent revision of "Robert's Rules of Order" shall govern the procedure at all District Committee meetings.

## **Article VIII – Amendments**

1. All proposed amendments to these bylaws shall be made available in writing to all members at least ten (10) days prior to the meeting at which they are to be introduced for District Committee action. This may be done by sending a paper document, an electronic document, or a link to an electronic document.

2. All amendments to these bylaws shall be adopted by affirmative vote of a majority of the total District Committee on the roster as voting members or by two-thirds of all Committee members present and voting.

### **Article IX – Resolutions**

Resolutions may be produced and promulgated in accordance with the DPVA Party Plan. At reorganization, the new committee will elect a representative to serve the district on the state central resolutions committee. The representative is not required to be a member of the district committee. The preferred criteria for selecting the district committee's DPVA state central resolutions committee representative is demonstrated experience and success in writing democratic political/policy resolutions that have been ratified.

### **Article X – Donations**

Upon approved motion the Committee may authorize donations to candidates who have received the democratic party nomination or endorsement for their election, and organizations aligned with the goals of the 11th Congressional District Democratic Committee, if funds are presently available. The treasurer will advise the chair on donations levels with respect to the finances of the 11th Congressional District Democratic Committee.

### **Article XI – Appeals**

Appeals will be conducted in accordance with the requirements of the DPVA Party Plan.