

BY-LAWS OF
THE FRANKLIN COUNTY DEMOCRATIC PARTY

ARTICLE I. Name and Authority

- A. This Committee shall be known as the "Franklin County Democratic Committee," hereinafter referred to as the "Committee".
- B. The Committee is organized under the Rules and Regulations of the Democratic Party of Virginia and shall abide by the Virginia Democratic Party Plan, as amended.
- C. These By-Laws are adopted by the Committee under the authority of the Party Plan and shall continue in effect subject to amendment as elsewhere provided.

ARTICLE II. Purpose

- A. The Franklin County Democratic Party and the Committee exist to facilitate and encourage the full participation of all Virginians in choosing their elected officials and controlling their political destiny. To this end, the Committee acts in the following ways:
- B. To serve as the organizing body of the Democratic Party within the jurisdiction of Franklin County;
- C. To encourage voter registration in Franklin County;
- D. To aid in the victory of the Democratic Party's nominees in all elections in every way possible including raising funds for the Democratic Party and the Democratic Party candidates for office on the local, state, and national level;
- E. To organize and appoint election officials to work all general and special elections in Franklin County pursuant to the election laws as contained in the Code of Virginia;
- F. To offer qualified candidates for public office to the people of Franklin County; and
- G. To encourage the organization and participation of Young Democrats and other special interest groups in the Democratic Party within the jurisdiction of Franklin County.

ARTICLE III. Membership

- A. Every registered voter of the Commonwealth of Virginia who resides in Franklin County and believes in the principles of the Democratic Party is declared to be a member of the Democratic Party of Virginia; those persons who also work toward the election of Democrats to local, state, or national offices and who meet the other requirements for membership are members of the Franklin County Democratic Committee.
- B. The Committee shall be reconstituted every two years in accordance with the Party Plan of the Democratic Party of Virginia. It shall be elected by the Franklin County Democratic voters at a Saturday or weekday evening meeting between the first Saturday in December in odd numbered years and the second

Wednesday of the following January. The Executive Committee must determine the date of the reorganization meeting and the Secretary must communicate that information to the State Party by November 15 of each odd numbered year. The Chair of the Committee shall make all arrangements as required and shall cause ample public notice of all these matters to be made in order that maximum participation of the Democratic voters may be encouraged.

- C. All persons registered to vote in Franklin County, who are Democrats, who believe in the principles of the Democratic Party, and who do not intend to support any candidate opposing the Democratic candidate in the next ensuing election, and who indicate willingness to serve on the Committee will be members of the Committee.
- D. Between reorganization meetings, other people registered to vote in Franklin County, who are Democrats, who believe in the principles of the Democratic Party, who do not intend to support any candidate opposing the Democratic candidate in the next ensuing election, and who indicate willingness to serve on the Committee will become members of the Committee.
- E. The Committee may have certain emeritus members whose status as emeritus members shall be voted on by the Committee upon nomination by the Executive Committee. Emeritus members shall be declared to be permanent members of the Franklin County Committee and shall be entitled to all the rights and duties associated therewith.
- F. The Committee may remove from both office and membership any person found guilty of neglect of any duty imposed upon him or her. Such action shall not be taken without at least ten (10) days written notice to the accused member and an opportunity for him or her to refute such charges in a hearing before the Executive Committee. The decision of the county Executive Committee may be appealed to the 5th Congressional District Committee.

ARTICLE IV. Officers

- A. At its reorganization meeting, the Committee shall elect the following Executive Committee: Chair, First Vice Chair in charge of fund raising, Second Vice Chair in charge of membership, and Third Vice Chair in charge of operations, Secretary, and Treasurer. In addition, all representatives to the State Central Committee, as many as three past chairs as approved by the Executive Committee, and all elected office holders who are Democrats are ex officio voting members of the Executive Committee.
- B. The officers elected at the organizational meeting shall serve a two-year term.
- C. Vacancies in any of the above offices shall be filled by a vote of the majority of the remaining Executive Committee until the next regularly scheduled reorganization meeting.
- D. To be elected a member of the Executive Committee, the nominee must be present at the organizational meeting or have a bona fide representative at the meeting who speaks for the nominee, must be a resident within Franklin

County, and must be a registered voter within Franklin County. Any change in residency, membership, or voting status shall result in a vacancy in that office.

- E. The Executive Committee will appoint a temporary officer from among the members of the Committee to fulfill any official duties not provided for in these bylaws when any officer requests temporary relief of responsibilities, when health, professional obligations, family responsibilities, or the like makes fulfilling the full duties of the office difficult. Such a request is not to be construed as vacating the office, but should be made for a specific period of time or for specific conditions as defined by the duly elected officer.

ARTICLE V. Duties of Officers

- A. It shall be the duty of the Chair:
 - 1. To submit these By-Laws to the State Party headquarters within ninety (90) days after being elected Chair;
 - 2. To be the chief public spokesperson for the Committee and in doing so shall represent the general consensus of the Committee objectively and respectfully;
 - 3. To preside at all meetings and functions of the Committee;
 - 4. To see that the Virginia Democratic Party Plan and these By-Laws are properly enforced;
 - 5. To appoint and preside over such standing and special Committees as become necessary;
 - 6. To recommend the appointment of officers of elections as required by the Code of Virginia to the Executive Committee who shall select said officers of elections;
 - 7. To preside at mass meetings as required by the Virginia Democratic Party Plan;
 - 8. To attend district, regional, and state meetings, or other functions of the Democratic Party as is feasible; and
 - 9. To make payments or deposit funds in the absence of the Treasurer.
 - 10. To appoint an acting secretary in the absence of the secretary at meetings.
- B. It shall be the duty of the First Vice Chair to be in charge of finance and fund raising activities. Those duties include but are not limited to:
 - 1. To coordinate fundraising activities, including retail sales and solicitation of donations;
 - 2. To coordinate special events and community outreach;
 - 3. To appoint and preside over such standing and special Committees as needed for the preceding tasks;

4. To act in the absence of the Chair when necessary and to attend events in the absence of the chair.
- C. It shall be the duty of the Second Vice Chair to be in charge of membership, including but not limited to:
1. Internal development through promoting active involvement by all Committee members in Franklin County Democratic Party activities;
 2. External development by developing activities or projects that attract underrepresented Democrats to the Franklin County Democratic Party;
 3. Encouraging voter registration;
 4. Outreach to civic and church groups;
 5. To appoint and preside over such standing and special Committees as needed for the preceding tasks;
 6. To act in the absence of the First Vice Chair when necessary.
- D. It shall be the duty of the Third Vice Chair to be in charge of operations, including but not limited to:
1. Communicating with the membership and with the public through traditional media, social media, and digital presence;
 2. Recruiting and organizing poll/precinct workers;
 3. Getting out the vote and canvassing activities;
 4. Coordinating with candidate campaigns;
 5. To appoint and preside over such standing and special Committees as needed for the preceding tasks;
 6. To act in the absence of the Second Vice Chair when necessary.
- E. It shall be the duty of the Secretary:
1. To submit to the State Party headquarters within five (5) days after being elected the names, addresses, emails, and telephone numbers of the officers and members of the Committee;
 2. To submit to the State Party headquarters a list of any changes to the Committee list every 6 months;
 3. To keep a correct record of all the proceedings of the Committee and other functions of the Democratic Party and be prepared to report the record at each meeting of the Committee;
 4. To assist the Chair in sending notices to Committee members and file all proper papers with the Virginia Democratic Party;
 5. To assist the Chair in sending press releases to local and regional newspapers;

6. To perform such other secretarial tasks as are necessary to maintain the Committee; and
7. To forward to the proper officials the By-Laws of the Committee and amendments thereto and to see that a copy of the Committee By-Laws and the amendments thereto after each reorganization meeting is placed on file in the Franklin County Public Library.

F. It shall be the duty of the Treasurer:

1. To keep and maintain accurate and correct books of accounts showing receipts and disbursements;
2. To render a report of the financial condition of the Committee at each regular meeting;
3. To deposit and disburse funds from time to time as approved by the Executive Committee;
4. To assist in all other financial matters of the Committee as appropriate;
5. To prepare and submit on or before December 1st of each year to the Chair an operational budget containing the projected expenses for the ensuing year. Said operational budget shall not include contributions to any political candidate.

ARTICLE VI. Committees

A. The Committee shall have an Executive Committee consisting of the officers herein set forth and all representatives to the State Central Committee and all elected office holders who are Democrats. The Executive Committee shall meet at such times as called by the Chair or a majority of the remaining officers. In order to conduct the general business of the Committee, a majority of the elected members will constitute a quorum.

1. The Executive Committee shall have the following duties:
 - a) To coordinate all party activities including, but not limited to:
 - (1) Raising and disbursing funds;
 - (2) Seeking and supporting candidates;
 - (a) To publish, on its web site, through press releases, or similar means, filing deadlines and candidate selection procedures for all local, state, and national political and party offices prior to all elections or other selection processes.
 - (3) Obtaining Democratic candidates for local and constitutional offices;
 - (a) Nominations shall be made by primary, convention, or caucus. Whenever the Executive Committee determines that such nominations shall

be by primary, then such primary shall be held in conformity with this Plan and applicable Virginia election laws. Whenever such nominations are to be made by convention or caucus, the Executive Committee shall fix the basis of representation for such convention and the rules for its procedures.

- (4) Communicating relevant information to Committee members; and
 - (5) Determining, on a case by case basis, a fair and equitable procedure for selecting delegates and alternates to party conventions and to identify appropriate Committee members to serve in these positions pursuant to the Call to Convention and Delegate Selection Plan issued for said Convention
- b) To serve as the local liaison with state and national parties and candidates;
 - c) To assist in the selection of members of standing and special committees; and
 - d) To recommend qualified individuals to the Secretary of the Board of Elections as officers of election.
 - e) To plan general party activities including but not limited to planning and executing:
 - (1) an annual dinner to honor local Democrats or other deserving individuals
 - (2) a picnic to raise awareness of fall elections
 - (3) local activities in coordination with Democratic candidates and their campaigns
 - (4) activities to promote voter education and voter participation

B. Meetings

1. The Executive Committee shall meet regularly as necessary.
2. The Committee shall meet semi-annually.
3. All meetings shall be open to all members of the Committee and the general public and shall be announced publicly on the web site, through press releases, or other such means.
4. In no Committee meeting may any person vote by proxy. Individuals desiring to be represented in Committee meetings by proxy or similar representative must submit a request to the Executive Committee in time for the Executive Committee to determine whether

the request is in accord with the spirit of these By-Laws, Article 10 of the State Party Plan, and is fair to all individuals.

5. All meetings of the Committee and of the Executive Committee shall be public. Special meetings may be held upon the call of the Chair or upon receipt of the Chair of a written request signed by at least ten percent (10%) of the members of the Committee or by a majority of the Executive Committee. The public may attend all such meetings as observers.

6. When not inconsistent with these By-Laws or with the Virginia Democratic Party Plan, Roberts Rules of Order, Revised, shall govern the conduct of business of the Committee and its Committees.

ARTICLE VII. Notice

- A. Whenever the Committee meets to select Committee members, delegates and alternates to any convention, any Democratic nominees for any office who are to be selected by any method other than primary, the Executive Committee must provide at least seven (7) days' notice of such meetings. The Executive Committee shall use those channels of communication typically used by the Committee and shall provide the widest possible dissemination within its jurisdiction. Minimally, the notice must be posted on the Franklin County Democratic Committee web site, the 5th Congressional District web site, the DPVA web site, and provided as a press release to all relevant newspapers with general circulation in Franklin County, and the notice must be sent to all Franklin County residents who have asked to be placed on the Franklin County email distribution list.
- B. The Executive Committee may engage in other forms of notice to ensure proper notification of the meetings of the Committee as required.
- C. A notice of the need to file a declaration of candidacy for any office or to serve as a delegate or alternate to any convention or similar meeting shall be given at least seven (7) days, but not more than two (2) weeks, prior to the deadline for filing such declarations. The Executive Committee shall use the means listed in Article I, Section 1 to meet this requirement. The Secretary will send the notice of this need to the Secretary of the Central Committee on or before the day it is to be published or distributed.

ARTICLE VIII. Dues

- A. At the reorganization meeting, members of the Committee shall be asked to pay dues to the Committee of, at least, an amount as suggested by the Executive Committee. The dues shall be totally voluntary and will not be deemed a requirement for participation or membership.
- B. Annually, the Executive Committee shall solicit dues from all Franklin County Democrats and other interested persons. Payment of these dues is totally voluntary and will not be deemed a requirement for participation or membership.

ARTICLE IX. Candidate Support and Nomination

- A. No Committee member or member of the Executive Committee shall publicly support, endorse, or assist any candidate opposed to a Democratic nominee. If a member is accused of undertaking such public activity, the Executive Committee shall vote on whether the member's actions justify a hearing of the full Committee. If the Executive Committee so finds, the accused member must have at least ten (10) days' notice of the time and place of the hearing. If the Committee finds that the accused member has, in fact, engaged in such action, removal from the Committee is automatic. The accused member can appeal the decision to the 5th Congressional District Committee.
- B. Nothing in Article IX, Section A requires any Committee member or member of the Executive Committee to endorse any candidate who is publicly supporting a nominee of any other political party.
- C. Neither the Committee nor the Executive Committee in their official capacities may formally endorse contested candidates for office prior to their nominations.
- D. Democratic party candidates for Constitutional Officers, members of the Board of Supervisors, or other local partisan offices may be nominated by primary, convention, or caucus as determined by the Executive Committee after consultation with the incumbent office holder or in the case that no incumbent office holder exists, by the means that is most likely to produce a viable candidate for that office.
- E. If the number of persons qualifying as candidates in a primary, convention, or caucus does not exceed the number of nominations to be made for the particular office by the end of the filing period, then, the Chair may declare the qualified persons to be the nominees and may cancel any further actions.

ARTICLE X. Amendments

- A. These By-Laws may be amended by a majority vote at the reorganization meeting or at anytime by a majority vote of the Committee at which a majority is present.
- B. All revisions to these By-Laws must be available to the members of the Committee publicly at least two weeks in advance of the meeting to consider amendments. For the purpose of amendments, thirty percent (30%) of the active membership of the Committee and a majority of the elected officers shall constitute a quorum. At the meeting, only the amendment as provided to the members of the Committee shall be considered. No modifications to said amendment shall be allowed.

ARTICLE XI. Rules

- A. These By-Laws supersede and control any prior By-Laws and were adopted and ratified by the Franklin County Democratic Committee on the 18th day of February 2016.