



THE BYLAWS OF THE DEMOCRATIC PARTY OF COLUMBIA COUNTY



As passed by the Columbia County Democratic Committee in
March, 2011, approved by the Pennsylvania Democratic
Committee in April, 2011, and filed with the Columbia County
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RULE ONE: ORGANIZATION

SECTION A: NAME

This organization shall be known as the Democratic Party of Columbia County.

SECTION B: MANAGEMENT

The rules of the Democratic Party of Columbia County are vested in the County Committee, according to the rules stated herein and the rules of the Democratic Party of the Commonwealth of Pennsylvania.

SECTION C: ELIGIBILITY

Pursuant to the rules of the Democratic Party of the Commonwealth of Pennsylvania, the following rules shall apply to members and officers of the Democratic Party of Columbia County:

1. Only Democratic Electors registered to vote in Columbia County shall be eligible to serve as officers or members of the County Committee. Provided, however, that any Democratic elector who holds an elected political office that encompasses Columbia County in part or in whole shall also be eligible.
2. No person may be a member or officer of the County Committee or any subordinate committee who:
 - a. holds an appointed, salaried political office under an administration--city, county, state or national--opposed to the Democratic Party (except those positions of a judicial character or those whose original appointments to said position was made by a Democratic administration or attained through a merit system or a collective bargaining contract).
 - b. has agreed or arranged with opponents of the Democratic Party to promote the election of any candidate opposed to the Democratic Party.
 - c. has actively supported within two (2) years a candidate opposed to the Democratic Party, in any general or special election, except for those Democratic Candidates who cross file for an office in which cross filing is permitted by law, and those persons supporting such candidates.
3. No person shall be eligible as a candidate for Chair or Vice Chair of the County Committee or as a member of the State Committee who has been a registered member of any other political party at any time during the two (2) years prior to the commencement of the term of office for which he/she is a candidate.

SECTION D: VIOLATION OF SECTION C

1. Any member or officer of the County Committee accused of being disqualified under any provision of Rule One Section C shall be entitled to a full hearing by the County Executive Committee.
2. Charges of the violation shall be brought only by the County Executive Committee. The accused shall be sent a written notice describing the charges, such notice to be mailed to the address stated in the Secretary's book of rolls.

3. Such notice shall be mailed not less than 15 days prior to the date of the hearing by the County Executive Committee
4. The Chair of the County Executive Committee shall be the Chair at all such hearings, except when he/she is the accused, in which case the Vice-Chair shall preside.
5. If, after hearing all the evidence for and against the accused, the charges are sustained, the Executive Committee may, by majority vote, remove from office and/or membership the person so accused. In such case, the vacancy so created shall be filled in the manner provided by the rules of the Columbia County Democratic Committee.
6. Any ruling of the County Executive Committee may be appealed to the State Executive Committee if such appeal is made in writing within thirty (30) days from the date on which such ruling is handed down.

RULE TWO: COUNTY COMMITTEE

SECTION A: AUTHORITY

The County Committee shall be the authoritative body of the Democratic Party of Columbia County and in all matters of party management not specifically covered by law or these rules it shall have full power and authority to act for the Democratic Party of Columbia County and may delegate such power and authority to committee or to representative Democratic voters of the County.

SECTION B: MEMBERSHIP

1. The Democratic voters of each Election District of Columbia County shall elect at the Gubernatorial Primary Election every four (4) years one committee person for each 200 eligible voters, or part thereof, based on the number of eligible Democratic voters at the last general election. Provided, however, each election district shall be allocated at least two committee members. Committee persons shall have charge of the Democratic organizations in their respective districts and shall hold office for a term of four (4) years or until their successors are elected.
2. Where there is an even number of Committee members to be elected in a district, the number of male and female candidates shall be divided equally. For example when there are two (2) committee members to be elected, the ballot instructions shall provide: "Vote for two (2). The female and the male with the highest number of votes shall be elected".
3. Where there is an odd number of members to be elected in a district, the equal interpretation shall be followed as closely as possible. For example when there are three (3) committee members to be elected, the ballot instructions shall provide: "Vote for three (3). The female and the male with the highest number of votes shall be elected, and the person with the next highest number of votes shall also be elected."

4. In addition to the elected members of the Committee, the Chair may appoint up to four "at large" Committee persons provided that they are approved by the County Committee. At large members shall be full voting members of the County Committee, and their term shall run until the next Gubernatorial Primary election.
5. All County and State elected officials who are members of the Democratic Party, whose districts include all or part of Columbia County, shall be members of the Committee for the duration of their time in office.

SECTION C: COMMITTEE

The County Committee shall consist of the member(s) of the State Committee from Columbia County and of the committee persons of the various election districts of Columbia County. It shall meet within forty (40) days following the Gubernatorial Primary Election at such time and place as the County Chair shall designate by written notice to all members. The written notice must be postmarked seven (7) days in advance of the meeting date. The County Committee shall by majority vote elect a County Chair, who shall be the Chair of the County Committee, a Vice-Chair not of the same gender, and a Treasurer. The Secretary shall be appointed by the County Chair and he/she may or may not be a member of the County Committee. Said officers shall hold office for a term of four (4) years and/or until their successors are elected. All County and State elected officials who are members of the Democratic Party, whose districts include all or part of Columbia County, shall be members of the Committee for the duration of their time in office.

SECTION D: OFFICERS

1. DUTIES AND POWERS OF THE CHAIR

The Chair shall:

- Preside at all meetings of the County Executive Committee and County Committee
- a. Conduct the meetings in accordance with the rules stated herein and when such provisions is not laid down then by Robert's Rules of Order, Newly Revised,
 - b. With the aid of the State Committee Person conduct all election campaigns in the County.
 - c. The Chair shall have no right to vote at County Committee meetings except in the case of ties.

2. DUTIES AND POWERS OF THE VICE-CHAIR

The Vice-Chair shall perform all the duties and exercise all the powers of the Chair in the absence or disability of the Chair. It shall also be incumbent upon the Vice-Chair to oversee and administer the activities of the Columbia County Democratic Party.

3. DUTIES AND POWERS OF THE TREASURER

The Treasurer shall have charge of all the funds of the County Committee.

The Treasurer shall:

- a. Issue no check unless the same is countersigned by the Chair or Vice-Chair of the Executive Committee.
- b. Make no payments over \$300.00, unless the payment was previously approved by the County Executive Committee or the County Committee.
- c. Report on the condition of the Finances of the County Committee at all regular meetings.
- d. Chair the Finance & Fundraising Committee, and at any time required by the County Chair or Finance & Fundraising Committee, account for the financial condition of the County Committee.
- e. File all required campaign finance reports on a timely basis.

4. DUTIES AND POWERS OF THE SECRETARY

The Secretary Shall:

- a. Have charge of all Committee documents and records and perform all duties of a nature handled by an organizational Secretary.
- b. Assist the Chair and the Executive Committee as requested by such officers, including the notification of any or all members for any purpose.
- c. Within thirty (30) days after the election of the Chair, certify to the Chairperson of the State Committee the name of the person elected Chair.

SECTION E: MEETING

Meetings of the County Committee may be called by the County Chair at any time and shall be called by the County Chair and Vice-Chair at the written request of 25 members of the County Committee. If the Chair fails to call such a meeting within ten (10) days after receiving such a request, the members making the request may themselves call the meeting. All members must receive written notice of meetings postmarked at least 7 days in advance, unless they have previously elected to receive notice of meetings by email. Meeting notifications by email must also be sent out at least 7 days in advance.

The County Committee shall hold at least one (1) regular meeting each year, at the discretion of the County Chair. Provisions for proxies shall be as outlined in Rule Two Section I.

SECTION F: RECOMMENDATIONS

Prior to each Primary Election, the Columbia County Democratic Committee shall meet in convention on a date selected by the County Chair. The purpose of such meeting is for the full Committee to determine whether the Columbia County Democratic Committee shall recommend candidates for any or all office(s) in the primary election or to have an open primary. Each Candidate shall be considered together with all Democratic candidates for the same office in the determination to be made by the County Committee. At least sixty percent (60%) of the number of currently elected and appointed County Committee members, present or present by proxy, shall constitute a quorum for a recommendation meeting. Should the County Committee decide to recommend candidates, only a candidate who receives a two-thirds majority of the total

votes cast shall be considered the recommended candidate for that office. All voting shall be by roll call vote.

SECTION G: DUTIES OF COMMITTEE MEMBERS

All members of the County Committee shall, in addition to their other duties stated in these rules, make a good faith effort to:

1. Obtain candidates as required for offices in their respective districts.
2. Continuously solicit Registrations.
3. Attend all meetings of the County Committee.
4. Support the candidacy of party nominees in the General Election.

SECTION H: VACANCIES

In the case of vacancy in the office of Committee person from any district caused by death, resignation, failure to elect or otherwise, the County Chair upon consultation with the remaining committee person(s) of that district, if any, shall appoint a qualified Democratic voter of said district to fill the vacancy for the unexpired term.

SECTION I: PROXIES

Any member of the County Committee or the County Executive Committee who is unable to attend in person a meeting of the committee, except the Chair, Vice-Chair, or State Committee person may appoint by proxy a Democratic elector resident in the same district who shall have power to attend such a meeting and vote thereat as the representative of such absent member. Any proxy shall be in writing, signed by the same and attested by the signature of a witness.

SECTION J: QUORUM

Fifteen (15) members of the County Committee shall constitute a quorum, except for recommendation meetings (see Rule Two: Section F).

SECTION K: RULES

Meetings of the County Committee shall be conducted in accordance to the rules stated herein and when such procedure is not laid down them by Roberts Rules of Order, Newly Revised.

RULE THREE: COUNTY EXECUTIVE COMMITTEE

SECTION A: FUNCTION

The County Executive Committee shall act in an advisory capacity to all other committees, and shall perform such other functions as may be conferred by these rules or otherwise delegated to it by the County Committee. It shall meet at the call of the County Chair or at the written request of any five members of the Committee. If the Chair fails to call such a meeting within ten days after receiving such a request, the members making the request can themselves call the meeting. All members must

receive written notice of meetings postmarked 7 days in advance. A majority of its members present at a meeting shall constitute a quorum.

SECTION B: MEMBERSHIP

Members of the County Executive Committee need not be members of the County Committee, but all shall be qualified as provided elsewhere in these rules. The County Executive Committee shall consist of the County Chair, who shall be the Chair thereof unless with his/her consent the committee shall elect another Chair; the Vice Chair of the County Committee, who shall be the Vice-Chair thereof; the Secretary; the Treasurer; the member(s) of the State Committee elected by the voters from Columbia County; the member(s) of the State Executive Committee residing in Columbia County, if any; and two (2) persons appointed by the Chair, neither of whom shall be from the same municipality.

SECTION C: VACANCIES

Vacancies happening at any time in the County Executive Committee may be filled by the County Chair. In the case of vacancy in the office of Chair, Vice-Chair, or Treasurer for any cause, the Executive Committee shall fill such vacancy until the next regularly scheduled County Committee Meeting. At the next regularly scheduled meeting an election shall be conducted by the Chair to fill the vacancy or vacancies. If the election is to fill the position of the Chair, the Vice-Chair shall conduct the election; if the election is to fill both positions of Chair and Vice-Chair, the Treasurer shall conduct the election; and if these three positions are to be filled, the election shall be conducted by the Secretary. If all elected and appointed positions of the Executive Committee Officers (Chair, Vice-Chair, Treasurer, and Secretary) are to be filled, the elected State Committee representative shall conduct the election.

SECTION D: REMOVAL FOR ABSENTEEISM

Any member appointed or elected to the County Executive Committee who fails to attend in person three (3) consecutive meetings, without just cause, may cease to be a member of the County Executive Committee. The Secretary shall mail a notice of warning to Committee Members who have missed two (2) consecutive meetings. If the member then misses the next meeting, the Secretary shall mail a notice of removal to the member postmarked no more than 7 days after the meeting.

SECTION E: DUTIES AND POWERS OF THE CHAIR

The Chair shall:

1. Preside at all meetings of the County Executive Committee and County Committee
2. Conduct the meetings in accordance with the rules stated herein and when such provisions is not laid down then by Robert's Rules of Order, Newly Revised,
3. With the aid of the State Committee Person conduct all election campaigns in the County.
4. The Chair shall be a full voting member of the County Executive Committee.

SECTION F: DUTIES AND POWERS OF THE VICE-CHAIR

The Vice-Chair shall perform all the duties and exercise all the powers of the Chair in the absence or disability of the Chair. It shall also be incumbent upon the Vice-Chair to oversee and administer the activities of the Columbia County Democratic Party.

SECTION G: DUTIES AND POWERS OF THE TREASURER

The Treasurer shall have charge of all the funds of the County Committee.

The Treasurer shall:

1. Issue no check unless the same is countersigned by the Chair or Vice-Chair of the Executive Committee.
2. Make no payments over \$300.00, unless the payment was previously approved by the County Executive Committee or the County Committee.
3. Report on the condition of the Finances of the County Committee at all regular meetings.
4. Chair the Finance & Fundraising Committee, and at any time required by the County Chair or Finance & Fundraising Committee, account for the financial condition of the County Committee.
5. File all required campaign finance reports on a timely basis.

SECTION H: DUTIES AND POWERS OF THE SECRETARY

The Secretary Shall:

1. Have charge of all Committee documents and records and perform all duties of a nature handled by an organizational Secretary.
2. Assist the Chair and the Executive Committee as requested by such officers, including the notification of any or all members for any purpose.
3. Within thirty (30) days after the election of the Chair, certify to the Chairperson of the State Committee the name of the person elected Chair.

RULE FOUR: SUBCOMMITTEES

SECTION A: APPOINTMENTS

It shall be the duty of the County Chair, with the assistance of the Vice-Chair to appoint the following subcommittees:

Finance & Fundraising, Activities, Voter Registration & Campaign, Public Relations & Special Issues, and Recruitment, and any other subcommittee, from time to time, as deemed necessary.

SECTION B: DUTIES

Duties of the above Subcommittees are:

1. It shall be the duty of the Finance & Fundraising Subcommittee to devise various ways and means to raise money to keep the County Committee in good financial state.

2. It shall be the duty of the Voter Registration and Campaign Subcommittee to encourage Democratic registrations, and to work with qualified Democratic candidates for election.
3. It shall be the duty of the Activities Subcommittee to plan and organize various Committee events as directed by the County Chair.
4. It shall be the duty of the Public Relations & Special Issues Subcommittee (e.g. women's groups, farm associations, labor unions) to promote the Committee in the media and throughout the County.
5. It shall be the duty of the Recruitment Subcommittee to assist the Chair in recruiting qualified candidates for vacancies in the County Committee, for local, county and state offices, and in recruiting volunteers for Committee events and political campaigns.

RULE FIVE: VACANCIES

SECTION A: COUNTY OFFICES

The County Executive Committee shall have the power to fill all vacancies happening or existing on the County Ticket by reason of death, withdrawal, failure to nominate at the primary election, calling of a special election or other cause and which cannot be filled at a primary election under the law, and shall have the authority to make and certify a nomination.

SECTION B: OTHER OFFICES

The County Executive Committee shall have the power to fill all vacancies happening or existing on the city, borough, town, township, ward or election district ticket by reason of death, withdrawal, failure to nominate at the primary election, calling of a special election or other cause and which are not filled by the city, borough, town, township or ward committee, which shall have authority to make and certify a nomination.

RULE SIX: AMENDMENTS

SECTION A: NOTICE

These rules may be amended at any meeting of the County Committee by the affirmative votes of a majority of the members, provided that a written notice of the amendment was submitted, or postmarked, to the County committee membership at least seven days prior to the meeting.

SECTION B: EFFECTIVE DATE OF RULES

These rules shall go into effect upon their approval and adoption by the County Committee, at the time of the approval of the State Democratic Committee. Such adoption will repeal all former rules.