

Annapolis Democratic Central Committee BYLAWS (Revised November 2022)

Article I - NAME

The name of this organization is the Annapolis Democratic Central Committee (hereinafter referred to as "the Committee").

Article II - PURPOSE

The purpose of the Annapolis Democratic Central Committee is to build a strong and viable Democratic Party in the City of Annapolis. The Committee shall conduct business, organize activities, promote election of the nominees, and foster participation in all activities of the Democratic Party in Annapolis. The Committee shall also fulfill any responsibilities assigned to it in the Charter and Code of the City of Annapolis.

Article III - MEMBERSHIP

- A. Membership in the Committee is limited to one registered Democrat residing in and elected from each of the wards of the City and one registered Democrat elected at-large and residing in the City. These persons are elected to four-year terms of office at the quadrennial City Primary Election. Members assume their seats on the same day as the mayor and city council. Outgoing members vacate their seats on that same day.
 1. A member must be continuously registered as a Democrat in any State for at least one year prior to the Primary Election for the City or for one year prior to appointment to fill a vacancy on the Committee.
 2. The Committee may expel a member for knowingly and purposefully acting against the principles of the Democratic Party in the City, its nominated candidates, or working against a Democratic Candidate in favor of a non-Democratic candidate. An expulsion vote requires a 2/3 majority of the sitting members.
 3. The Committee reserves the right to expel any member whose behavior on the committee is disruptive, obstructionist, or otherwise interferes with the ability of the committee to conduct business and/or build a strong and viable Democratic Party in the City of Annapolis (as directed in Article II above). A vote of expulsion requires a 2/3 majority of the sitting members.
- B. Vacancies:
 1. A vacancy occurs with the death of a member, when a member turns in a letter of resignation, if a Ward representative or an At-Large member is not elected during the City Primary Elections, or if a member no longer meets the membership requirements.
 2. Once a vacancy is declared the committee will publicize the vacancy on our website, and/or on social media/ local media, and indicate that a Candidate must meet the membership requirements. The vacancy is filled by an affirmative vote of the majority of the members of the Committee, preferably no later than the third meeting after the vacancy occurs.
 3. Election procedure to fill a vacancy:
 - a. Candidates should submit a letter of interest and if possible, a current resume to the Committee for consideration at least five working days prior to the Committee meeting at which they will be considered.

- b. Qualified candidates are invited to attend the Committee's meeting for interviews. Interviews will proceed in alphabetical order.
- c. All qualified candidates will be given an opportunity to address the Committee.
- d. The Committee will vote on the nominees in a closed session. The winning candidate will be notified within seven days of the Committee's decision.
- e. The newly appointed member will take office at the next scheduled meeting of the Committee unless the committee votes to have them take office immediately.
- f. In the event of multiple vacancies on the Committee, the Committee will consider nominations in numerical Ward order.

C. Alternates:

1. There shall be an Alternate for each member of the Committee.
2. Any voting member of the Committee may nominate an individual to serve as an Alternate. The Alternate shall be approved upon a simple majority vote of members at a meeting in which a Quorum is present.
3. Each Alternate shall be a registered Democrat residing in the City of Annapolis. For each member representing a ward, his or her Alternate shall also reside in the same ward.
4. Alternates shall have the same rights to participate in all activities, discussions, committees, and any other responsibilities charged to the members of the Committee, except as stated otherwise in these Bylaws.
5. If a member is not present, his or her Alternate may be counted as present for purposes of establishing a Quorum.
6. Voting authority:
 - a. Except as provided in Section C.6.b, Alternates shall not have a vote for any matters brought before the Committee.
 - b. If an elected member is not present, his or her Alternate shall be granted a proxy vote and may vote on all matters before the Committee.
7. No Alternate may serve as Chair or Vice Chair of the Committee.

D. D. Sunrise Membership Tier

1. To encourage youth and vitality in the Democratic Party, there shall be a Sunrise Tier membership. Membership in the Sunrise Tier is limited to individuals who are under the age of 23, with parental consent if under 18, and are attending high school, college, or graduate school.
2. Any voting member of the Committee may nominate one individual to serve as that member's Sunrise Tier member. The Sunrise Tier member shall be approved upon a simple majority vote of members at a meeting in which a Quorum is present.
3. Each Sunrise Tier member shall either be a registered Democrat or affirm an intention to register as a Democrat upon becoming old enough to register to vote.
4. Sunrise Tier members shall have the same rights to participate in all activities, discussions, and committees, and any other responsibilities charged to the members of the Committee, except as stated otherwise in these Bylaws.
5. If a member is not present and that member's Alternate is not present, the member's Sunrise Tier member may be counted as present for purposes of establishing a Quorum.
6. Voting authority:

- a. Except as provided in Section D.6.b, Sunrise Tier members shall not have a vote for any matters brought before the Committee.
 - b. If both an elected member and that member's Alternate are not present, the Sunrise Tier member may vote on all matters before the Committee.
7. No Sunrise Tier member may serve as Chair or Vice Chair of the Committee

Article IV - OFFICERS

- A. The Officers of the Committee are Chair, Vice-Chair, Secretary, and Treasurer.
- B. The Officers of the Committee are elected annually from within the membership of the Committee at the first meeting following each anniversary of the quadrennial primary election. Alternates are eligible to serve as Secretary and Treasurer of the Committee. Alternates are eligible to serve as Secretary and Treasurer of the Committee.
- C. The Officers of the Committee serve for a term of one year or until a successor is appointed or elected.
- D. In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the Chairmanship and serve as Chair for the remainder of the one-year term.
- E. In the event of a vacancy of any other Officers, the Committee shall elect a member to serve for the remainder of the one-year term.
- F. Duties of the Officers:
 1. Chair - The Chair presides at all meetings of the Committee; preserves order during the deliberations; appoints all committees; and signs all records, vouchers, or other documents as required.
 2. Vice-Chair - The Vice-Chair performs such duties as the Chair designates and serves as acting Chair in the absence of the Chair or in the event of the inability of the Chair to serve.
 3. Secretary - The Secretary compiles statistics and other data as required for use by the members; maintains current copies of the Committee's Bylaws and membership list; keeps minutes of the meetings, and as promptly as possible transmits the minutes to each member. The Secretary's books, papers, records, and other documents are maintained at the address of the Secretary of the Committee.
 4. Treasurer - The Treasurer keeps accounts for all monies and valuables in the name of and to the credit of the Committee in such banks and depositories as the Committee designates by resolution. The Treasurer must not expend or disburse any money or valuable thing, or incur any liability whatsoever, except by the authority and subject to the direction of the Committee.

The Treasurer prepares and submits all financial reports required by any government authority, annually presents a budget to the Committee, and presents a financial report at all meetings of the Committee. With the Committee's approval, the Treasurer may appoint an assistant treasurer to serve at his or her pleasure.

Article V - NEUTRALITY

In contested Democratic Primary campaigns, neither the Committee as an entity nor the Chair as an individual shall endorse or support any candidate until after the Primary election. The

activities and resources of the Committee may not be used to the advantage of one candidate over another, except insofar as they are equally available to all Democratic candidates.

Article VI - MEETINGS

- A. The Committee shall hold at least six regularly scheduled meetings per year. In the event of the Chair's failure or refusal to schedule a meeting of the Committee for three consecutive months, the Vice-Chair, or the Secretary, in that order, shall schedule the meeting as appropriate.
 - 1. Special Meetings - Special Meetings may also be scheduled by the Chair or by the request of a majority of the members of the Committee.
- B. Quorum - A Quorum is required for the transaction of all business of the Committee. A Quorum consists of at least fifty-one percent (51%) of the members of the Committee.
- C. Order of Business - The following order of business is normally observed at meetings of the Committee:
 - 1. Call to Order
 - 2. Reading, correction, and approval of the minutes of the previous meeting.
 - 3. Reports of Officers and committees
 - 4. Old Business
 - 5. New Business
 - 6. Announcements
 - 7. Adjournment
- D. Except as stated otherwise by these Bylaws, Robert's Rules of Order governs the conduct of all meetings of the Committee.

Article VII - AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the Committee by distributing written copies to all members present at any regular meeting of the Committee; and transmitting written copies to all members not present, at least ten days prior to the next regular meeting. It may be amended by the favorable vote of two-thirds of the whole number of members of the committee at the next regular meeting of the Committee after the amendment is proposed.