



## **By-Laws of the Beaver County Democratic Committee**

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We, the Democrats of the Beaver County Democratic Committee, united in common purpose, hereby rededicate ourselves and our Party to foster and promote the civic, social, and political goals of Beaver County voters who desire membership in the Democratic Party and who wish to participate in the promotion and election of Democratic candidates for office and the positions they espouse.

The purpose of the Beaver County Democratic Committee is to provide a variety of opportunities for a diverse membership to participate in the affairs of the Party and to promote a government at the local, state, and federal levels that is committed to serve with integrity and in the best interests of all the people.

Our **mission** is to elect and support Democratic government officials who listen to the people they serve, and reflect the interests and priorities of Beaver County citizens.

- ★ We will **Increase membership and participation** in the Democratic Party
- ★ We will **Encourage qualified candidates** to seek endorsements
- ★ We will **Support endorsed candidates**
- ★ We will **hold all elected representatives accountable** to the citizens of Beaver County.

#### **Guiding Principles:**

- We **BELIEVE** that government exists to serve the people.
- We **INSPIRE** and engage citizens in the governing process.
- We **VOTE!** Twice a year. Every year.
- We **ADVOCATE** for just, equitable, and innovative policies that promote the values of the Democratic Party.
- We **PROMOTE** open and transparent communication.
- We **RESPECT** ALL people and do not discriminate on the grounds of race, color, creed, gender, national origin, age, ethnic identity, sexual orientation, or economic status.

#### **RULE I: BEAVER COUNTY DEMOCRATIC COMMITTEE**

## **SECTION A. BCDC Definition**

The Organization shall be known as the Beaver County Democratic Committee (BCDC). The BCDC shall be the authoritative body of the Democratic Party in Beaver County and in all matters of Party management not specifically covered by law or by these rules. It may delegate such power and authority to committees to represent Democratic voters of the County.

The representative and authoritative bodies of the BCDC shall consist of those structures established under these Rules.

- Beaver County Democratic Committee
- Beaver County Executive Board
- City, Borough, and Township Committees

## **SECTION B. Committee Person Elections**

The Democratic voters of each election district (precinct) of Beaver County shall elect at the Spring Primary Election in the year the Governor is elected, one (1) County Committeeman and one (1) County Committeewoman who shall be registered as a Democratic voter of such election district and shall hold office for a term of four (4) years and until their successors are elected. These County Committee Persons shall have charge of the Democratic Organization in their respective districts.

## **SECTION C. The County Committee Composition**

- County Committee persons from the various election districts of Beaver County;
- BCDC Officers;
- All elected Democratic Federal, State, and County officials elected from Beaver County;
- The members of the State Committee and State Executive Committee from Beaver County; and
- Executive Board.

## **SECTION D. Election of Officers**

The BCDC shall meet within thirty (30) days, but in no event later than the sixth (6th) Wednesday, following the Spring primary election in the year the Governor is elected, and prior to the State Party Reorganization meeting, for the purpose of electing the Officers. This meeting shall occur at such time and such place as the County Chair shall designate.

The Officers to be elected need not be members of the BCDC at the time of their election, but shall be ex-officio members after their election. They must be registered Democrats for a minimum of two (2) years prior to their election. Only Committee Persons and Executive Board members, or their proxies, shall be allowed to cast votes for the conduct of business and the election of officers at this meeting.

The BCDC shall organize by electing by majority vote the following officers who, in addition to the listed duties, shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the BCDC, and shall hold office for a term of four (4) years and until their successors are elected:

The BCDC Chair who shall, in addition to such other duties as may be conferred by these Rules and with the advice of the BCDC Executive Board, be responsible for the conduct of all county campaigns. The Chair shall preside at all meetings of the BCDC and shall be entitled to vote therein on all questions; has authority and power to appoint members in precinct vacancies for any open positions; oversees all committee activities; is responsible for the maintenance and growth of the committee's membership; and such other duties applicable to the office. The Chair shall also be one of the four signatures on the BCDC's bank account.

The Co-Vice Chairs who shall be of the opposite sex, and, in addition to such other duties as may be conferred by these Rules, will serve as Acting County Chairpeople in the absence of the Chair. The Vice-Chairs shall ensure that all Standing Committee appointments are made by the Chair at, or shortly following, the reorganization meeting; and such other duties applicable to the office. The Co-Vice Chairs shall also be one each of the four signatures on the BCDC's bank account and shall only disburse funds and sign checks that have been approved by a majority vote of the County Executive Board or by the BCDC membership.

The Treasurer, in addition to such other duties as may be conferred by these Rules, shall be responsible for all financial record keeping and bank account maintenance and reconciliation; provide a written financial report to the BCDC members one week in advance of the BCDC's regular meeting; file the Campaign Finance Reports on time; and such other duties applicable to the office.. The Treasurer,, will be one of the four signatures on the BCDC's bank account and shall only disburse funds and sign checks that have been

approved by a majority vote of the County Executive Board or by the BCDC membership. The Treasurer can be requested to be bonded.

The *Secretary*, in addition to such other duties as may be conferred by these Rules, shall attend all BCDC meetings; take, record, and maintain minutes, attendance records and correspondences that are the business of the BCDC; keep and maintain the roll of the membership including home mailing addresses, email addresses and phone numbers; prepare the minutes and distribute them along with notification of the next BCDC meeting to all of the BCDC members via US mail or email at least one week (7 days) prior to the next meeting; Review and verify attendance at meetings to ensure a quorum.

### **SECTION E. Special Appointments**

The following appointments will be made by the BCDC Chair with the approval of the Executive Board:

1. Solicitor, who shall serve as Counsel. They do not necessarily have a vote unless they are a Committee person or officer.
2. Parliamentarian will assure meetings are conducted following the current version of the bylaws. They do not necessarily have a vote unless they are a Committee person or officer.
3. Other appointments as are deemed beneficial to the smooth operations of BCDC and the advancement of its mission. They do not necessarily have a vote unless they are a Committee person or officer.

### **SECTION F. Regular and Special Meetings**

Regular meetings of the BCDC shall be held a minimum of four (4) times per year. The BCDC Chair will select a suitable date, time and place for each meeting. The meeting schedule will correspond with election cycle duties and deadlines.

Special meetings may be called by the BCDC Chair at any time. In addition, the Chair/ Vice Chair(s) shall call a special meeting anytime at the request of twenty-five (25) members of the BCDC. Special meetings require a minimum of five (5) days notice and must occur within thirty (30) days of a request submitted in writing.

Meetings of the BCDC shall be conducted in accordance with the rule of procedure laid down in the latest revised edition of Robert's Rules of Order, newly revised, in all procedural matters not otherwise specifically covered by these By- laws.

### **SECTION G. Meeting Quorum and Voting**

At each meeting of the BCDC, the Secretary shall review and verify the credentials of all committee persons, proxy carriers, and other voting members of the BCDC and present a verbal report to the Chair and the entire Committee announcing whether a quorum is present. Appeals to verify any credentialing decision may be made by an affirmative motion by a majority of members present. Three (3) representatives shall be elected by majority vote of those present to review and report on the existence of a quorum.

The Chair shall prescribe the manner of voting at meetings of the BCDC except that no vote shall be taken by secret ballot and no member shall have more than one vote.

One-third of the members of the BCDC in office at the time of the meeting shall constitute a quorum for that meeting. Any business conducted at any meeting shall require the vote of a majority of the members present.

#### **SECTION H. Proxy**

Any member of the BCDC, who is unable to attend in person, a meeting of the Committee may appoint by proxy a Democratic elector resident in the same municipality and not already a member of the Committee, who shall have the power to attend such meeting and vote thereat as the representative of the absent member.

Any such proxy shall be an instrument in writing, signed by the member giving the same and witnessed by someone other than the proxy. A committee person may only utilize a proxy for not more than two consecutive meetings. Forms for proxies at BCDC meetings shall be made available to members of BCDC.

#### **SECTION I. Committee Person Vacancies**

In the case of a vacancy in the office of a Committee Person caused by death, resignation, failure to reside in the precinct, failure to elect at the Spring Primary, or any other reason, the BCDC Chair shall appoint a qualified Democratic voter of the same district and of the same sex as the committee person previously holding the seat to fill the vacancy of the unexpired term, except that no vacancies shall be filled from the period of time intervening between the Primary election at which BCDC members are elected, and the reorganization meeting of the BCDC or for a period from the start of gathering signatures for the nomination petition to the candidate endorsement convention.

#### **SECTION J. Committee Person Resignation or Removal**

A Committee person may be removed if they are unable to serve on behalf of the Democratic Party. Committee members may be removed if they, without just cause:

- Do not fully support the Beaver County Democratic Endorsed Candidate at the polls and in the community, if an endorsement has been made;
- Have entered into an agreement of any kind with opponents of the Democratic Party to support such opponents;
- Do not attend a majority of the committee and special meetings;
- Do not volunteer for the primary and general elections; or
- No committee person shall simultaneously hold the office or position of any election poll official, ie: Judge of Election, Majority or Minority Inspector, or Majority or Minority Clerk, unless in case of emergency arising the day of an election, and then only to be temporary.

If there is credible evidence of misconduct the Chair will review the issue with Officers to determine if it worthy of presenting a case for removal to the Executive Board. After notice and opportunity for public hearing and upon grounds found by the BCDC Executive Board to constitute good and sufficient cause, the Executive Board may remove a Committee person or Executive Board member with two-thirds vote of the sitting members.

## **RULE II: BCDC EXECUTIVE BOARD**

### **SECTION A. Executive Board Definition**

The BCDC Executive Board shall act in an advisory capacity to the BCDC Chair and all other committees, and shall perform such other functions as may be conferred by these rules or otherwise delegated to it by the BCDC. It shall meet at the call of the Chair or 25% of the sitting members of the Executive Board.

The Executive Board shall be organized within thirty (30) days of the first regular meeting of the BCDC following the Primary Election in the year the Governor is elected.

### **SECTION B. EXECUTIVE BOARD MEMBERS**

The Executive Board shall consist of:

- BCDC Officers;
- Democratic Federal, State, and County officials elected from Beaver County who reside in Beaver County;



- Any members of the Democratic National, State and State Executive Committees who reside in Beaver County;
- Town Committee Chairs;
- All former BCDC Chairs (beginning with the term of 2002); and
- Beaver County Young Democrats President.
- NAACP CEO;
- Standing Committee Chairs;
- The Equal Representation Coordinator who shall be appointed by the Chair;
- Ten (10) at-large members appointed by the BCDC Chair who must be registered Democrats, representatives of Labor, and reside in Beaver County; and
- Ten (10) at-large members appointed by the BCDC Chair who must be registered Democrats, representatives of community-based and grassroots groups who share our values and goals, and reside in Beaver County.

**SECTION C. Executive Board Meetings**

The BCDC Chair shall schedule meetings, provide to the members of the Executive Board notice of such meetings or changes to the date, time and location of the meetings in a manner approved by the Executive Board.

The Secretary shall provide a sign-in sheet for voting and non-voting attendees. The list of all voting members of the Executive Board shall be maintained by the BCDC and will be made available upon request to any committee person.

If member is absent from and is not represented by a proxy at three consecutive meetings, the Chair may declare the seat vacant. Members may use proxies 4 times per year maximum. An exception will be granted to Federal, State, or County elected officials.

**SECTION D. Meeting Quorum**

A quorum of the Executive Board shall consist of 25% of the sitting members.

**SECTION E. Voting Rules**

The Chair shall prescribe the manner of voting at meetings of the Executive Board except that no vote shall be taken by secret ballot and no member shall have more than one vote.

**SECTION F. Proxy**

Any member of the County Executive Board who is unable to attend a meeting of the Board may appoint a proxy who shall be a registered Democratic voter residing in Beaver County who is not already a member of the Executive Board. Any such proxy shall be an instrument in writing, signed by the member giving the same and witnessed by someone other than the proxy. The proxy shall have the power to attend the meeting and to vote on all questions which may come before it. If the member giving the proxy is a Town Chair, the proxy shall be a registered Democratic voter from that Town Chair's town. Forms for proxies at Executive Board meetings shall be made available to members.

### **SECTION G. Executive Board Member Removal**

If there is credible evidence of misconduct the Chair will review the issue with Officers to determine if it worthy of presenting a case for removal to the Executive Board. After notice and opportunity for public hearing and upon grounds found by the BCDC Executive Board to constitute good and sufficient cause, the Executive Board may remove a Committee person or Executive Board member with two-thirds vote of the sitting members.

### **RULE III: VACANCIES ON THE DEMOCRATIC TICKET**

#### **SECTION A. County Vacancies**

The Executive Board shall have power to fill all vacancies occurring 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.

If a vacancy exists following the Executive Board meeting that precedes the deadline for submitting a replacement candidate to the Board of Elections, then the BCDC Chair shall have the authority to fill the vacancy.

#### **SECTION B. Local Vacancies**

Vacancies happening or existing on a City, Borough, Township, or School Board 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, shall be filled by the BCDC Executive Board, which shall have sole authority to make and certify such nominations. In such, the BCDC members from the City, Borough, Township,

School District, or Voting District affected, may first meet and recommend to the Executive Board a candidate for nomination.

If a vacancy exists following the Executive Board meeting that precedes the deadline for submitting a replacement candidate to the Board of Elections, then the BCDC Chair shall have the authority to fill the vacancy.

### **SECTION C. State and Federal Vacancies**

The BCDC Executive Board shall have the authority to recommend to the State Committee or the State Executive Committee a nomination to fill vacancies happening or existing in the Congressional, State Senatorial, or Legislative District ticket by reason of death, withdrawal, failure to nominate at the Primary Election, or of the calling of a Special Election under law. The Executive Board shall also have the authority to recommend to the Governor or the Court of Common Pleas as the case may be, a nomination to fill vacancies happening or existing in any County Office for any reason.

### **SECTION D. Meetings**

Meetings to fill vacancies shall operate under the same provisions as to call, locations, notice, openness, and proxies as do other meetings of the BCDC, except that in cases in which the legal deadline for filling a vacancy does not permit a ten (10) days notice to be given for the meeting, a shorter notice will be sufficient. Those members of the Executive Board present and eligible to vote at the meeting shall constitute a quorum.

## **RULE IV: CITY, BOROUGH, AND TOWNSHIP COMMITTEES (Town Committee)**

### **SECTION A. Town Committee Definition**

The Town Committee of each town shall be the authoritative body in charge of Party management in such town, subject to the direction of the BCDC Chair and the advice of the BCDC and the Executive Board and shall have the power to adopt rules for the government of such Town Committees not inconsistent with or in contradiction to the by-laws of the Pennsylvania State Democratic Committee or of these by-laws.

### **SECTION B. Certification / Decertification**

Certification or decertification of Town Committees shall be by a 60% vote of the Executive Board where a quorum is present. In order to obtain certification, the above-mentioned

organizations must adhere to the following:

1. The term of the Town Committee officers shall be four (4) years.
2. Between the Primary Election at which the Committee persons are elected and the reorganization meeting of the Town Committee, no existing Committee person vacancies shall be filled; but all vacancies shall be filled as soon as possible after the reorganization meeting in accordance with the provisions of the Town Committee Bylaws.
3. Bylaws that have been approved by the BCDC Bylaws Committee must be submitted.
4. A list of members with contact information, as well as the officers elected at the reorganization meeting, must be submitted to the BCDC Secretary.

Failure to comply with the above shall be grounds for decertification.

### **SECTION C. Regular and Special Meetings**

All Town Committees may meet as often as they deem necessary but shall have at least four (4) meetings per year as described

Each Town Committee shall meet at the call of its Chair or of a majority of the members of the Town Committee. The members of the Town Committee shall be given notice by e-mail or text message of any regular or special meeting.

### **SECTION D. Quorum**

A majority of Town Committee persons shall constitute a quorum.

### **SECTION E. Election of Officers**

The Town Committee of each town of Beaver County shall meet for organization within thirty (30) days following the certification of election of the Committee persons for the Primary Election in which they are elected and shall elect a Town Chair, Vice-Chair (being the opposite sex as the Chair), Treasurer, and Secretary.

### **SECTION F. Election Certification**

Within ten (10) days after the reorganization meeting of each Town Committee, said Town Committee Secretary shall certify to the BCDC Chair the names of the newly elected Town Chair, Vice-Chair, Treasurer, and Secretary.

## **SECTION G. Tie Votes**

In Town Committees where the Chair and/or other officers of the organization are elected by the Committee persons of the respective area, and a tie vote results for any office after all have cast their votes, the tie shall be broken by the drawing of lots and the winner shall be declared elected to the office concerned. The drawing of lots shall be under the direction of the BCDC Chair, or his or her representative, at a time and place to be set by them.

## **SECTION H. Officer Election Disputes**

Whenever there shall be a dispute as to the validation of an election of a Town Chair, Vice-Chair, Treasurer, or Secretary, the contesting member(s) of the Town Committee shall, within ten (10) days after the Town Committee election being challenged, file a notice of contest with the BCDC Chair with proof of personal service on the person whose election is being challenged. The notice shall be in writing and shall set forth fully the grounds and reasons upon which the contest is being made and shall be supported by an affidavit of the contesting member(s). It shall be the duty of the BCDC Chair to lay the contest before the BCDC Executive Board at a meeting to be called within ten (10) days after receiving said notice. Notice of the time and place of said meeting shall be mailed or emailed to the parties interested at least three (3) days prior to the meeting. The Executive Board shall accord the parties a full hearing at said meeting, and its decision rendered after such hearing shall be final, subject only to the right of appeal in accordance with the rules of the Pennsylvania Democratic State Committee.

## **RULE V: CANDIDATE SELECTION**

### **SECTION A. Candidate Questionnaire**

Each candidate shall submit a BCDC endorsement questionnaire prior to the deadline to file nomination petitions to be eligible to participate in the Candidate's Forum. Endorsement questionnaires will be made available by the BCDC. .

### **SECTION B. Candidate Forum**

At the discretion of the Chair, two (2) weeks prior to the Endorsement Convention, they shall call a Candidate Meeting of the BCDC for the purpose of having all interested candidates for any office to be considered in that Primary address the members. At this meeting, members may address the candidates and each other on any matters pertaining to the election.

At the conclusion of the Candidate Forum, the Chair shall call for a motion to move to the Endorsement Convention. A 2/3 majority vote is required to move to the endorsement convention, if the vote does not meet the required majority, then the BCDC will hold an open primary.

### **SECTION C. Endorsement Convention**

In those years when the BCDC has elected to have an Endorsement Convention, the Endorsement convention shall be held between the deadline to file nomination petitions and the deadline to withdraw, with a ten (10) day notice to Committee persons. The BCDC Chair shall conduct this meeting and fully explain the rules and procedures for the meeting.

There must be at least one hundred (100) members of the BCDC present at this meeting to constitute a quorum and a 2/3 majority vote of the members present is required to endorse any candidate for any office. Voting shall be done by signed paper ballot. For State and Federal nominations, only those Committee persons residing within the district to which a candidate is being endorsed, may vote in the endorsement.

No candidates may be present during debate on their specific endorsement. If after the completion of voting, no candidate has received the minimum required votes to reach the  $\frac{2}{3}$  majority threshold for endorsement, the position of the BCDC shall be "No Endorsement".

Town Committees cannot override the endorsements of the BCDC by endorsing candidates who did not earn the endorsement of the BCDC. Town Committees may endorse municipal and school board candidates.

### **SECTION D. Candidate Support**

Every Committeeperson and every member and officer of the BCDC Executive Board must support those candidates who have been duly nominated in a Democratic Primary Election and are prohibited from actively working in a General Election against any nominated Democratic candidate and are further prohibited from supporting or working in favor of any candidate opposing a nominated Democratic Candidate.

The BCDC shall support endorsed candidate through social media, including on the Candidate Section of the BCDC website and with volunteer and in kind support.

#### **SECTION E. False Endorsements**

Any Committee person or candidate who circulates or causes to have circulated any campaign literature or sample ballot designed to imply an endorsement by the Beaver County Democratic Committee, when such an endorsement has not been given or has been given to another candidate, shall be removed from any party office. The Committee person shall be removed for two years and a candidate shall be removed for a period equivalent to the term of office sought and further may not receive an endorsement or support for any office for the same period of time.

### **RULE VI: STANDING COMMITTEES**

#### **SECTION A. Description of Standing Committees**

The following Standing Committees of the BCDC Executive Board are hereby established, whose duties shall be provided by the Executive Board and whose Chairs and/or members shall be appointed by the BCDC Chair and approved by the Executive Board at the next Executive Board meeting post-appointment.

The Standing Committees shall be chaired by a committee member. Volunteers who are not Committee persons may participate on committees.

**Bylaws** - The role of this committee is to ensure that the BCDC defines its membership, its governance structure, how it regulates itself, how it meets its legal obligations, and how the by laws are updated/amended. The Committee shall meet at least once a year in addition to when there are bylaws to review.

**Finance** - The role of this committee is to provide financial oversight for the organization and to assist the Treasurer in securing the fiscal health of the BCDC and ensuring its compliance with all relevant public disclosure laws and statutes.

**Committee Recruitment and Development** - This committee recruits, screens, trains, recommends, retains, and holds accountable the precinct representatives for the BCDC.

**Candidate Recruitment and Support** - The primary purpose of this committee is to develop and execute a fair and transparent process by which candidates for offices, representing Beaver County or a part thereof, at every level of government are recruited, vetted, endorsed, and supported, and to help these candidates win elections.

**Voter Outreach and Registration** - The primary role of this committee is increasing Democratic voter registration and Democratic voter turnout, and actively spreading information about the voting process.

**Fundraising** - This committee develops sustainable sources of funding in line with the annual budget and the strategic plan to support the mission of electing Democrats to office.

**Communications** - The primary role of the Communications Committee is to develop materials to promote the Party and maintain the county party public relations and communication vehicles. This Committee is responsible for elevating the public profile of the BCDC and supports the other operational committees in achieving their goals.

**Volunteer Recruitment and Deployment** - The primary role of this committee is recruiting and deploying volunteers to maximize impact on getting Democrats elected to office by maintaining a registry of volunteers (individual and grassroots groups) and matching the pool of volunteers to the needs of candidates, Standing Committees, and special committees.

## **SECTION B. Special Committees**

The Chair shall have the authority to create and dissolve such special committees as they deem necessary and shall have the authority to appoint Chairs and/or members of said committees with the approval of the Executive Board.

## **RULE VII: AMENDMENT OF RULES**

### **SECTION A. BCDC Requirements**



The rules may be amended at any meeting of the BCDC by the affirmative vote of a majority of the members attending a meeting where a quorum is present provided written notice of such proposed amendments was emailed (according to the recipient's preference) to all the members at least **thirty (30)** days before the meeting at which action is to be taken.

#### **SECTION B. Suspending Bylaw Requirements**

The Chair, at their sole discretion, may call for a motion to waive a rule of the bylaws for that specific meeting only. The affirmative vote of 75% of the members in attendance at the meeting will be required to suspend the bylaw rule.

#### **SECTION C. Executive Board Requirements**

All proposed amendments must be presented to the Executive Board prior to being presented to the BCDC.

#### **RULE VIII: PARLIAMENTARY AUTHORITY**

All meetings shall be conducted in substantial accordance with Robert's Rules of Order Newly Revised 11th Edition.

As amended February 1, 1979; May 2, 2019;

And now, this **2nd day of May, 2019**, these bylaws are adopted by the Democratic Committee of Beaver County, Pennsylvania to govern its operations. All previous bylaws adopted by the BCDC are hereby rescinded and considered void. These bylaws, plus those of the Pennsylvania Democratic Committee and the Democratic National Committee, are binding on all members.