

Bylaws of the Adams County Democratic Committee

I. Organization

The representative and authoritative bodies of the Democratic Committee of Adams County shall consist of:

- Chair, Vice Chair and Treasurer who are elected by the membership;
- Secretary to be appointed by the Chair with the ratification of the Executive Committee, who shall also serve as the Secretary for the Executive Committee and as Parliamentarian;
- Elected and appointed members of the Adams County Democratic Committee (hereinafter may be referred to as the County Committee or the ACDC) – two (2) elected from each of the precincts, with others appointed at the discretion of the Chair and ratification of the Executive Committee;
- Elected Adams County Officers;
- Elected or Appointed State Committee Members of Adams County;
- One representative of each affiliate organization such as the Adams County Democratic Club, the Adams County Federation of Democratic Women, the Gettysburg College Democrats, or others as deemed appropriate by the membership;
- The ACDC Executive Committee as described in Section V;
- Standing committees to include Adams Action, Administration, Community Outreach, Communications, Finance, Political Action, and Ways and Means;
- Other appointed positions or special committees as may be deemed necessary.

II. Object and Principles

The mission of the Adams County Democratic Committee is:

- To encourage and recruit citizens to become involved in the democratic process;
- To recruit citizens into the Democratic Party;
- To provide training and workshops to its members, other Democrats and the citizens of Adams County, that they are better able to become involved in electoral politics and the electoral process;
- To stimulate discussion of important issues facing Adams County, the Commonwealth of Pennsylvania and the nation;
- To lead the Democratic Party in its attempt to address these issues;
- To find, nurture and support Democratic candidates for public office.

III. Vacancies in the Committee and in Candidacies

Vacancies in the County Committee shall be filled by the County Chair with the ratification of the County Executive Committee for the duration of the unexpired term, except that no vacancy may be filled during the period of time intervening between the Primary Election and the quadrennial reorganization meeting of the County Committee.

- B. If a vacancy occurs in the office of County Chair, the County Vice-Chair shall

- carry on the duties of the Chair until the County Committee elects a successor. In such case, the Vice-Chair shall call a County Committee meeting for the purpose of electing a new County Chair. Said meeting shall be held upon at least seven (7) days written or electronic media communication notice and said meeting shall be held not more than forty-five (45) days after the vacancy occurs. The vote must be by ballot, if there is a contest.
- C. If a vacancy occurs in the office of County Vice-Chair, Treasurer or elected member of the Executive Committee, the election of a successor shall take place at the next regularly scheduled County Committee meeting.
 - D. Vacancies in the appointed membership of the County Executive Committee shall be filled by appointment of the County Chair within thirty (30) days of the vacancy, whenever possible.
 - E. A vacancy that occurs as the result of an elected committee member becoming ineligible to serve shall be filled by the methods described above.
 - F. Vacancies occurring in the candidacies for County, State, and Federal office shall be filled by action of the County Executive Committee in accordance with and subject to existing applicable election laws and applicable rules of the Pennsylvania Democratic State Committee. Vacancies in candidacies for local office shall be filled by majority vote of County Committee Members in the political subdivision(s) or district(s) in which the vacancy occurs.
 - G. Vacancies occurring in offices of Democratic nomination for borough, township or ward offices shall be filled by a majority vote of the Democratic County Committee members of the district wherein the vacancy occurs, with those nominations forwarded for certification to the proper authorities following ratification by the County Executive Committee.

IV. The County Committee

Membership

The County Committee, who shall be called Committee Persons or Committee Members:

Shall be registered Democrats residing in their voting precinct of Adams County, and Shall be elected from each precinct within Adams County, although the Chair may appoint additional members if deemed advisable, to be ratified by the Executive Committee.

B. Term of Office

1. Committee Members are elected at the primary election coinciding with the gubernatorial election for a term of four (4) years.
2. Write-in candidates in the primary election shall be considered as elected members of the Committee if they receive a minimum of 10 write-in votes.
3. Committee Members appointed by the Chair shall serve until the next quadrennial reorganization meeting.

C. Responsibilities

Each Committee Member shall be responsible for:

Being familiar with the County Committee mission;
Being familiar with the Guidelines for the County Committee and following as many as can be reasonably expected;
Representing the Democratic Party to the voters of the precinct;
Establishing an effective election/voting district organization in order to maximize the vote for Democratic candidates;
Attending at least two (2) County Committee meetings each year;
Adhering to a non-discrimination policy for membership and/or elective office based on race, religion, color, national origin, gender, age, disability, sexual orientation or familial/marital status
Participating in such decision-making as may come before the Committee in the interests of the integrity and fiscal responsibilities of the Committee.
Adhering to the Code of Conduct of the Pennsylvania Democratic Party, appended herein as Appendix B.

Meetings

The County Committee shall meet at least four (4) times a year at the call of the Chair. Written notice of the date, time and place shall be mailed or sent via electronic media communication at least fifteen (15) days prior to each meeting unless the meeting schedule is fixed in advance. Electronic media communication addresses must be provided in writing by the Member as an acceptable means of communication and kept on file in Committee records.

E. Reorganization Meeting

Not later than the fifth Saturday (or any other date identified by statute) following the Primary Election in each year in which the Governor and Committee People are elected by the Democratic electorate, the County Committee shall meet to reorganize and to elect County Committee officers, with the exception of the Secretary, and two members of the Executive Committee. Only elected members of the County Committee are entitled to vote at the reorganization meeting, and a simple majority of the elected members or their proxies shall constitute a quorum for this meeting.

F. Special Meetings

The County Chair shall call a special meeting of the County Committee within thirty (30) days upon written petition of a majority of the members, and shall provide due notice to members.

G. Quorum

Twenty percent (20%) of the total membership of the County Committee or their proxies shall constitute a quorum for the transaction of business at all meetings except the reorganization meeting.

H. Proxy

Any member of the County Committee who is unable to attend a meeting of the Committee in person may appoint by proxy a Democratic elector registered in Adams County and not already a County Committee member, who shall have the power to attend such meeting and to vote thereat as the

representative of such absent member. Any such proxy shall be in writing, signed by the member giving the same and naming the person to act as proxy. No person in attendance at a meeting of the County Committee shall be able to cast more than one (1) vote.

V. The County Executive Committee

A. Membership

The County Executive Committee shall consist of the County Committee Officers, members of the State Committee from Adams County, two members of the County Committee elected by the County Committee Members, two members appointed by the County Chair, and chairs of all standing committees of the organization.

B. Duties

The County Executive Committee shall:

Have authority for time-sensitive decisions of the County Committee between regular Committee meetings, which may be accomplished by the Chair conducting electronic media communication with Executive Committee members;

Assist, advise, counsel and oversee the County Chair in matters pertaining to the management of the Democratic Party in Adams County;

Make such recommendations to the organization as the welfare of the party may require;

Review all budgets and fundraising plans of the organization and recommend to the Committee for adoption;

Ratify all appointments made by the County Chair except those to the Executive Committee, and such ratification may be accomplished by electronic media communication;

Report its proceedings and make all minutes available to the County Committee.

C. Meetings

The Executive Committee shall meet no less than four (4) times per year and shall be notified by mail or electronic media communication at least ten days prior to the meeting unless the meeting date is fixed in advance. Special meetings of the Executive Committee shall be held at the call of the Chair.

Quorum

One-half (1/2) of the total membership of the Executive Committee or their proxies shall constitute a quorum and all questions before the Executive Committee shall be decided by a majority vote of the members present, unless herein specifically provided otherwise.

E. Proxy

Any member of the Executive Committee who is unable to attend a meeting of the Executive Committee in person may appoint by proxy a Democratic elector registered in Adams County and not already an Executive Committee member, who shall have the power to attend such meeting and to vote thereat as the representative of such absent member. Any such proxy shall be in writing, signed by the member giving the same and naming the person to act as proxy, except that a chairman of a standing committee may send another

member of said committee, who is not already an Executive Committee member, to represent the standing committee at an Executive Committee meeting. No person in attendance at a meeting of the Executive Committee shall be able to cast more than one (1) vote.

VI. Officers, Election, Duties, and Removal

- A. Officers of the County Committee shall be the Chair and Vice-Chair, who must be of the opposite gender, Secretary and Treasurer. All officers except the Secretary shall be elected by a direct vote of the County Committee membership. All officers shall serve as voting members of the Executive Committee.
- B. Officers shall be elected by a majority vote at the quadrennial reorganization meeting for a term of four years, commencing at the close of the meeting at which they are elected. Election shall be by ballot. If there is a tie vote, the matter shall be decided by drawing straws.
- C. Duties of officers:
 - 1. The Chair shall preside over meetings of the County Committee and the Executive Committee, serve as spokesperson for the Adams County Democratic Committee in matters of policy and official committee positions, act as the chief executive officer of the organization, make appointments to fill vacancies as defined in these bylaws with due consideration to maintain gender balance; guide the daily activities of the County Committee including the authorization of budgeted expenditures in furtherance of County Committee priorities, serve on the Democratic State Committee, and attend to other duties and responsibilities commensurate with the position.
 - 2. The Vice Chair shall assist the Chair and perform any duties assigned by the Chair, and serve as Chair in his or her absence.
 - 3. The Treasurer shall serve as fiscal officer of the County Committee and Executive Committee, have custody of and responsibility for all books of account and financial records of the County Committee and Executive Committee, file required financial reports with appropriate authorities, and report on the financial status of the County Committee at each meeting of the Executive Committee and the County Committee.
 - 4. The Secretary shall be appointed by the Chair, with the ratification of the Executive Committee, serve as Secretary and Parliamentarian for all meetings of the County Committee and the Executive Committee, in addition to being responsible for the minutes of all meetings and notices to members, by mail or electronic media communication, of all meetings.

Officers or members of the Adams County Democratic Committee may be removed for reasons consistent with Rule 1, Section 2(a) 1, 2(a) 2, 2(a) 3, 2(b) and 2(c) of The Rules of the Democratic Party of the Commonwealth of Pennsylvania. See Appendix A for the text of this Rule.

Members of the Adams County Democratic Committee must adhere to the Code of

Conduct regarding harassment as adopted by the Pennsylvania State Committee. See Appendix B for the text of this policy.

VII. Standing Committees and Responsibilities

The Executive Committee shall serve as the Finance Committee and shall develop and recommend an annual budget for review and presentation to the County Committee for adoption.

Adams Action shall organize and present activities on topics of interest to Adams County Residents. Activities may include forums, walks, petitions or other methods of calling attention to such issues.

Administration shall have responsibility for volunteer staffing and organizing the work of the County Committee permanent business office. Files and records shall be maintained in the business office.

Political Action shall handle workshops, trainings, campaign activities, policy discussions, and identification, nurture and support of Democratic candidates for office.

Community Outreach shall organize outreach activities to the community.

Communications shall coordinate all communications for the Committee.

Ways & Means shall handle fundraising activities.

Standing committee chairs and members shall be appointed by the County Chair, who shall also fill vacancies by appointment.

Other committees may be appointed as deemed necessary by the Chair, with ratification by the Executive Committee, to accomplish specific purposes and shall be for a fixed duration.

VIII. Endorsements

The County Committee may endorse Federal and Statewide candidates prior to the primary election, as well as recommend candidates for nomination to State Committee when a special election is called. The endorsement must be approved by a two-thirds (2/3) vote of a quorum of the Executive Committee, followed by a two-thirds (2/3) vote of a quorum of the County Committee; recommendations for candidates for special election require only a simple majority of the County Committee, so long as a quorum is present.

IX. Parliamentary Authority

The laws of the Commonwealth of Pennsylvania, as well as the Rules of the Democratic National Committee and the Democratic Party of the Commonwealth of Pennsylvania shall guide the Adams County Democratic Committee. Where these rules are silent on procedural matters being considered by the Committee, the parliamentarian shall look first to the State Committee rules for guidance, then to the National Committee Rules, and then to the current edition of Robert's Rules of Order. Robert's Rules shall govern procedure at all meetings of the County Committee, County Executive Committee, and meetings of Standing Committees.

X. Amendments to the Bylaws of the Adams County Democratic Committee

These Bylaws may be amended by a vote of two-thirds (2/3) of those present at any meeting of the County Committee at which there is a quorum in attendance, provided that the text of the proposed change shall have been submitted in writing or via electronic media communication to the members at least ten (10) days prior to the meeting. Amendments are subject to the approval of the Democratic Party of the Commonwealth of Pennsylvania.

Appendix A

Rule 1, Section 2(a) 1, 2(a) 2, 2(a) 3, 2(b) and 2(c) of The Rules of the Democratic Party of the Commonwealth of Pennsylvania:

No person shall be eligible to serve as a member or officer of any Democratic committee as provided in Section 1 of this rule who:

holds a political appointive office of profit under an administration, whether city, school district (except teachers), county, state or national opposed to the Democratic Party (except positions of a judicial character or those appointed by the courts or notaries public or commissioners of Deeds or those whose original appointment to said position was made by a Democratic administration or attained through a merit system or a collective bargaining contract);

has entered into an agreement with opponents of the Democratic Party to support such opponents;

by voice, vote, financial support or otherwise had, within two years, supported a candidate in a general or special election opposed to the duly nominated candidate of the Democratic Party in that election, except as provided in paragraph (c) of this Section.

No person shall be eligible as candidate for the office of Chair or Vice-Chair of a 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 years preceding the Primary Election. Those Democratic candidates who cross-file for an office in which cross filing is permitted by law and Democratic candidates running as write-ins and those persons supporting such candidates are exempt from paragraph (a) of this Section.

Appendix B

Code of Conduct – In conjunction with and in addition to the rules of the Democratic National Committee, The Pennsylvania Democratic party is dedicated to providing a discrimination and harassment-free environment for everyone, and will not tolerate a hostile environment, discrimination, or harassment based on any unlawful basis, including but not limited to race, gender, sex, gender identity and expression, sexual orientation, disability, color, ethnicity, ancestry, age, national origin and immigration status, religion, cred, marital status, familial status, economic status, or domestic or sexual violence victim status.

Harassment includes, but is not limited to:

Offensive remarks, slurs, epithets, name calling, ridicule, threats, or gestures

Inappropriate images in public spaces
Deliberate intimidation, stalking, or following of persons or witnesses to harassment
Inappropriate physical contact or assault
Unwelcome attention
Coercing inappropriate sexual or other conduct in exchange for a benefit
Retaliation against complainant or witnesses to harassment
Advocating for, or encouraging, any of the above behavior
Furthermore, intoxication is never an excuse to disrespect, harass or harm others.

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