

**BYLAWS OF THE  
ALEXANDRIA DEMOCRATIC COMMITTEE**

March 20, 2023

**ARTICLE I: NAME**

**Section 1.** The name of this organization shall be the Alexandria Democratic Committee. When used in these Bylaws and capitalized, "Committee" or "the Committee" shall refer to the Alexandria Democratic Committee.

**ARTICLE II: MANDATE AND AUTHORITY**

**Section 1.** This Committee exists under the authority of the Democratic Party of the United States and the Democratic Party of the Commonwealth of Virginia, and shall conduct its operations in accordance with the party plans of those organizations. This Committee reserves unto itself the implementation of those plans and the daily conduct of its own operations.

**ARTICLE III: PURPOSES AND OBJECTIVES**

**Section 1.** The Committee shall have charge of the Democratic Party of Alexandria and the nomination of its candidates. It shall have full control of the Party's interests in all primary, general and special elections in Alexandria and shall do all things within its power to aid in the victory of party candidates and positions at the polls.

**Section 2.** Specifically, the members of the Committee shall:

- (a) Use their best efforts to ensure that all Democrats in their respective electoral precincts and districts who are qualified to vote are registered to do so;
- (b) Use their best efforts to ensure that all voters in Alexandria vote for Democratic candidates in general and special elections;
- (c) Assist in organizing their electoral precincts and districts to ensure active participation and support for Democratic candidates in all elections;
- (d) Ensure that political communications are distributed during general and special election campaigns, and that the polling places are staffed on all election days;
- (e) Assist the Committee in taking stands on current issues as they may be timely and desirable and in the best interests of the Democratic Party; and
- (f) Use their best efforts to maintain and staff a permanent office for the Committee, within the City of Alexandria.

**ARTICLE IV: MEMBERSHIP**

**Section 1.** The Committee shall hold a biennial reorganization meeting every other December or January, pursuant to and in accordance with the Virginia Democratic Party Plan. At the October meeting prior to a reorganization meeting, the Committee shall issue a public call, which shall include: a) the date, time and location of the meeting; b) the procedures by which candidates may file for election to the Committee; and c) the procedures by which officers of the Committee will be elected. After soliciting advice from the Vice Chair for Outreach, the Secretary shall cause the call to be published in one or more publications such that the call will be likely to be widely viewed by Democrats in the City of Alexandria.

**Section 2.**

The Committee shall consist of the following members, who shall each be entitled to the same membership rights, privileges, and responsibilities. No person shall be considered to be more than one member of the Committee, and no person shall be a voting member of the Committee who is a voting member of another Democratic city or county committee. For the purpose of this Article, residence shall require both domicile and place of abode. All members of the Committee must be Democrats.

- (a) Precinct representatives, who shall be elected by the Democratic registered voters of the City of Alexandria at each biennial reorganization meeting and following the procedures set forth in the public call. There is no limit to the number of precinct representatives who may be on the Committee at any given time. Each precinct representative elected shall represent the precinct in which he or she resides. The Committee shall actively work to ensure that all precincts are represented by at least one member. When a new member is elected after the reorganization meeting, they are considered to be a representative of the precinct in which they reside.
- (b) Each Democrat who holds a public office elected, in whole or in part, by the voters of the City of Alexandria.
- (c) Each Democratic member of the Alexandria Electoral Board.
- (d) Each Democrat who has previously held a public office elected, in whole or in part, by the voters of the City of Alexandria, who is a resident of the City of Alexandria, and who has notified the Secretary, in writing, of his or her desire to be a member of the Committee.
- (e) Each member of the State Central Committee of the Democratic Party of Virginia who is a resident of the City of Alexandria.
- (f) The immediate past chair of the Committee, provided that he or she is a resident of the City of Alexandria.

**Section 3.**

Any Democrat who is not a member of the Committee may seek to be elected as an associate of the Committee by majority vote at any Committee meeting. Associates shall not be members of the Committee, but shall have the privilege of the floor at Committee meetings. Associates shall support the activities of the Committee and are encouraged to attend all Committee meetings and events. There is no requirement that an Associate reside within the City of Alexandria.

**Section 4.**

If a member of the Committee elected as a precinct representative becomes a resident of the City of Alexandria in a precinct other than that in which he or she resided when elected, such member shall be considered to be a representative of the new precinct until the Committee's next reorganization. If a member of the Committee by virtue of Section 2(c), 2(e), or 2(f) of this Article becomes no longer qualified under such Section solely as the result of the expiration of his or her term of relevant office, such member shall become a representative of the precinct in which he or she resides.

**Section 5.** No person may be nominated as a member or elected as an associate of the Committee until he or she has completed an application, including a party loyalty statement, of a form approved by the Executive Board. The Executive Board may establish deadlines by which applications for membership and associate status must be received by the Committee, provided that no such deadline is more than three calendar days before the meeting at which the application will be considered, and provided that any such deadline may be waived by three-fourths of the members of the Committee present and voting.

**Section 6.** Each member or associate elected at a reorganization meeting shall pay dues upon election, and again by the next January 31 following the 12-month period after such reorganization meeting. The dues shall be set by the Executive Board at the time of issuing the public call for reorganization. Each individual elected as a Member or Associate at a meeting other than a reorganization meeting, shall pay the dues upon election, and, if such election took place during the 12-month period following the last reorganization meeting, again by the next January 31 following such period. A member or associate shall not be required to pay the dues specified in this section if he or she certifies in writing to the Vice Chair for Finance and Administration that such payment would be a financial hardship. No certification of hardship made in good faith will be denied to an ADC member seeking exemption from the dues requirement.

**Section 7.** A person seeking election as a precinct representative or as an associate may be elected by a majority of the Committee at any meeting. Precinct representatives must be present at the meeting at which they are voted in.

**Section 8.** Any member or associate may resign from membership or associate status in the Committee, by submitting his or her resignation in writing to the Secretary. Any member who no longer resides in the City of Alexandria, other than a member by virtue of Section 2(b) of this Article, shall be deemed to have resigned.

## **ARTICLE V: OFFICERS AND OFFICEHOLDERS**

**Section 1.** The officers of the Committee shall be a Chair of the Committee, a Vice Chair for Finance and Administration, a Vice Chair for Precinct Operations (School District A), a Vice Chair for Precinct Operations (School District B), a Vice Chair for Precinct Operations (School District C), a Secretary, a Treasurer, a Vice Chair for Communications, a Vice Chair for Technology, a Vice Chair for Resolutions, a Leadership Circle Chair, a Vice Chair for Community Outreach, and a Vice Chair for Volunteer Coordination. These officers shall perform the duties prescribed by these Bylaws, the Committee, the Executive Board, the Chair of the Committee, and the parliamentary authority adopted by the Committee.

**Section 2.** Each officer of the Committee shall be elected by a vote of the Committee at the first regular meeting of the Committee following each reorganization meeting, but in no case more than 40 days following such reorganization meeting. Each officer shall serve until his or her successor is elected, and each officer's term shall begin upon the adjournment of the meeting at which he or she was elected. The method for electing officers, whether that shall be by plurality, run-off, ranked-choice voting, or some other means of election shall be established by the public call for the reorganization meeting.

**Section 3.** In the event of a vacancy or temporary absence in, or inability to carry out the duties of, the office of Chair, the duties shall be carried out by the officer highest on the list of officers in Article V, Section 1, who is able to do so. In the event of a vacancy in the office of any officer, including Chair, the Committee shall elect a replacement, provided that at least 15 days have

passed since the Committee was notified of the vacancy. The Chair may make an interim appointment to fill a vacancy between meetings of the Committee.

- Section 4.** **Chair of the Committee.** The Chair of the Committee shall be the chief executive officer of the Committee, and the primary spokesperson to the public and the media. The Chair of the Committee shall be an ex-officio member of all standing or special committees unless otherwise specified by these Bylaws.
- Section 5.** **Vice Chair for Finance and Administration.** The Vice Chair for Finance and Administration shall be the chief operating officer of the Committee, and shall be responsible for supervising the overall fundraising activities of the Committee. The Executive Board may appoint an Administrator, who shall be directed by the Vice Chair for Finance and Administration.
- Section 6.** **Vice Chairs for Precinct Operations.** The Vice Chairs for Precinct Operations shall supervise all precinct operations and precinct captains; shall be responsible for planning and conducting all voter registration activities approved by the Committee; shall prepare precinct plans for approval by the Executive Board upon the request of the Chair of the Committee; and shall conduct and prepare an annual membership training program. The Vice Chair for Precinct Operations shall each be responsible for the precincts that fall within the School Board district that they represent.
- Section 7.** **Secretary.** The Secretary shall keep minutes of meetings of the Committee and shall make them available to members; shall take and keep attendance at Committee meetings and Executive Board meetings; and shall formally certify actions and resolutions of the Committee.
- Section 8.** **Treasurer.** The Treasurer shall safely keep all funds of the Committee and shall keep a detailed account of all contributions, other receipts, and all disbursements. The Treasurer shall submit a written financial report at each meeting of the Committee, and shall submit an annual report to the Audit Committee. Where required by law, the Treasurer shall be responsible for maintaining the appropriate segregated and separate accounts. All disbursements of the Committee by check shall be signed by the Treasurer, or, if the Treasurer is not available, by the Chair of the Committee or the Vice Chair for Finance and Administration.
- Section 9.** **Vice Chair for Communications.** The Vice Chair for Communications shall appoint and chair the Communications Committee, which shall assist the Chair of the Committee in presenting the views and opinions of the Committee; shall ensure that the Committee's newsletter and calendar are published; and shall maintain a list of media contacts and issue public statements as authorized by the Chair of the Committee or the Vice Chair for Finance and Administration.
- Section 10.** **Vice Chair for Technology.** The Vice Chair for Technology shall be the primary officer in the administration of the technology services for the Committee; and shall be responsible for providing electronic access for committee operations.
- Section 11.** **Vice Chair for Resolutions.** The Vice Chair for Resolutions shall serve as Chair of the Resolutions Committee and shall supervise the receipt, investigation, processing and consideration of resolutions to be adopted by the Committee. The Resolutions Committee shall convene at least once each month that precedes a full Alexandria Democratic Committee meeting if the Vice Chair for Resolutions has received resolution proposals necessitating consideration by the Resolutions Committee. The date and time of Resolutions Committee meetings shall be determined by the Vice Chair for Resolutions and made known to the full Committee well in advance. In the event that the Vice Chair for Resolutions is unable to carry out their duty, the Vice Chair for Resolutions may appoint a temporary deputy to act in their stead until the Vice Chair for Resolutions informs the deputy that the Vice Chair is able to

reassume their position. For a permanent vacancy, the procedure described in Article V, Section III shall be followed.

**Section 12.** **Vice Chair for Community Outreach.** The Vice Chair for Community Outreach shall conduct outreach efforts to broaden community participation in Democratic activities and support Democratic candidates; shall seek volunteers to fill vacancies on state and local boards and commissions; and shall maintain liaison with various community groups such as civic associations, charitable organizations, and the Young Democrats Committee.

**Section 13.** **Leadership Circle Chair.** The Leadership Circle Chair shall be responsible for raising the funds to maintain a permanent office for the Committee. The Leadership Circle Chair shall coordinate appeals for participation in the Leadership Circle; shall coordinate payment notices as needed; shall provide monthly reports to the Committee; shall serve on the Finance Committee; and shall assist with events that focus on the Leadership Circle.

**Section 14.** **Vice Chair for Volunteer Coordination.** The Vice Chair for Volunteer Coordination shall, in consultation with the Vice Chair for Technology, maintain a database of volunteers and notify them of volunteer opportunities that will help them advance the goals of the Committee. The Vice Chair for Volunteer Coordination shall also maintain a list of volunteers who agree to be building ambassadors. The Vice Chair for Volunteer Coordination shall also work with the Vice Chairs for Precinct Operations, the Vice Chair for Outreach, and the Precinct Captains, to advance the Committee's goals.

**Section 15.** **Legal Counsel.** The Chair of the Committee shall appoint a Legal Counsel, who shall advise the Chair of the Committee and the Committee with respect to legal matters of concern to the Committee.

**Section 16.** **Parliamentarian.** The Chair of the Committee shall appoint a Parliamentarian, who shall advise the Chair of the Committee and the Committee with respect to matters of organization such as parliamentary procedure, rules, meeting calls, and these Bylaws.

**Section 17.** **Precinct Captains.** Precinct captains shall coordinate the work of the Committee in their precincts, and shall perform all other duties prescribed by these Bylaws, the Committee, the Executive Board, the Chair of the Committee, and the Vice Chairs for Precinct Operations.

- (a) A precinct captain shall be elected by a majority vote of the members of the Committee who are residents of each precinct and are present and voting at the first regular meeting of the Committee following each reorganization meeting. Each precinct captain shall be a member of the Committee, but need not be a resident of the precinct he or she is elected precinct captain to represent. Each precinct captain shall serve until his or her successor is elected or appointed, and each precinct captain's term shall begin upon the adjournment of the meeting at which he or she was elected.
- (b) Each precinct captain shall appoint one deputy captain, and may appoint one or more assistant captains.
- (c) In the event of a vacancy or temporary absence in, or inability to carry out the duties of, the office of precinct captain, the deputy precinct captain (or in the event there is no deputy precinct captain, an interim precinct captain appointed by the applicable Vice Chair for Precinct Operations) shall perform the duties of precinct captain. Any such vacancy that still exists at the next meeting of the Committee shall be filled by the members of the Committee who are residents of the precinct and are present and voting at that meeting.

**Section 18.** Unless otherwise specified by these Bylaws, each officer and officeholder established in this

Article may appoint such deputies and establish such subcommittees as may be necessary to assist in the performance of his or her duties. Additionally, it is permissible for more than one person to run as a team for election to any of the following positions on the Executive Board: Vice Chair for Communications, Vice Chair for Technology; Vice Chair for Resolutions; Vice Chair for Community Outreach; Leadership Circle Chair; and Vice Chair for Volunteer Coordination. In the event that a team of individuals is elected to a single position, for the purpose of Article VII, Section 2 of the bylaws, they shall cast a single vote on the Executive Board and all members of the team present must be in agreement in order for such vote to be cast.

## **ARTICLE VI: MEETINGS**

**Section 1.** Regular meetings of the Committee shall be held according to a schedule set by the Executive Board and announced at the beginning of the year. A regular meeting listed on the schedule may be rescheduled by the Committee or by the Executive Board in the event of an emergency or with at least 15 days notice to the Committee.

**Section 2.** A special meeting of the Committee may be called:

- (a) By the Chair; or
- (b) By a written and signed petition of at least 10 percent of the members of the Committee, provided that such petition is filed with the Chair at least 15 days before the meeting date; or
- (c) By a vote of the Committee at a properly convened meeting of the Committee.

Other than in an emergency, notice of a special meeting shall be given to members by e-mail or telephone call at least 48 hours prior to the meeting date, or by regular mail postmarked at least four days prior to the meeting date. Notice shall include the date, time, place, and purpose of the meeting.

**Section 3.** A quorum of the Committee is 30 percent of the members of the Committee.

**Section 4.** All meetings of the Committee shall be open to the public to the extent required by the Democratic Party Plan of Virginia and any rules of the Committee.

**Section 5.** Neither proxy nor fractional voting is permitted in any activity of this Committee.

**Section 6.** A resolution by which the Committee expresses a position on an issue of public, party, or Committee concern may be adopted by the Committee in one of the following manners:

(a) Normal Proceedings

1. Any member of the Alexandria Democratic Committee may author and present a resolution proposal to the Resolutions Committee. However, for a draft resolution to be taken up and considered for recommendation by the Resolutions Committee, at least two Alexandria Democratic Committee members—not including the original author—must agree to be co-sponsors, for a total of at least three sponsors.
2. Draft resolutions with the requisite number of cosponsors shall be submitted to the Vice Chair for Resolutions in a format and under deadlines prescribed by the Vice Chair for Resolutions.
3. Properly formatted, sponsored, and submitted draft resolutions shall be placed on the agenda for the next Resolutions Committee meeting by the Vice Chair for

Resolutions and their full text shall be circulated among the entire Alexandria Democratic Committee membership at least three days prior to the relevant Resolutions Committee meeting.

4. Amendments to the resolutions placed on the Resolutions Committee agenda may be submitted by any Alexandria Democratic Committee member. The Vice Chair for Resolutions shall determine the process by which amendments are submitted for consideration.
5. Resolutions and amendments will be taken up in an order determined by the Vice Chair for Resolutions, with a simple majority of the members of the Resolutions Committee present and voting being sufficient to recommend a resolution or adopt an amendment.
6. Resolutions that receive a favorable recommendation from the Resolutions Committee shall be promptly sent out as amended to the entire Alexandria Democratic Committee membership for review, and the Chair of the Committee shall place the resolution on the agenda for consideration by the Committee at the next full Committee meeting.
7. A majority of the members of the Committee present and voting shall be sufficient to formally adopt the resolution or any amendments proposed by a Committee member. The Vice Chair for Resolutions shall determine the process by which amendments are submitted for consideration.
8. The original sponsor or a co-sponsor of a resolution must be in attendance at all meetings of the Resolutions Committee and Alexandria Democratic Committee where their resolution is being discussed, or their resolution will be laid on the table.
9. The Executive Board shall work with the Vice Chair for Resolutions to establish and maintain an efficient process to manage the distribution of resolution and amendment submissions among the full Alexandria Democratic Committee membership.

(b) Emergency Proceedings

1. In the event of an emergency situation, the Chair of the Committee, with the concurrence of the Vice Chair for Resolutions, may place a resolution on the agenda for the full Alexandria Democratic Committee meeting.
2. If a resolution is placed on the agenda under emergency proceedings, the resolution may be adopted or amended by two-thirds of the members of the Committee present and voting.

(c) Posting of Resolutions— The Vice Chair for Technology shall promptly post the text of resolutions—including the full names of all relevant sponsors—that have passed out of the full Committee on the Alexandria Democratic Committee website after being provided the passed version of the resolution text by the Vice Chair for Resolutions.

(d) Implementation of Resolutions— The Chair of the Committee shall take steps to implement the measures described in any resolution that call for Committee action as part of its text.

(e) Definitions—In this section:

1. EMERGENCY SITUATION. The term “emergency situation” means any situation in which it is important for the Alexandria Democratic Committee to take a timely position on an issue of public import, but for which there is insufficient time for the process outlined in Section 6(a) to be followed.
2. RESOLUTION. The term “resolution” refers to a written expression of an opinion or position on a topic whose content could reasonably be expected to reflect the general values of the Alexandria Democratic Committee and would not undermine the Purposes and Objectives of the Committee articulated in Article III.

## **ARTICLE VII: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall have general supervision of the affairs of the Committee between its business meetings, fix the hour and place of such meetings, make recommendations to the Committee, shall be authorized to perform all duties of the Committee between Committee meetings, and shall perform such other duties as are specified in these Bylaws. The Executive Board shall be subject to the orders of the Committee and none of its acts shall conflict with the action taken by the Committee. Minutes shall be taken at all Executive Board meetings.

**Section 2.** The voting members of the Executive Board shall be the officers of the Committee and a representative of the Young Democrats Committee and Democrats To Go, elected by its membership. The non-voting members of the Executive Board shall be the immediate past Chair of the Committee, the Legal Counsel, and the Parliamentarian. Each person who is voting member of the Executive Board shall be entitled to one vote on the Executive Board.

**Section 3.** Funds can be expended by the Chair of the Committee, the Vice Chair for Finance and Administration, and the Treasurer in accordance with an adopted budget. If an expenditure is needed that was not in the budget, the Chair of the Committee and the Vice Chair for Finance and Administration shall each have the power to expend or obligate the Committee to expend up to \$1,000 for Committee business without the prior approval of the Executive Board, provided that each reports any such expenditures to the Executive Board at its next meeting. Between each meeting of the Committee, the Executive Board shall have the power to expend or obligate the Committee to expend up to \$5,000 for Committee business without the prior approval of the Committee, provided that any such expenditures are reported to the Committee at its next meeting. No other expenditures may be made from Committee funds, unless such expenditures are specifically authorized by the Committee or fall within the Committee’s annual budget. The Committee may amend its budget at any meeting as it deems appropriate.

**Section 4.** Any voting member of the Executive Board shall be deemed to have resigned from office if he or she is absent, without the consent of the Executive Board, from any three regular meetings of the Executive Board within any 12-month period. The Secretary shall notify the Executive Board of any resignation affected by this Section.

**Section 5.** The Executive Board shall meet regularly as determined by its members. Special meetings of the Executive Board may be called by the Chair of the Committee and shall be called upon the written request of any three members of the Executive Board. Except in an emergency,



notice of the date, time, location, and purpose of each meeting of the Executive Board shall be provided to each member of the Committee at least 24 hours in advance of such meeting.

**Section 6.** All meetings of the Executive Board shall be open to members of the Committee, and to any guests authorized by the Chair of the Committee or by the Executive Board.

**Section 7.** A quorum of the Executive Board is six voting members of the Executive Board.

**Section 8.** Neither the Chair of the Committee, the Vice Chair for Finance and Administration, nor the Vice Chairs for Precinct Operations may publicly endorse or support any contested candidate in a primary election, caucus, or convention process, except in the case that the member is the candidate. This Section shall not be construed to prevent an officer named herein from serving as a pledged delegate to any Democratic convention. Attendance at a campaign kick-off shall not be considered a violation of this section.

## **ARTICLE VIII: COMMITTEES**

**Section 1.** A Finance Committee is established, which shall be responsible for supervising the financial and fundraising activities of the Alexandria Democratic Committee. The Finance Committee shall prepare an annual budget for the Alexandria Democratic Committee, for consideration by the Alexandria Democratic Committee at an annual meeting prior to July of each year. The budget year for the Committee shall begin on July 1<sup>st</sup> each year . The Finance Committee shall consist of the Vice Chair for Finance and Administration (who shall serve as chair), the Treasurer, the Leadership Circle Chair, up to three other members appointed by the Chair of the Committee, and up to three other members appointed by the Vice Chair for Finance and Administration. A meeting of the Finance Committee may be called by its chair or by any three other members. Advance notice of the meeting shall be given to the Executive Board.

**Section 2.** A Resolutions Committee is established, which shall recommend proposed resolutions to the Alexandria Democratic Committee. The Chair of the Alexandria Democratic Committee and the Vice Chair for Resolutions may each appoint up to eight members of the Resolutions Committee, of whom at least 12 must be current members of the Alexandria Democratic Committee. In addition to these appointments, any Alexandria Democratic Committee member who attends two Resolutions Committee meetings in one calendar year is automatically appointed at the second such meeting as an additional Resolutions Committee member with the full rights and privileges of membership. All members of the Resolutions Committee shall retain membership until the next biennial reorganization of the Alexandria Democratic Committee.

**Section 3.** An Audit Committee of three members, including one designated as chair, shall be appointed by the Chair of the Committee. The Audit Committee shall audit the Committee's financial reports and accounts, and shall report at a meeting of the Committee at least once a year. No officer of the Committee shall serve on the Audit Committee.

**Section 4.** Such other committees, except the Young Democrats Committee, standing or special, shall be appointed by the Chair of the Committee as the Committee or the Executive Board from time to time shall deem necessary to carry on the work of the Committee.

**Section 5.** A Young Democrats Committee is established to plan and execute strategies designed to attract young individuals to membership in and activities supporting the Democratic Party in general and the ADC in particular. This will include, where appropriate and consistent with these bylaws, high school and college-age individuals who are not yet eligible to vote.

The Young Democrats Committee shall organize in accordance with their constitution and bylaws. Such constitution and bylaws must be consistent with the bylaws of the Alexandria

Democratic Committee and with the biennial reorganization process. In the event of dormancy or absent leadership in the Young Democrats Committee, the Chair of the Alexandria Democratic Committee shall promptly call for a meeting of the Young Democrats Committee to convene at a convenient time and place. The Vice Chair of Administration and Finance and the Treasurer will work with the Chair and Treasurer of the Young Democrats Committee to address budgetary and financial matters for the Young Democrats Committee in a manner consistent with the constitution and bylaws of their committee as well as these bylaws.

**Section 6.** Democrats To Go is established to plan and execute strategies by which the Committee can create events, participate in canvassing, or take other actions to support the election of Democratic candidates to elected positions outside of Alexandria. Democrats To Go is authorized to adopt any bylaws or internal operating procedures for its functions, so long as such provisions are consistent with the bylaws of the Alexandria Democratic Committee and the biennial reorganization process. In the event of dormancy or absent leadership in Democrats To Go, the Chair of the Alexandria Democratic Committee shall promptly call for a meeting of Democrats To Go to convene at a convenient time and place.

## **ARTICLE IX: DISCIPLINARY PROCEEDINGS**

**Section 1.** *Robert's Rules of Order Newly Revised* shall govern all disciplinary proceedings, subject to the provisions of this Article and the Democratic Party Plan of Virginia.

**Section 2.** The following shall be considered willful neglect of duties imposed on the officers, members, and associates of the Committee, and shall constitute grounds for removal from office, membership, and/or associate status:

- (a) Malfeasance, misfeasance, or nonfeasance of duties;
- (b) Conduct injurious to the good name of the Democratic Party or the Committee;
- (c) Use or implication of the name or resources of the Committee to promote a contested candidate for public office who is not a Democratic nominee or endorsee;
- (d) Public recruitment, endorsement, support, assistance, or contribution of or to a declared or nominated candidate for another political party or an independent, who is opposed to a declared or nominated Democratic candidate.

**Section 3.** No person shall be subject to removal from office, membership, or associate status on the basis of any activities required by his or her profession, provided that such activities do not result from payment by a candidate or other representative of a campaign for public office, and provided that that person has provided advance notice of such activities to the Chair of the Committee and the Secretary.

**Section 4.** No person shall be removed from office, membership, and/or associate status until a written complaint is approved by the Executive Board or by a two-thirds vote of the members of the Committee present and voting at a meeting of the Committee. Such complaint shall have been provided to the Chair of the Committee and the Secretary (or if the charge is against the Chair of the Committee and the Secretary, provided to the Vice Chair for Finance and Administration and the Treasurer) and provided to the subject or subjects of the complaint, at least 10 days prior to the meeting at which the complaint was approved. The complaint shall have included the charges and specifications against the subject or subjects, the proposed sanctions, the manner by which the complaint will be investigated, and the date and time of the formal hearing on the charges. The hearing shall be conducted by either the Executive Board or a subcommittee appointed for that purpose by the Executive Board. After receipt of a report by the entity conducting the hearing, the Committee may remove the subject or subjects

of the complaint from office, membership, and/or associate status upon a two-thirds vote of those members of the Committee present and voting.

**Section 5.** Notwithstanding any other provision of this Article, a person appointed to an office of the Committee may be removed at any time by the appointing officer or officeholder.

**Section 6.** The Committee, acting on the recommendation of the Executive Board, may adopt a code of conduct outlining further rules of decorum and mutual respect that Committee members and associates are expected to adhere to and for which the failure to adhere can result in disciplinary action under this section.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, with any standing rule of the Committee, or with the Democratic Party Plan of Virginia.

## **ARTICLE XI: ELECTRONIC AND REMOTE MEETINGS**

**Section 1:** The Committee or the Executive Board may conduct business through electronic means. This includes the ability for the respective body to meet remotely and to cast votes electronically on any matter of business pending before it. The Executive Board, acting for itself or on behalf of the Committee, may enact standing rules for the conducting of electronic business pursuant to this article. Such rules shall provide that when the body is taking formal action, technological and procedural mechanisms shall be in place to enable all voting members of the Committee to speak to and be heard by all other voting members of the Committee when participating in the remote or electronic meeting pursuant to this section. Subcommittees of the Alexandria Democratic Committee may also meet and conduct business remotely so long as they are acting in accordance with the bylaws and standing rules of the Committee. In the annual listing of meetings, the Executive Board shall specify which meetings are to be conducted in person and which shall be electronic. That provision can be changed by a majority vote of the Executive Board

**Section 2 :** When conducting an electronic meeting pursuant to this article, notice shall be given not later than 48 hours prior to the scheduled meeting to all members of the body that will be meeting (either the Committee or the Executive Board). A vote on business conducted pursuant to this article may be taken by telephone, email or other electronic means, provided that there is a method of verifying that only members of the respective body vote and that their vote has been duly recorded.

**Section 3 :** If action is taken pursuant to this section, the members of the Committee will be notified in writing of the outcome and the action taken will also be announced at the next regular in-person meeting of the Committee. Any action taken pursuant to this article may be subject to a motion to reconsider, made pursuant to parliamentary procedure, at such meeting.

## **ARTICLE XII: AMENDMENT OF BYLAWS**

**Section 1.** These Bylaws shall be effective until amended in accordance with this Article, notwithstanding the biennial reorganization of the Committee.

**Section 2.** These Bylaws may be amended by a two-thirds vote of the members of the Committee present and voting at a meeting of the Committee, if the text of the amendment was either presented at the preceding meeting of the Committee or was provided in writing to each member of the Committee. In either case, the text of the amendment shall have been provided at least 21 days prior to the meeting at which the amendment is adopted, and the members of the Committee shall have been notified at least 15 days in advance of the meeting that the

amendment would be considered for adoption at that meeting.