

Ward Three Democratic Committee By-Laws

As Amended January 2020

Section I NAME

The Organization shall be known as the Ward Three Democratic Committee, Incorporated, (also known as the "Ward Three Democrats") hereinafter referred to as the "Committee".

Section II PURPOSE

The purpose of the Committee shall be the election and support of Democratic candidates for local and national office; to provide an issues forum for Democratic voters in Ward Three and the community; and to adopt resolutions on issues of concern, as the full Committee shall determine. The Committee may exercise any powers conferred upon corporations formed under the District of Columbia Nonprofit Corporation Act as may be necessary or convenient in order to accomplish the above described purposes, including, but not limited to, the power to accept donations of money or property, whether real or personal, or any interest therein, wherever situated, or any other thing of value.

Section III MEMBERSHIP

1. All members of the Committee must be Democrats registered to vote in Ward Three.
2. The Committee will consist of members as follows:
 - a. Precinct Delegates: six elected in each precinct;
 - b. At-Large Delegates: fifteen elected by all registered Democrats residing in Ward 3;
 - c. Ex-Officio Delegates: elected members of the DC Democratic State Committee who reside in Ward Three, and former Chairs of the Ward Three Democratic Committee residing in Ward Three;
 - d. Honorary Delegates: The Chair with approval of the Executive Committee may bestow Honorary non-voting membership.
 - e. Associate Members: Voters living in and registered to vote as Democrats in Ward 3.
3. State Committee members whose terms of office expire before the end of the term of the Ward Three Democratic Committee members shall maintain their position on the Ward Three Democratic Committee until the expiration of the terms of all Ward Three Democratic Committee members.

Section IV ELECTION OF MEMBERSHIP

1. Each precinct shall hold a caucus open to all registered Democrats residing in the precinct within three weeks after the General Election.
2. Precinct Delegates:
 - a. Two weeks notice of each caucus shall be required;

- b. Notice of caucuses shall include date, time, and place;
 - c. The Executive Board shall be responsible for giving public notice of the caucuses;
 - d. The Chair shall designate a monitor for each caucus who shall conduct the caucus and who does not reside in the precinct.
3. At-Large Delegates & Officers:
 - a. Shall be elected from nominations submitted during a caucus immediately preceding the bi-annual meeting by any registered Democrat residing in the Ward within six weeks after General Election;
 - b. The 15 candidates receiving the highest number of votes shall become delegates.
4. The term of delegates is until the convocation of the next biennial caucus.

Section V OFFICERS

1. The election of officers shall take place on the same date as the election of at large members. Only voting members of the Committee are eligible for election as officers.
2. Officers of the Committee shall consist of the Chair, a First Vice-Chair, a Second Vice-Chair, a Third Vice-Chair, a Treasurer, a Recording Secretary, a Corresponding Secretary, and a Financial Secretary.
3. **The Chair:** shall direct Committee operations and preside at all full Committee meetings, call meetings of the Executive Board, appoint a parliamentarian, and serve as spokesperson. Standing of Special Committee and Task Force Chairs and members shall serve at the pleasure of the Chair in consultation with the Executive Board.
4. **The First Vice-Chair:** shall preside at the meetings of the Committee or Executive Board in the absence of the Chair, and assist the Chair in the performance of his or her duties and, when the Committee lacks a chair, serve as Acting Chair until a new chair is elected.
5. **The Second Vice-Chair:** shall preside at the meetings of the Committee or Executive Board in the absence of both the Chair and the First Vice-Chair, and shall assist the Chair in the performance of his or her duties.
6. **The Third Vice-Chair:** shall preside at the meetings of the Committee or Executive Board in the absence of the Chair, the First Vice-Chair, and the Second Vice-Chair, and shall assist the Chair in the performance of his or her duties.
7. The **Treasurer:** shall receive and distribute such funds as may accrue to the Committee, shall keep an accurate record thereof, and report regularly to the full Committee. These records are the sole property of the Committee and must be immediately turned over to the Chair at the end of the Treasurer's term of office.
8. The **Recording Secretary:** shall record official votes and keep minutes of the full Committee and Executive Board meetings. At the direction of the Chair, the Recording Secretary shall call the roll.

9. The **Corresponding Secretary:** shall at the direction of the Chair, prepare and distribute notices of Committee meetings, resolutions, reports, and other correspondences to members. Expenses will be reimbursed by the Committee.
10. The **Financial Secretary:** at the direction of the Chair, shall raise funds for the Committee. A standing Fundraising Committee shall be appointed by the Chair to assist the Financial Secretary in these duties.
11. Upon being elected an Officer, a State Committee member shall be considered as serving as a Supernumerary At-Large member.
12. The term of officers terminates upon the completion of the next biennial election, when certified by the DC Democratic State Committee.

Section VI EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the Committee, the four Area Representatives, and the chairs of the four Standing Committees specified in Section XIV(1). The Executive Board shall meet on the call of the Chair.
2. The Executive Board shall meet prior to each Committee meeting to establish an agenda. The Chair shall preside at the Executive Board meetings.
3. The Executive Board shall take no action unless approved by a two-thirds vote of those present and voting.
4. The Executive Board shall not endorse candidates.

Section VII ELECTION OF OFFICERS

1. Thirty days prior to the biennial elections of officers, the Chair shall appoint a five person Elections Committee to administer the elections. Officer candidates are not eligible to serve on the Elections Committee.
2. Officers shall be elected following the election of at-large members at the same meeting, starting with the highest office. Each office shall be voted upon by separate ballot. Nominations shall be made from the floor and the individuals with the highest number of votes will be elected.

Section VIII ELECTION OF AREA REPRESENTATIVES

1. Following the election of officers, the four Areas shall caucus separately and each elect one person to the Executive Board. All regular voting members from the affected Area are eligible.
 - a. Area I shall consist of Precincts 7, 8, 9, and 10;
 - b. Area II shall consist of Precincts 11, 12, 26, 28 and 136;
 - c. Area III shall consist of Precincts 27, 29, 30, 31, and 34;

d. Area IV shall consist of Precincts 32, 33, 50, and 138.

2. Area Representatives to the Executive Board shall be elected within each area caucus from nominations submitted from the floor. A majority of those certified delegates from the specific area precincts as noted in Section VIII (2) present and voting at each caucus is required to elect. All voting members of the Committee shall participate in the caucus of the area of their residence.

Section IX VOTING

1. Proxy voting is not allowed.
2. No voting member shall cast more than one vote on any single action.
3. Whenever, in the judgment of two-thirds of the Executive Board at a meeting duly called, an issue arises that the Executive Board believes warrants expedited action, the Executive Board may submit such matter to the Committee in writing hand delivered or by-electronic transmission for vote and decision. The issue thus presented shall be determined according to the appropriate majority of the votes received, provided a quorum has voted, within 5 calendar days after such submission to the membership. The Executive Board shall provide the members with (a) the “emergency rationale” and (b) an opportunity to ask questions of the Board or designee in a format (email; conference call; electronic bulletin board; etc.) to be determined by the Board. The ballot shall provide the members with four options: (a) to approve, (b) to defer the matter to the next meeting, (c) to disapprove, or (d) to abstain. The question will be deemed approved only if the votes for (a) exceed the total of the votes for (b) and (c). Voting by this method is not in order as to the endorsement of candidates.

Section X MEETINGS

1. The Committee shall hold regular meetings a minimum of five times per year between January and November, exclusive of July, and August.
2. The Committee shall meet at the call of the Executive Board, at a place designated by the Executive Board. One week’s written notice, including the agenda, shall be required for meetings. Special meetings of the Ward Three Democratic Committee may be called on one week’s written notice, which shall include the purpose of the meeting, by any 10 members of the Committee.
3. Any meeting at which an election is to take place shall be on notice as set forth herein and the agenda for such a meeting shall specifically include the position(s) for which the election is to be held.

Section XI QUORUM

One-fourth of the voting members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee.

Section XII FINANCES

The Committee shall be empowered to assess such dues from its members as the Committee deems appropriate, and to conduct such other fund-raising activities as are required to maintain operations of the Committee.

Section XIII VACANCIES

1. A vacancy shall occur when an elected member resigns or no longer resides in the voting district from which elected, or if the position is not filled at the biennial precinct caucus.
2. An automatic vacancy shall also occur when a Delegate, for any reason, is absent from three consecutive regular meetings of the Committee without having notify the Chair. This provision excludes members of the Democratic State Committee.
3. Should a vacancy exist or occur, the following procedures shall be followed:
 - a. The Executive Board shall notify the person whose seat has been vacated, excepting those people who have tendered their resignation;
 - b. Should a vacancy occur in the office of Chair, it shall be filled within 30 days of the date on which the seat is vacated at a regular or special meeting called for that purpose;
 - c. Should a vacancy occur in the office of Treasurer, an Acting Treasurer will be appointed by the Chair within five days, with all due reporting to the D.C. Office of Campaign Finance. The Acting Treasurer shall serve only until a permanent Treasurer is elected as specified in Section XIII (3)(b) of these By-Laws.
 - d. Should a vacancy occur in the office of Recording Secretary or Corresponding Secretary, the vacancy shall be filled by appointment of the Chair with approval of the Executive Board.
 - e. Should a vacancy occur in any other office or in the seat of an At-Large representative or Precinct Delegate, the vacancy shall be filled at the next regular meeting of the Committee following the date at which the vacancy is declared;
 - f. Notice of the meeting at which a vacancy will be filled shall conform to the provisions set forth in Section X of these By-Laws;
 - g. The Executive Board shall give public notice of such meeting by publication in local newspapers. Such notice shall include the date, time, and place of the meeting at which the vacancy shall be filled.

Section XIV STANDING AND SPECIAL COMMITTEES

1. Standing Committees shall include the following:
 - a. Fundraising Committee;
 - b. Voter Education/Registration and Outreach Committee;
 - c. Issues and Program Committee;
 - d. By-Laws Committee.
2. Chairs of standing committees shall be named by the Committee Chair.
3. Special Committees may be designated by the Committee Chair as necessary.

Section XV ENDORSEMENTS

1. The Committee may endorse Democratic primary candidates only after prior notice in the published agenda, with at least two-thirds vote of those present and voting.
2. The Committee may endorse ballot questions by a simple majority of those present and voting at a regularly called meeting with seven days notice of the proposed vote.

Section XVI LEGAL COUNSEL

The Legal Counsel may be appointed by the Chair with approval of the Executive Board. The Legal Counsel will be available to provide recommendations and advice to the Chair and Executive Board on all legal matters. The Legal Counsel will receive no compensation for services provided. The Legal Counsel appointed will be a member of the Committee as defined by Section III (2 a, b, c).

Section XVII AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those Committee members present and voting at a regularly scheduled meeting. Written notice of proposed amendments must be submitted to members of the Committee 10 days prior to consideration of such amendments.

Section XVIII RULES

Robert's Rules of Order (Revised) shall govern Committee and Executive Board meetings, except as otherwise provided herein.

Section XIX SEVERABILITY

If any article or section is ruled unacceptable by the DC Democratic State Committee, or a court of law, the remainder of these By-Laws remains in force.