

Bylaws of the Lancaster County Democratic Committee
(Revised and Adopted on June 1, 2022)

Rule I: Organization

- Section 1: The representative and authoritative bodies of the Lancaster County Democratic Committee (hereafter referred to as "LCDC") shall consist of:
- A. The County Committee,
 - B. The County Executive Board, and
 - C. District Committees

Rule II: The County Committee

- Section 1: Composition of the Committee. The County Committee shall consist of:
- A. Committee Persons
 - B. Members of the Executive Board

- Section 2: Duties of the County Committee. The duties and responsibilities of the County Committee shall include, but are not limited to:
- A. Assisting in the election of national, state and local Democratic candidates,
 - B. Working to inform the public about the platform and principles of the Democratic Party, and
 - C. Furthering the goals of the Democratic Party through support of legislation and other actions designed to increase equality, prosperity, and civil rights for all.

Rule III: Committee Persons

- Section 1: Committee Persons shall be restricted to two registered Democratic electors from each voting precinct in the County. Committee Persons shall be elected at the Spring Primary Election in the year the Governor is elected.

- Section 2: Duties of the Committee Persons. The responsibilities and duties of Committee Persons shall include, but are not limited to:
- A. Organizing their polling place, including enlisting poll watchers, greeters and other election day volunteers to aid in the election of Democratic candidates endorsed by the LCDC, and to provide for

- oversight of polling places to ensure that election officials are performing their duties in accordance with law and are providing a hospitable, non-partisan atmosphere for all voters and reporting any suspected violations or irregularities to LCDC in a timely manner,
- B. Circulating nominating petitions and campaign-related materials for Democratic candidates endorsed by the LCDC,
 - C. Regularly attending District Committee meetings and taking an active role in governance of the District,
 - D. Playing an active role in recruiting, nominating, and electing Democratic candidates, including voter registration, canvassing, and phone banking,
 - E. Participating in the endorsement process for Democratic candidates for local, state and national offices,
 - F. Maintaining and updating street lists and rosters of Democratic voters and volunteers in the precinct,
 - G. Seeking the opinions, ideas and participation of the Democratic voters in their precinct and reflecting those opinions and ideas to the County Committee,
 - H. Attending and participating in County Committee meetings,
 - I. Raising funds in support of county and District Democratic Party activities,
 - J. Assisting constituents where possible to resolve issues involving civic or governmental concerns, and
 - K. Completing racial/gender/diversity equity training provided by LCDC.

Section 3: Vacancies. Committee Person vacancies may be filled by appointment of the County Chair upon recommendation of the District Leader of the District in which the vacancy exists. The appointment shall be a registered Democrat residing in the District in which the vacancy exists.

No vacancy shall be filled between the Spring Primary election in the year the Governor is elected and the following quadrennial reorganization meeting of the County Committee.

Rule IV: The County Executive Board

Section 1: The County Executive Board shall consist of the County Chair, the County Vice-Chair, the County Treasurer, the County Secretary, the State Committee members residing in Lancaster County, the District Leaders, the Legal Advisor, the past County Chairs who wish to serve, subcommittee chairs, Democratic Commissioner(s) of Lancaster County, Democrats elected to the PA General Assembly and Congress serving Lancaster County, and no more than five additional persons appointed by the County Chair. The terms of all members of the County Executive Board shall expire at the meeting at which the reorganization of the

County Committee is completed except that the terms of all County Chair appointed members of the County Executive Board shall expire on June 30th of each year and are eligible for re-appointment. In order to maintain an effective and efficient Executive Board, members are expected to provide reports as requested by the Chair.

Section 2: Meetings. The County Executive Board shall meet each month at the call of the County Chair. Such meetings shall be held at a centrally located, convenient place in the County of Lancaster or via digital platforms, such as ZOOM, and be open to all county committee people as non-voting guests.

Section 3: Duties. In addition to other duties described within these bylaws, the County Executive Board shall perform the following:

- A. Approve an annual budget,
- B. Approve expenditures exceeding the budgeted amount in excess of \$500,
- C. Approve all contracts obligating the board beyond one year,
- D. Approve all appointments by simple majority vote under Rule V, Section 1 of the five additional persons appointed by the County Chair to the Executive Board,
- E. Approve, by a 75% super majority of those present and voting, policy positions relative to regional (affecting more than one municipality), state, or national issues, not inconsistent with the County Party's adopted Principles,
- F. Assist, advise, and counsel the County Chair on matters pertaining to the management of the Lancaster County Democratic Committee and make such recommendations to the County Committee from time to time as the welfare of the Party may require,
- G. Charter local Democratic clubs and caucuses which agree to subscribe to the principles of the Democratic Party and agree to the provisions of these bylaws,
- H. Revoke the charter of local Democratic clubs and caucuses which do not agree to subscribe to the principles of the Democratic Party and do not adhere to the provisions of these bylaws,
- I. Review participation with community groups who share a common interest and mission on specific issues for the purpose of promoting the principles and goals of the LCDC,
- J. Receive monthly reports from chairs of subcommittee and caucus and District Leaders,
- K. Adopt a Strategic Plan at least every eight years,
- L. Act as the policy-making body of the Lancaster County Democratic Committee, and
- M. Adopt the LCDC Code of Conduct.

Rule V: The County Officers

Section 1: Composition. The County Officers shall consist of the County Chair, the County Vice-Chair, the County Secretary and the County Treasurer. The County Officers shall be elected at the quadrennial reorganization meeting of the County Committee and shall serve from the time of election at the reorganization meeting until a successor is duly elected and installed. The County Chair shall appoint a Nominating Committee at least six months prior to the Reorganization Convention to search and present the County Committee with information on candidates for office of the LCDC at least two months prior to the Convention. The Nominating Committee will vet candidates for officers as highlighted in Rule VIII, Section 2, Subsection B. Successful nominations from the floor will be conditionally elected subject to completion of the vetting process. The Vice-Chair must be of a different gender identification from the Chair. Whenever possible, the Executive Officers should all be elected from different Districts.

Section 2: County Chair. The County Chairperson shall be the chief executive officer and official spokesperson for the LCDC and shall also be the Chair of the Executive Board. Duties include, but are not limited to:

- A. Creating subcommittees and caucuses with the advice and consent of the Executive Board,
- B. Appointing and removing subcommittee members/chair and caucus chairs,
- C. Appointing a legal advisor,
- D. Appointing contractors,
- E. Hiring, firing, and directing staff including terms and conditions of employment,
- F. Filling vacancies in the County Committee as prescribed in Rule III Section 4,
- G. Setting the agenda for the Executive Board meetings,
- H. Presiding at meetings of the County Committee and Executive Board,
- I. Reviewing County Committee financial records,
- J. Serving on the State Democratic Committee, and
- K. Assuring that qualified volunteers (e.g. legal counsel, election observers, translators, etc.) are available on Election Day to follow-up and resolve reports of violation of election laws and any other reported polling place irregularities in a timely manner.

The Chair is a member of every subcommittee of the Executive Board and of all Democratic clubs chartered by the LCDC and may vote only when the Chair is a member in good standing of the club.

Section 3: Vice-Chair. The Vice- Chair shall carry out such duties as the Chair shall designate. In the event of the Chair's absence, the Vice- Chair shall conduct the duties of the chairperson. The Vice-Chair shall fulfill the duties of any vacant office until such time as the position is filled in accordance with these bylaws.

Section 4: Secretary. The Secretary shall be responsible for recording and delivering the minutes to the County Chair within ten days after the Executive Board meeting. The Chair shall distribute the minutes no fewer than ten days prior to the next meeting. The Secretary shall conduct the Committee's business in the absence of the Chair and Vice-Chair. The Secretary shall maintain the official rolls, minutes, policies and resolutions of the County Committee.

Section 5: Treasurer. The Treasurer shall distribute a financial report and have available a detailed financial overview at each meeting of the Executive Board; shall be responsible for preparing and filing on time all campaign finance reports as required by law. The treasurer shall be bonded in an amount as the Executive Board may determine. The treasurer shall receive all funds paid into the Committee and pay all accounts on time. In the absence of the Chair, the Vice-Chair and Secretary, the Treasurer shall conduct the duties of the Chair.

Section 6: All officers, prior to assuming office, shall sign an agreement that they will, within two weeks after leaving office, turn over to their successors all books, papers, records, equipment, and monies received by them for their use while in office.

Section 7: Officers of LCDC cannot simultaneously be employees of LCDC. An officer who becomes an employee of LCDC is automatically removed from their role as officer.

Section 8: Vacancies in Office

- A. 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 and 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 notice and said meeting shall be held not more than forty-five (45) days after the vacancy occurs. The vote must be by written ballot, with the signature of the committee member voting, if there is a contest.

In the event that the Vice-Chair does not call a meeting of the County Committee within a period of thirty-eight (38) days after occurrence of the vacancy, the provisions of Rule IV, Section 2, hereinafter stated,

shall apply with regard to the right of any twenty-five (25) members of the County Committee to issue such a call.

- B. Any request for a leave of absence by an Executive Officer in excess of a consecutive period off forty-five (45) days must be approved the Executive Board.
- C. Any position created by the Pennsylvania State Committee to achieve a statewide gender balance under State Committee procedures shall be filled via an appointment by the County Chair, subject to confirmation by a majority of those present and voting at the next regular meeting of the Executive Board, upon advance written notice of the intended appointment.
- D. Any vacancy in the office of Vice-Chair, Secretary or Treasurer which occurs after the election mentioned in Rule V, Section 1 above shall be filled via an appointment by the Chair, subject to confirmation by a majority of those present and voting at the next regular Executive Board meeting, upon advance written notice of the intended appointment, unless a County Committee meeting is scheduled prior to the next Executive Board meeting, in which case, the County Committee shall elect a person to fill the vacancy.

Section 9: Removal of Officers. The initiation of the removal of an Officer requires a petition be signed by twenty-five (25) Committee Persons and submitted to the Executive Board. Upon receipt of the petition by the Executive Board, an Executive Officer may be removed from office by a two-thirds majority of those present and voting at any meeting of the County Committee, provided that at least seven (7) days written notice of the proposed removal has been given to all members of the County Committee, or provided that such notice was given at the preceding meeting of the County Committee.

Rule VI: Districts/District Leaders

Section 1: Creation of Districts. The County Chair, upon the advice and consent of the Executive Board, shall determine the number and boundaries of the County Districts promptly after the reorganization meeting of the County Committee. Upon the advice and consent of the Executive Board, the chairperson may create, abolish, or alter the County Districts.

Section 2: District Committee Members. The members of each District shall consist of the County Committee members residing in said District.

- Section 3: District Bylaws. Districts may not adopt bylaws inconsistent with these Bylaws to regulate their organization. Such bylaws and amendments thereof shall be submitted promptly to the Chair of the County Committee.
- Section 4: Election of District Leaders. District Leaders shall be elected at the District reorganization meeting, which shall be held no later than thirty (30) calendar days after the County reorganization meeting. Written notice of the District reorganization meeting shall be sent at least seven (7) days prior to the meeting to all District Committee Members. The District reorganization meeting shall be presided over by the County Chair or the Chair's designee. District Committee Members shall be eligible to vote, with each member having only one vote. In the event of a contest, voting shall be by written ballot, with the signature of the Committee member voting. District Committee Members who are unable to attend the District reorganization meeting shall be allowed to send a qualified proxy as evidenced in writing. The individual receiving a simple majority of the votes of the District Committee Members, who are present or represented by a proxy at the District reorganization meeting, shall be elected as District Leader.
- Section 5: District Leader Terms. The terms of District Leaders shall expire upon the resignation or removal of a District Leader or upon election of their successor at the district's reorganization meeting.
- Section 6: Dismissal. The County Chair, upon the advice and consent of the Executive Board, may dismiss any District Leader. Any vacancy in the office of District Leader is to be filled according to provisions of Rule VI, Section 4.
- Section 7: District Leader Responsibilities. The responsibilities of a District Leader include, but are not limited to:
- A. Recruiting, assisting, training, and supervising committee persons in every precinct in the District,
 - B. Regularly attending meetings of the Executive Board,
 - C. Taking an active role in the governance of the County Party,
 - D. Calling regular District Committee meetings for the purposes of soliciting advice from Committee Persons and informing them about District, county, and state party activities,
 - E. Circulating nominating petitions and campaign-related materials for Democratic candidates endorsed by the Lancaster County Democratic Committee,
 - F. Distributing poll watcher certificates and Election Day greeter packets to volunteers intent on supporting Democratic candidates endorsed by the Lancaster County Democratic Committee,

- G. Recruiting, nominating, and electing Democratic candidates for local, county, and state office,
- H. Coordinating and assisting District Committee Persons in conducting voter registration drives and other campaign related canvassing and phone banking activities,
- I. Raising funds in support of Democratic candidates endorsed by the Lancaster County Democratic Committee, and
- J. Assuring that reported election law violations and/or irregularities identified by Committee Persons and/or Polling Place Watchers are followed-up and reported to LCDC in a timely manner as requested by the Chair.

Rule VII: Elections and Meetings

- Section 1: The County Committee shall meet to reorganize and elect its officers not later than the sixth Wednesday following the Spring Primary election in the year the Governor is elected, but not before the County Board of Elections certifies the results. It shall also meet at such times as may be necessary at the call of the County Chair. All meetings shall be held at a centrally located, convenient place in the County of Lancaster or via digital platforms, such as ZOOM, as designated by the County Chair. Meetings of the County Committee shall be conducted in accordance with the rules of procedure laid down in Robert's Rules of Order, Revised, unless otherwise provided herein.
- Section 2: Written notice of each meeting of the County Committee shall be sent by mail (electronic mail shall be considered mail) to all members of the County Committee at least seven (7) days prior to the meeting. If there is no email address on record for a Committee member or other person entitled to notice, the notice must be sent to that person via regular first class U.S. mail. Any twenty-five (25) members of the County Committee may petition the County Chair in writing, to issue a call for a meeting, if the County Chair has neglected to do so. In the event of continued failure or neglect of the County Chair for a period of seven (7) days to issue the call for a meeting of the County Committee, then said petitioners shall have the authority to issue to the County Committee such a call to meet in the same manner and with the same length of notice as the County Chair is required to give, and such meetings so called shall have all the authority and powers as if called by the County Chair.
- Section 3: If, for any reason, a duly elected member of the County Committee shall be unable to attend any meeting of that organization, they may designate, in writing, a person to represent them at such meeting or any lawful adjournments thereof, provided that at the dates of such meeting the person designated shall be a registered Democrat from the same LCDC

District. Each proxy shall be signed and dated by the member. Under no circumstances shall any person have more than one (1) vote. In the case of duplicate proxies, the last in point of time shall prevail. No proxy shall be valid for more than the meeting designated therein and all lawful adjournments thereof.

Section 4: If, in the election of County Officers, a tie vote results for any office after a majority of all members of the Committee present and eligible to vote have cast their votes, a revote shall be taken immediately. If the revote results in another tie, the tie shall be broken by the immediate flip of a coin and the winner shall be declared elected to the office concerned. The flipping of the coin shall be under the direction of the County Chair, except in the instance when the County Chair is a candidate, in which case the highest-ranking officer who is not a candidate shall conduct the coin flip.

Rule VIII: Endorsements

Section 1: Endorsement Convention

- A. The County Chair shall call into session a County Convention for the purpose of endorsing local, county, statewide, and/or national candidates. The Convention shall be open to the public, but only duly authorized voting members of the County Committee, as set forth in these bylaws, shall be eligible to vote on endorsement, with no person having more than one (1) vote.
- B. Endorsements for local (excluding county, state, or national) candidates may be made by members of the County Committee residing within the jurisdiction of the elected official. Such endorsements may be made prior to, in the course of, or subsequent to the County Endorsement Convention and shall not be inconsistent with Rule VIII, Section 1, Subsection C of these Bylaws. In the event that the County Committee and the State Democratic Committee does not make an endorsement for any county, state, or national office, individual Districts may make an endorsement not inconsistent with Rule VIII, Section 1, Subsection C of these Bylaws.
- C. The County Chair shall appoint a subcommittee to draft rules for the Convention. Such rules shall also describe the procedure for endorsing candidates. Those rules shall be adopted by a majority vote of the full committee and shall not be inconsistent with the following provision: that candidates for contested office shall be endorsed for recommendation to the electorate by a written ballot, with the signature of the committee person voting, in which the proposed person for endorsement receives a vote equal to a supermajority [at least two-

thirds (66.67 percent)] of Convention members in attendance and voting.

Any requests for changes to the rules of the Endorsement Convention must be presented in writing to the Chair by a voting delegate prior to their consideration for adoption.

Section 2: Endorsed Candidates

- A. Eligibility for Endorsement. Only those individuals who have completed the vetting process and the criminal background check and signed a pledge to abide by the LCDC Candidate Code of Conduct shall be eligible for endorsement. The County Committee will rely upon the vetting process of the State and National Democratic Parties for candidates seeking endorsement for State or National office.
- B. Vetting Process. A candidate eligible for endorsement must complete a vetting questionnaire and criminal background check paid for by the candidate. The Chair, the Vice-Chair, and the District leaders in the jurisdiction of the office the candidate is seeking will review the vetting questionnaire and recommend eligibility for endorsement. Either an in-person or virtual interview is required for endorsement. All questionnaires must be completed and returned and an in-person or virtual interview scheduled no later than 10 days prior to the LCDC Endorsement Convention. The request for endorsement response will be provided to the candidate no later than 3 days prior to the Endorsement Convention. Any candidate who does not return the Questionnaire and schedule an interview as instructed above will not be approved and no LCDC support of the candidate should be expected.
- C. Support of Endorsed Candidates. Endorsed candidates before the Primary, as well as successful Primary candidates, may have the support and resources of the County Committee. In primary races where there are no state or county endorsements reached, candidates will be entitled to training, petition services, and identification on the LCDC website.

Section 3: Emergency Convention for Revoking an Endorsement. Upon notice as provided in Rule IX, Section 8 of these Bylaws, the County Chair shall call into session an emergency County Convention, composed of the same persons described in Rule VIII Section 1A above, for the purpose of voting to revoke the endorsement of a person who has been duly endorsed by the County Committee. At such an emergency session, the Convention members present, after being appropriately credentialed, or any duly designated proxies, shall consider whether such circumstances are

present to support the revocation of an endorsement. The vote to revoke an endorsement shall require a vote equal to a supermajority [at least two-thirds (66.67 percent)] of Convention members in attendance and voting.

Rule IX: General Provisions

- Section 1: Eligibility to Serve. Only a duly registered Democrat in Lancaster County shall be eligible to serve as an Officer, District Leader, or Committee Person. Eligibility to serve shall not be abridged by virtue of national origin, race, color, creed, disability, gender, gender identity, or sexual orientation.
- Section 2: Ineligibility to Serve. No person shall be eligible to serve the LCDC as an Officer, District Leader, or Committee Person who, within the past two years, has entered into an agreement to support (through vocal, written, social media, financial, or otherwise) opponent(s) to the duly nominated candidate(s) of the Democratic Party.
- Section 3: Suspension. No County Committee Person shall support candidate(s) who are running in opposition to the endorsed candidate(s) of the County or District Committee during the Primary. Any Committee Person who supports a candidate running in opposition to any endorsed candidate(s) of the County or District Committee, shall be deemed a Committee Person not in good standing. The County Chair shall suspend any Committee Person not in good standing from active participation in District and Committee activities. The duration of the loss of privileges will be from the time of suspension until immediately after the next election.
- Section 4: Inactive Committee Person. The term “Inactive” for the purposes of this section of the Bylaws, shall mean that the person has either notified the District Leader or County Chair of their intention not to participate as a Committee Person but has neglected to formally resign, or has failed substantially to perform the listed activities set forth in Rule III Section 2 of these Bylaws, for a period of six or more months, without notice of reasonable excuse communicated to the District Leader.
- Section 5: Removal. A Committee Person may be removed from office for failure to meet the eligibility requirements set forth in Rule IX, Sections 1 and 2 or inactivity as set forth in Rule IX, Section 4. To initiate removal, the District Leader must provide written notice to the Committee Person identifying the reason(s) for removal. Written notice to an elected committee person must be provided by Certified Mail with Return Receipt Requested, at least thirty (30) days prior to the scheduled vote for removal. Removal shall occur upon a vote of a supermajority [at least two-thirds (66.67 percent)] of the District Committee Members, who are present and at a meeting called by the District Leader to consider the Committee Person’s

removal. A quorum is required for a removal vote; a quorum shall exist if 50% of the entire membership of that District's committee is present. For an inactive appointed committee person, the County Chair shall revoke the appointment upon the advice of the District Leader.

- Section 6: Disqualification. Any elected committee person or officer of any District Committee who is disqualified under any of the provisions of Rule IX shall be entitled, upon written request to the County Chair, to a full hearing by the Executive Board. Any ruling of the Executive Board may be appealed to the State Executive Committee if such appeal is made in writing within thirty (30) days from the date on which such ruling is handed down. Upon appeal to the State Executive Committee, a hearing shall be held in accordance with the Rules of the Democratic Party of Pennsylvania.
- Section 7: County Committee Quorum. Thirty-five (35) per cent of the members of the County Committee shall constitute a quorum for the transaction of business.
- Section 8: Executive Board Quorum. Thirty-five (35) per cent of the members of the County Executive Board shall constitute a quorum for the transaction of business.
- Section 9: Vacancies occurring in the candidacies for State Committee, County, State, and Federal office shall be filled by action of the County Executive Board 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 and certified by the County Chair. Where the candidacy encompasses a geographical area exceeding Lancaster County, action of the Committee Members or Executive Board as described above shall serve as a recommendation to the appointing body.
- Section 10: Members of the Lancaster County Democratic Committee shall at all times comport themselves in an honest and legal manner, abiding by these bylaws and the LCDC Code of Conduct as they seek to further the goals of the Democratic Party. Members of the Lancaster County Democratic Committee shall treat others with dignity and respect in their endeavors to benefit the Democratic Party.
- Section 11: These rules may be supplemented or amended at any time by the County Committee at a regular or special meeting, providing at least seven (7) days written notice (electronic mail notice shall be considered written notice) of the proposed changes shall have been mailed (or e-mailed) to each member. If there is no e-mail address for a Committee member or other person entitled to notice, the notice must be sent to that person via

first class U.S. mail. Amendments from the floor at a bylaws convention are not required to meet the seven days' notice requirement.

These bylaws become effective immediately upon passage. Such rules shall be submitted promptly to the Executive Committee of the Pennsylvania State Democratic Committee.

Section 12: These bylaws shall be severable, meaning that, if any part or section is nullified by a court decision or a ruling from the State Committee, the remaining bylaws and rules are to stay in place and remain effective, as if the nullified parts or sections had never been in the document.