

RULES & BY-LAWS OF THE DEMOCRATIC PARTY IN VENANGO COUNTY, March 2009

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> RULE 1- COUNTY COMMITTEE

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> SECTION 1 VOTERS ELECT COMMITTEEMEN & COMMITTEEWOMEN The Democratic voters of each election district in Venango County shall at the Spring Primary in 2006 and the Spring Primary each four years thereafter, elect one Committeeman and one Committeewoman, each of whom shall be a duly qualified registered and enrolled Democratic voter residing in the said district.

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> SECTION 2- PARTY ADMINISTRATION.

The County Committeeman and County Committeewoman elected in each district shall have charge of the Democratic Organization in said district.

> SECTION 3- COUNTY COMMITTEE AUTHORITY.

The County Committee shall, except as otherwise provided for in these Rules, have authority to act for the Democratic Party in Venango County.

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> SECTION 4-MEMBERSHIP

The membership in the County Committee shall be composed of:

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> (a) The County Committeeman and County Committeewoman elected in the several districts of the County.

(b) The County Chair and Vice-Chair

(c) The Secretary and Treasurer who shall be ex-officio members

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> (d) The Venango County Member of the Democratic State Committee.

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> (e) Ex-officio members hereinafter provided for.

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> SECTION 5- ORGANIZING COUNTY COMMITTEE.

The County Committee shall organize in conformity with adopted "Rules of the Democratic Party of the Commonwealth of Pennsylvania." The officers shall be Chair, Vice-Chair, Secretary, Treasurer, and Venango County State Committee Member.

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> (a) The Organization Meeting of the County Committee shall be held following the Spring Primary Election as soon thereafter as possible, and no later than the sixth Wednesday following the Spring Primary Election, at a time and place to be determined by the present County Chair.

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> (b) The County Chair shall notify all members of the County Committee in writing of the time and place of the organization meeting by the delivery of said notice, by mail, addressed to the last known place of residence of said member.

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> (c) The County Committee in organizing shall elect (1) a Chair of the County Committee; and, (2) a Vice-Chair of the County Committee.

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> (d) The County Chair, County Vice-Chair and the Venango County Member of State Committee shall, acting as a unit, appoint (1) a Secretary; and, (2) a Treasurer of the County Committee.

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> (e) Nominees for the Office of the County Chair and County Vice-Chair shall be limited to members in good standing of the County Committee. Appointees to the office of Secretary and Treasurer shall be limited to registered and enrolled Democratic voters within Venango County.

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> (f) The Secretary and Treasurer shall be ex-officio members of the County Committee.

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> (g) Officers elected in accordance with these Rules shall hold office for the term of four years and/or until their successors are elected by provisions of these Rules.

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> SECTION 6-VACANCIES

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> (a) In the event that a vacancy shall exist in the office of the Chair or Vice-Chair of the County Committee, such vacancy shall be filled by the County Committee at a special meeting soon after the vacancy at a time and place to be determined by the acting Chair or the Executive Committee.

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> (b) In the event a vacancy shall exist in the office of County Committeeman or County Committeewoman in any election district, caused by death, resignation, or failure of the enrolled voters to elect, or otherwise, the County Chair shall appoint a qualified Democratic elector of said district to fill the vacancy for the unexpired term. The appointee is to be of the same sex as the member of the committee whose office became vacated and the appointment shall be made between the Spring Primary and the Organization Meeting.

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> (c) In the event a vacancy shall exist in any elective office with the County, caused by death, resignation, failure of the Primary voters to nominate, or otherwise, the County Chair shall provide a substitute nomination certificate for a qualified elector to fill the vacancy.

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> SECTION 7-MEETINGS.

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> (a) A regular meeting of the County Committee shall be held each year before the Primary Election and a Regular meeting before the November Election, the time and place of such regular meetings to be fixed by special order of the Executive Committee with notice to the members of the County Committee.

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> (b) The County Chair may call a Special Meeting of the County Committee as shall be necessary to properly and efficiently discharge the business of the Committee.

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> (c) The County shall call a Special Meeting of the County Committee at the request in writing of a majority of the Committee.

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> SECTION 8-PROXY VOTES

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> (a) A member of the County Committee may delegate by proxy a Democratic elector of the same sex residing in their election district to attend in his or her absence all meetings and vote there at as the representative of such absent

member, providing such proxy is accompanied by the original certificate of election or appointment of the Committee member issuing said proxy.

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> (b) Such proxy shall be in writing, dated, signed by the Committee member issuing the same, and attested by one witness; and no proxy shall be valid for more than thirty (30) days after the date appearing thereon.

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> SECTION 9-DETERMINING ORGANIZATIONAL ORDER

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> (a) the members of the County Committee that shall attend a meeting properly called and advertised as herein provided shall constitute a quorum.

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> (b) Voting by County Committee members for elective offices, shall be by written secret ballot; except when the office is uncontested, the ballot shall be by acclamation.

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> (c) Except as otherwise provided herein, the meetings of the County Committee shall be conducted in accordance with the Rules of Parliamentary Procedure prescribed in Robert's Rule of Order.

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> RULE 2-POLITICAL SUB-DIVISIONS & DISTRICT LEADERS

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> SECTION 1-6 DISTRICTS

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> (a) After the organization of the County Committee, the Chair may within sixty (60) days designate a minimum of six (6) geographical political sub-division Districts embracing the entire County and with the approval of the Vice-Chair and Venango County Member of State Committee, appoint a District Leader in each District.

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> (b) District Leaders appointed in accordance with these Rules shall hold office for a period of four years or until excused by the County Chair.

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> RULE 3-EXECUTIVE COMMITTEE>

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> SECTION 1-ORGANIZING COUNTY EXECUTIVE COMMITTEE

The County Chair shall within ten (10) days after the adoption of this Rule, and thereafter within ten (10) days after a County Committee Organization Meeting, organize a County Executive Committee, the members which shall be:

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> 1) The Chair of the County Committee.
> 2) the Vice-Chair of the County Committee.
> 3) the Venango County Member of State Committee.
> 4) the Secretary of the County Committee.
> 5) the Treasurer of the County Committee.
> 6) an appointee of the Venango County Democratic Women's Club or Clubs that are affiliated with the Federation of Democratic Women of Pennsylvania. Such appointee must be submitted to the County Committee in writing and signed by the President and Secretary of the Club or Clubs.
> 7) District Leaders as provided in Rule 2.
> 8) any registered Democrat of the County appointed by the officers to serve as

chair on sub-committees. Such appointees to serve at the will or discretion of the officers of the County Committee.

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> SECTION 2-EXECUTIVE COMMITTEE ROLE

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> (a) The Executive Committee shall have full powers over all other sub-committees of the County Committee.

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> (b) The Executive Committee shall meet at the call of the County Chair, or shall meet at the call of any three Executive Committee Members within at least twenty-four hours advance notice. The Minutes must be kept and presented at the next County Committee Meeting. Notice may be given via telephone, U.S. mail or electronic mail.

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> (c) The majority of the members of the Executive Committee shall constitute a quorum.>

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> (d) If any member of the Executive Committee cannot be present at a Committee Meeting, he or she can appoint a proxy, being a registered voter from his or her District to be present in his or her place and to act and vote on all business presented at the meeting.

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> (e) The failure of any member of the Executive Committee to attend three (3) consecutive meetings called by the County Chair shall forfeit his or her position and office, which position or office shall become vacant and shall be filled by appointment as herein provided.

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> (f) The County Chair shall submit an agenda for the Executive Committee Meeting as soon as reasonable prior to the meeting.

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> RULE 4-REGISTRATION>

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> SECTION 1-REGISTRATION CHANGE

Any member of the County Committee or official herein mentioned, who shall change his or her registration from that of Democrat, to that of any other party, shall immediately forfeit his or her position and office, which position or office shall become vacant and shall be filled by appointment as herein provided.

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> SECTION 2-CANDIDATE ENDORSEMENTS

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> (a) The Democratic Primary Election will be an open election. Neither the Committee as a group, nor any of its officers will publically endorse any candidate. Public endorsement will include newspaper ads, yard signs, buttons, or political literature or any form that may be construed as support.

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> (b) Such support by an officer will be considered as cause for removal. Such removal will be by a two-thirds vote of the County Committee.

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> (c) An exception to this Rule would be when a Democratic candidate is facing opposition from another party in the Primary Election.

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> RULE 5-SUCCESSION

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> SECTION 1-VICE CHAIR

The Vice-Chair of the County Committee shall assume all duties of the County Chair in case of absence, resignation or otherwise, in the Office of County Chair.

SECTION 2-_MEMBER OF THE DEMOCRATIC STATE COMMITTEE

The Venango County Member of the Democratic State Committee shall assume all duties of the Vice-Chair and County Chair in their absence.

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> RULE 6-RULES,CONFLICTS,& AMENDMENTS

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> SECTION 1-RULE PRECEDENTS

These rules adopted by the Venango County Democratic Committee shall in no way conflict with, supersede, or abrogate any rules promulgated by the Democratic State Committee, which Rules shall control and be binding upon the Venango County Democratic Committee.

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> SECTION 2-AMENDMENT RULE

These rules may be amended at any regular, special or organization meeting of the County Committee by the affirmative vote of two-thirds of the members present at such meeting, provided the said meeting has been regularly and properly called and written or electronic notice of the proposed amendment or amendments was mailed or electronically mailed to all members of the Committee at his or her last known place of address or at least ten (10) days prior to the meeting at which the same amendment or amendments are submitted.

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