

**BYLAWS OF THE**  
**SUFFOLK DEMOCRATIC COMMITTEE**

**TABLE OF CONTENTS**

Article 1	Name	
Article 2	Objective	p.1
Article 3	Membership	p.2
	Classifications	
	Election, Term, Dues	
	Disciplinary Procedures and Resignations	
Article 4	Executive Committee Officers	p.4
	List of Officers	
	Nomination, Election, Term	
	Duties	
	Removal	
Article 5	Committees	p.8
	Executive	
	Standing Committees and sub-committees	
Article 6	Meetings	p.11
Article 7	Participation in Electoral Process	p.12
Article 8	Rules	p.13
Article 9	Amendments	p.13
Organizational Chart		p.14

**ARTICLE 1**      **NAME**

Section 1.1      Name

The name of this organization shall be the Suffolk Democratic Committee (hereafter referred to as the SDC).

**ARTICLE 2**      **OBJECTIVE**

Section 2.1      General Principles

The Suffolk Democratic Committee exists to facilitate and encourage the full participation of all citizens of Suffolk, Virginia in choosing their elected officials and controlling their political destiny. SDC endorses the principles contained in the Charter of the Democratic Party of the United States of America, and the Democratic Party of Virginia Party Plan. The SDC is always bound by the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and is dedicated to representing the Democratic Party in the City of Suffolk.

Section 2.2      Purposes

Every resident of the City of Suffolk who supports the principles of the Democratic Party is hereby considered to be a member of the Democratic Party of Virginia. The SDC shall not discriminate based on sex, race, age (if of voting age), color, creed, national origin, religion, economic status, gender, sexual orientation, ethnic identity, or disability. SDC shall adopt and implement an outreach program to encourage Democrats to participate in all organizations at every level, including in all delegate selection processes to the State Committees. Particular concern should be undertaken to be inclusive in all Democratic Party goals. SDC is the representative leadership body of the Democratic Party in the City of Suffolk, Virginia, and is organized for the following purposes:

- (a) To support the tenants of the Democratic Party of Virginia's official Party Plan.
- (b) To do all within its power to aid in the victory of the Democratic Party's nominee in all elections.
- (c) To promote the growth and success of the Democratic Party at the local, state, and national levels.
- (d) To promote efforts to register all qualified voters in the City of Suffolk, and to encourage such voters to participate in the political process.
- (e) To promote harmonious relationships among all members of the Committee, and to cooperate wholeheartedly with local, state, and national Democratic Committees.
- (f) To participate in the delegate selection process and in all Democratic Party organizations at all levels.
- (g) To work to cultivate young Democratic leaders and encourage competent members of the Democratic Party to offer themselves for elective office.
- (h) Such other legal purposes that may, from time to time, be determined by the members of the SDC.

## **ARTICLE 3** **MEMBERSHIP**

### Section 3.1 Five Classifications of Membership

#### (a) Precinct Members

1. The SDC shall consist of members representing precincts in the City of Suffolk. Precinct members are dues-paying, voting members who represent their voting precinct as determined by their address, and the corresponding precinct assigned by the Suffolk Registrar's office, and shall be considered in the count for a quorum.
2. Precinct members of the SDC must meet the requirements listed below. Precinct members who become ineligible based on these requirements shall be considered supporting members:
  - a Be registered voters in the City of Suffolk.
  - b Have attended at least two (2) of the previous three (3) general meetings, unless fewer than three (3) general meetings have been held since reorganization, or unless a waiver has been granted by the executive committee or by popular vote. Attendance at a general meeting which did not have a quorum shall count for the purpose of this requirement.
  - c Have not indicated that they currently prefer to be supporting members.
3. Precinct members having been redesignated as supporting members due to lack of attendance shall be so informed via email, and advised that if they would like to be redesignated as a precinct member, they may do so by attending two (2) consecutive meetings.
4. Precinct members shall be responsible for the organization of the activities of the SDC in their precinct, including electing from amongst themselves a Precinct Captain who shall bear the primary responsibility for the oversight of Precinct activities.
5. Precinct members, upon acceptance, are expected to serve on at least one active/growth sub-committee of the SDC, and to be subject to all rules of general membership.
6. Precinct members are also responsible for electing amongst themselves a Borough Captain(s), who shall bear the primary responsibility for the oversight of Borough activities.
7. There shall be no more than ten (10) precinct members from each precinct.

#### (b) Supporting Members

Supporting members are dues-paying members who are elected to the SDC, are invited to all "members only" events, and receive "members only" correspondence, but are ineligible to

be voting members, or have chosen to not be voting members. This definition includes members who have been admitted as voting members but later become ineligible. This is a non-voting classification and will not be counted for determining a quorum.

(c) Ex-Officio Members

Any SDC member shall, upon election to the DPVA Central Committee, become a voting ex-officio member. Such members are dues-paying members, unless waived by the SDC. Ex-Officio Members will be invited to “members only” events, and are voting members, but are not counted for determining a quorum.

(d) Honorary Members

Supporting affiliates, who will be assessed every two (2) years, at the meeting after the Caucus, by the SDC Executive Committee to determine that they uphold the principles and ideals of the SDC. Honorary Members will be invited to “members only” events. This is a non-voting, non-paying classification, and shall not be counted for determining a quorum.

(e) Business Members

Business members are local businesses who support the mission of the SDC. The Executive Committee shall assess the business based on their continued support.

Business Members will be invited to “members only” events, and offered the chance to have a link to their company on the SDC website. This is a non-voting, non-paying classification, and shall not be counted for determining a quorum.

## Section 3.2      Election of Precinct and Supporting Members; Eligibility

(a) Caucus

Members to the SDC shall be elected by a reorganization Caucus during the period between the 1st Saturday in December in odd numbered years and the 2nd Wednesday of the following January.

**(b) Applicants throughout the year**

Prospective members should submit an application, along with one year's dues, to the Membership Committee, which shall review the application to determine if the applicant is deemed qualified for membership. If they are qualified, the name of such person shall be submitted to the SDC at the next General meeting (or at the next special meeting if called for such a purpose), if there is a quorum, for comment and election. In the case of a "No" vote, a discussion will be held without said candidate attending to determine a reason for the "No" vote. Following the discussion, another vote will be taken. Candidates with more than fifty percent (50%) of the votes cast at such meeting shall be deemed to have been elected to the SDC.

(c) Copy of Bylaws

Upon being accepted in to the SDC, members shall receive a copy of these bylaws via email.

### Section 3.3

### Term of Membership

The term of any member shall begin upon the results of the Caucus/election and shall run until the next reorganizational Caucus, held in accordance with and as directed by the Democratic Party of Virginia Party Plan, or until their membership is otherwise terminated in accordance with these Bylaws.

## Section 3.4

## Dues

Each member of the SDC shall be obligated for annual dues in January in the amount of \$25.00. Members who join in November or December will pay \$25.00, and will be considered paid in full for the following year. Upon recommendation of the Membership Committee, the SDC Chair/Executive

Committee can grant an individual a dues waiver for reason of financial hardship. Any member who shall not have paid such dues in full or been granted a continuance of their hardship waiver by that meeting may be removed from membership in the SDC as provided in Section 3.6, below.

#### Section 3.5 Suffolk Young Democrats (SYD)

The SYD shall operate parallel to, yet separate from, the SDC, governed by a SYD executive board and bylaws. Members of SYD can join SDC by following the membership application procedures. The SDC executive committee shall appoint a liaison to work cooperatively with SYD.

#### Section 3.6 Disciplinary Procedures

##### (a) Removal from Membership

A member may be removed from the Committee after being afforded the protection of due process as described in Section (c) below.

##### (b) Revocation of Membership, Grounds

1. Neglect of Duty. Any voting member who shall be guilty of willful and intentional neglect of duty imposed upon him/her may have his membership revoked.
2. Breach of Loyalty. Any member, of any classification, who publicly supports, endorses, or assists any candidate opposed to a Democratic nominee shall be subject to disciplinary procedures.
3. Failure to Pay Annual Dues: By the anniversary of their membership, after one (1) month's warning.

##### (c) Revocation of Membership, Procedure.

An officer or Chair shall be removed from office only by the following procedures:

1. Written notice to all members of the Committee of the proposed action, including the date, time, and address of the meeting at which the action will be taken;
2. Not less than ten (10) days written notice by reasonable or standard communication to the officer or Chair threatened with sanction, specifying the grounds for the proposed action and the date, time, and address of the meeting at which the action will be considered.
3. Opportunity for the member threatened with the proposed action to appear and refute the charges against him or her, and;
4. Approval of the proposed action by two-thirds (2/3) of the members of the Committee present and voting.

A Precinct member's membership shall be revoked for failure to pay annual dues, or changed to Supporting member for failure to attend required number of meetings after two (2) contact attempts via email and text on file.

### **ARTICLE 4 EXECUTIVE COMMITTEE OFFICERS**

#### Section 4.1 Officers

The SDC shall elect the following officers:

- (a) Executive Chair
- (b) First Vice-Chair,      Membership Committee
- (c) Second Vice-Chair,      Outreach Committee
- (d) Third Vice-Chair,      Events & Fund-Raising Committee
- (e) Fourth Vice-Chair,      Elections Committee
- (f) Media and Messaging Committee Chair
- (g) Issues Committee Chair

- (h) Technology Committee Chair
- (i) Treasurer
- (j) Recording Secretary
- (k) Parliamentarian

Each officer/Chair shall be deemed to be an adjunct precinct member from the precinct in which he or she resides. Members who hold positions as officers or Chairs shall not be counted towards the maximum precinct member number. Co-Chairs shall be deemed the same as Chairs, and will share duties or fill in for each other.

Any SDC Chair who runs for public office shall appoint an interim officer through their election cycle. Any SDC Chair who gets elected to public office will step down from their position on the SDC Executive Committee, due to expected time constraints, but will stay on that committee if they so choose.

Officers who are not Chairs are exempt from this regulation.

In the absence of an elected or appointed chair, the Executive Chair is authorized to designate and Acting Chair to oversee the committee. No more than two (2) committees may have Acting Chairs at any given time. This position does not require or convey precinct member status.

#### Section 4.2 Nominations and Elections

- (a) **Nominations.** Nominations for Executive Committee officers shall be taken from the floor at the reorganization Caucus, or the next regular meeting after the organizational meeting of the SDC from members who showed interest AND have actively served at least six (6) months on a committee in the last twelve (12) months. In the event of a vacancy in an office during the term of the Committee, the Membership Committee shall search for and nominate a suitable candidate for the vacant position. If none is found, the SDC Chair shall appoint, from precinct members, a new officer.
- (b) **Elections.** Elections for officers shall be conducted at the same meeting as nominations and shall be decided by a majority of those present and voting. If a vacancy occurs in the office during the term of the office, nominations and the election thereof shall take place at the next regular meeting for which due notice of such vacancy has been given. In addition to the nominee of the Membership Committee, nominations from the floor may be considered. If no candidate receives a majority on the first ballot for an office, there shall be a run-off between the two candidates receiving the highest number of votes.

#### Section 4.3 Terms of Office

Officers' terms shall commence upon the announcement of the results of the election held for such office, and shall end upon the election for officers following the next bi-annual caucus of the SDC. There will be a 30-day transition period upon the election of a new officer to share information or provide training with the management tools and processes used by the SDC.

#### Section 4.4 Duties of Officers

- (a) **Executive Chair.** The Chair shall have the following duties:
  1. To preside over all general meetings of the SDC
  2. To preside over all special call meetings of the SDC
  3. To preside over all Executive Committee meetings of the SDC
  4. To act as the spokesperson for the SDC.
  5. To act as spokesperson for the Executive Committee.
  6. To be responsible for ensuring that all standing sub-committees are meeting their charter.

7. To appoint the chair of other committees as needed.
8. Subject to prior approval by the members, to sign all contracts, notes, and leases in the name of the SDC. The Chair may also sign drafts, checks, or orders for the payment of money.
9. To be an ex-officio voting member of all committees.
10. To represent the SDC at state and local conventions, meetings, and social functions to which Democratic Party officials are customarily invited.
11. To enforce these bylaws, and perform all the duties of the office required herein by the Virginia Democratic Party Plan or by statute, and generally to supervise and conduct the business and affairs of the SDC.

(b) First Vice-Chair. The First Vice-Chair shall have the following duties:

1. To perform the duties incumbent upon the Chair when the Chair is absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the First Chair.
2. To serve as Chair of the Membership Committee.
3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.

(c) Second Vice-Chair. The Second Vice-Chair shall have the following duties:

1. To perform the duties incumbent upon the Chair when both the Chair and the First Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Second Vice-Chair.
2. To serve as the Chair of the Outreach Committee.
3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.

(d) Third Vice-Chair. The Third Vice-Chair shall have the following duties:

1. To perform the duties incumbent upon the Chair when the Chair, First Vice-Chair and Second Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Third Vice-Chair.
2. To serve as Chair of the Event Planning and Fund-Raising Committee.
3. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.

(e) Fourth Vice-Chair. The Fourth Vice-Chair shall have the following duties:

1. To perform the duties incumbent upon the Chair when the Chair, First Vice-Chair, Second Vice-Chair and Third Vice-Chair are absent or unable to perform such duties, in which case the powers and responsibilities of the Chair shall also rest with the Fourth Vice-Chair.
2. To serve as the Chair of the Elections Committee.
3. To preside over all Precinct and Borough related activities.
4. To perform such other duties and accept such other powers and responsibilities as the Chair or the SDC may from time to time prescribe.

(f) Media and Messaging Committee Chair. The Media and Messaging Chair shall have the following duties:

1. To issue press releases and other public notices about the activities and meetings of the SDC, and to place such public advertisements and notices as may be required to be published from time to time.
2. To give notice of SDC meetings as required in Article 6 Section 4.
3. To ensure that all media-related matters are met.
4. To act as formal media liaison for the SDC.

5. To develop and implement media communications and public relations strategies for SDC.
6. To oversee the creation and distribution of newsletters and questionnaires.
7. To maintain a good working relationship with local reporters and media personnel.
8. To serve as the Chair of the Media and Messaging Committee.
9. To perform all other duties incident to the office of the Media and Messaging Committee as the Chair or the SDC may from time to time prescribe.
10. All press and media releases will be approved by the Executive Committee.

(g) Issues Committee Chair. The Issues Committee Chair shall have the following duties:

1. To serve as the Chair of the Issues Committee.
2. To work with Technology Committee to keep volunteer database current.

(h) Technology Committee Chair. The Technology Committee Chair shall have the following duties:

1. To head the Technical Committee meetings.
2. To develop and maintain the SDC website and VAN.
3. To assist other SDC members and chairs in their technology requirements.

(i) Treasurer. The Treasurer is an Officer who shall have the following duties:

1. To ensure the overall financial management of the SDC.
2. To have charge of, and be responsible for, all the funds of the SDC and to deposit said funds in the name of the SDC in such banks or credit unions as the officers of the SDC shall direct, including those funds raised by all fundraising activities. Treasurer is authorized to make, sign and endorse in the name of the SDC all checks, notes, drafts, or other orders for the payment of bills incurred during the ordinary course of business by the SDC, and approved by a majority of members present and voting at any meeting for which a quorum was attained. The Treasurer shall be one (1) of two (2) signatories on the SDC account, the other being the Executive Chair.
3. To endeavor to promptly bill all members of the SDC for their annual dues, if unpaid, prior to their annual membership date.
4. To keep accurate books of accounts and transactions of the SDC, and to report thereon at each regular meeting of the membership and to the Chair upon his or her request.
5. To cooperate fully in all audits.
6. To serve as head of the Finance Committee.
7. To oversee all financial planning and budgeting and all financial reporting required by the State of Virginia and DPVA in accordance with established Accounting Principles.
8. To perform all other duties incident to the office of Treasurer as the Chair of the SDC may from time to time prescribe.

(j) Recording Secretary. The Recording Secretary is an Officer who shall have the following duties:

1. To keep accurate and permanent records which include official records and votes during the proceedings of the SDC; both the general monthly meeting and/or virtual meetings if designated by the Executive Committee.
2. To keep a consistent attendance record of each SDC meeting utilizing a standard document. Attendees of each meeting will sign the attendance document, located in a specified area accessible to membership. Virtual attendance will be documented by the Recording Secretary to become part of the meeting minutes.
3. To serve as custodian of, and to be personally responsible for, the housing of hardcopy, electronic records, and meeting attendance of the SDC. Financial records are not a responsibility of the Recording secretary, but will be retained by the SDC Treasurer.
4. To keep a roster of names, addresses, email addresses, and phone numbers of SDC members and officers, with assistance from the Technology Committee. The list shall be

forwarded within ten (10) days of the election of officers to the state headquarters of the DPVA, and updated every six (6) months.

5. There shall be a designated assistant whose role it will be to take on the responsibilities of the Recording Secretary at general meetings, in the absence of the Recording Secretary.
6. To perform other duties incident to the Recording Secretary, as the Chair or SDC may from time to time prescribe.

(j) **Parliamentarian.** The Parliamentarian shall have the following duties:

- a. To remain informed of the SDC bylaws and DPVA Party Plan.
- b. Help SDC follow Robert's Rules of Order.
- c. To perform all other duties incident to the office of Parliamentarian, as the Chair or the SDC may from time to time prescribe.

#### Section 4.5 Removal from Office

Any officer of the SDC may be removed from his or her office for neglect of his or her duties as an officer or member in like manner, and for like causes, as provided for the removal of members in Article 3, Section 6. In addition, the unexcused absence of any officer from more than three (3) regular meetings of the Executive Committee during any twelve (12) month period shall constitute neglect of the officer's duties as an officer of the SDC. Such officer shall be afforded the procedural protection provided for in the case of removal of members. In its discretion, the SDC may determine that an officer removed from his or her office shall not be removed as a member of the SDC.

### **ARTICLE 5 COMMITTEES**

#### Section 5.1 Executive Committee

(a) There shall be an Executive Committee comprised of the SDC officers and the Chairs/CoChairs of each standing committee, and subcommittee, and chaired by the Executive Chair, which shall have the following responsibilities:

1. To plan all general and special meetings of the SDC.
2. To ensure the financial viability of the SDC.
3. To draft the call for the bi-annual organizational meeting of the SDC.
4. To appoint all additional sub-committees as needed.
5. To develop and maintain an operational plan for each sub-committee to meet the goals of the SDC and DPVA.
6. To ensure that all sub-committees are functioning in accordance with the SDC bylaws.
7. To supervise an annual independent 3<sup>rd</sup> party audit of the books of the SDC.
8. To handle other matters which may come before the SDC, provided that final approval shall rest with the full SDC.

(b) The Executive Committee shall meet as needed upon the call of the Chair or any three other members of the Committee. Notice of a meeting shall be given by telephone, mail, or e-mail notice not less than ten (10) days prior to any meeting.

(c) A quorum for meetings of the Executive Committee shall consist of at least fifty percent (50%) of the members of the Executive Committee.

#### Section 5.2 Eight Standing Committees and Sub-Committees.

(a) **Membership Committee.** The Membership Committee, which shall be chaired by the First Vice Chair, shall have the responsibility to recruit and recommend qualified persons to serve on the SDC, to determine in advance of the reorganizational caucus the number of precinct

members who may be elected from each voting precinct, and to recommend to the SDC persons to fill vacancies that may occur on the SDC from time to time.

(b) Outreach Committee – The Outreach Committee, which shall be chaired by the Second Vice Chair, shall have the responsibility of facilitating the election of Democratic candidates in the City of Suffolk, and to increase the visibility of the SDC in the community. The committee shall organize efforts to reach the community such as scheduling rallies and protests, post card writing, educational opportunities, and awareness campaigns as the committee feels led to conduct, to inform voters about candidates and issues, such as redistricting. The committee shall also assist candidates' campaign staff in recruiting volunteers for canvassing, and phone and text banking. The Outreach Chair shall appoint two subcommittee chairs to head the following:

1. Volunteer Subcommittee – Shall have the responsibility to recruit, develop and manage a group of volunteers who are crucial for the SDC to further its goals.
2. Voter Participation Subcommittee – Shall have the responsibility to encourage all eligible persons to register and vote in primary and general elections in the City of Suffolk, and to take all actions appropriate to pursue that purpose. This includes, but is not limited to, active involvement in voter registration drives, voter education events, assisting citizens in need of restoring their voter rights through education.

(c) Events and Fund-Raising Committee - The Event Planning and Fund-Raising Committee, which shall be chaired by the Third Vice-Chair, shall have the responsibility to develop a yearly plan to conduct cost-effective fundraising events for the SDC, using the DPVA Fundraising Compliance Guidelines and the SDC Event Planning Guidelines. The Committee shall identify and develop funding sources and sponsorships for each event when practicable, and develop fundraising plans and strategies to achieve desired goals set by the SDC, including but not limited to: voter empowerment, education, awareness, and advocacy; while overseeing that the event meets deadlines and budgets. The Committee shall work with volunteers and businesses to identify, cultivate, and maintain relationships with existing and new donors, as well as contact potential donors to discuss donation interests. The Committee will work with the Treasurer and the Finance Committee to develop fundraising reports, work with the Media Committee to increase awareness and donations using social media, and assist the Finance Committee in budget preparation and expense management activities.

(d) Elections Committee. The Elections Committee, chaired by the Fourth Vice-Chair, shall have the responsibility to develop and maintain the SDC Elections Operational Manual and coordinate the precinct and borough organization of the SDC. They shall oversee the participation by members of SDC and other volunteers in the duty of serving as greeters and poll workers on behalf of Democratic candidates for local, state, and national office and serve at polling places including early voting, and Election Day.

(e) Media and Messaging Committee – The Media and Messaging Committee, which shall be chaired by the Media and Messaging Committee Chair, shall have the responsibility of advertising and /or promoting SDC events, and planning SDC's Media Outreach activities. They are also responsible for maintaining the latest and most accurate information and imagery of SDC for public release; and establishing and maintaining working relationships with other agencies, grassroots organizers, community organizations, news media, and civic leaders, to provide information and promote an understanding of the SDC's mission at the local, state, federal, civic, campaign and social levels.

Larger media campaigns and videos will be released only after approval of the Executive Committee, at the discretion of the Media and Messaging Chair.

Team members include:

1. Media Outreach - Responsible for creating, organizing, and conveying SDC news and events to the public through TV, and newspapers; including news releases, briefings, videos, and other materials that communicates SDC's events and fundraising activities.
2. Digital Strategy/Social Media – Responsible for using web-based tools to create an integrated communication plan, and content, with talking points that will promote the SDC. Also responsible for the maintenance of their assigned social media site(s), including daily to weekly log-in, posting, and communication between SDC members.  
Social Media members will be made aware of, and agree to, Best Practices by the Media and Messaging Chair before posting, reposting, or commenting in the name of the SDC.
3. Proof-Reader/Fact-Checker – Responsible for performing a weekly audit to make sure each post is consistent, up to date with the most current information, and accurately written. Information posted should be fact-checked via federal, state, or local websites, as well as the use of multiple credible news organizations.

(f) Issues Committee – Which shall be chaired by the Issues Chair, shall have the responsibility to organize a group of members and/or volunteers to learn about, and keep the SDC membership aware of, issues brought up at City Council and School Board meetings. This can be accomplished, preferably, by attending such meetings so as to project a SDC presence; or by reading the minutes, which are available online; or watching a live-stream or recorded video. This committee will compose statements to be read at the general meeting. The committee shall also plan and put forth actions to SDC members that they can perform, including phone calls, emails and comments to elected officials, including on those officials' social media accounts, to let them know our thoughts. They will create petitions, get signatures, and present such petitions to elected officials over issues that the SDC feels are not being addressed.

(g) Finance Committee – Shall be chaired by the Treasurer. Provides financial oversight for the SDC, and shall have the responsibility to:

1. Create, approve, and update as necessary, policies that help ensure the SDC assets are protected. Ensure these policies are followed.
2. Develop an annual operating budget with SDC members, and monitor such budget for adherence.
3. Develop long-range, multi-year funding goal and strategies, with assistance from the Event Planning and Fundraising Committee, and other members as needed, and present these goals and strategies to the SDC for approval. Funds raised at these events are to be tracked by the committee.
4. Create useful financial reports, following the financial compliance guidelines of the SDC, the DPVA, and the Commonwealth of Virginia, and present these reports to the SDC monthly.
5. Arrange for the annual independent 3<sup>rd</sup> party audit of the books of the SDC. Results shall be made available to any member requesting such report.

(h) Technology Committee – Mission is to provide information and guidance to the SDC on the use of information technology. The committee will manage the strategy, deployment and maintenance of the technologies and related services used by SDC. The committee will be responsible for Application Development, Website and Tools, System Administration, Voter File (VAN) Data Management and Communications Strategy. The Committee shall meet as often as the Committee considers appropriate, but no fewer than four times annually. Minutes of its meetings will be approved by the Committee and maintained on behalf of the

Committee. Copies of Committee minutes shall be presented at the first general SDC meeting following any Technical Committee Meeting. The Committee shall regularly review technology requests from other SDC committees and members. The Committee will invite outside organizations/companies to present to the Committee as needed. The Technology Committee will review official requests for a technology review from other SDC Chairs and members. The committee shall be responsible for ensuring the SDC is utilizing all tools available as expected by the DPVA. The committee may also utilize other tools as needed. The Vote Builder Database will be the primary means of organizing our group of volunteers. The Committee will oversee SDC usage of VAN and ensure that all SDC members and volunteers are entered and maintained in the database.

#### Section 5.3        Additional Committees and Positions

There may be established from time-to-time other committees or positions to support SDC Goals and meet DPVA requirements as appointed by the Executive Chair.

### **ARTICLE 6            MEETINGS OF THE SDC**

#### Section 6.1            General Meetings

Regular meetings of the SDC shall occur on the 2nd Tuesday of each month. General meetings may be canceled by vote of the Executive Committee.

#### Section 6.2            Special Meetings

Special meetings of the SDC may be called by either of the following:

- (a) Upon the call of the Executive Chair;
- (b) By at least three (3) officers of the SDC;
- (c) By at least ten percent (10%) of the voting members of the SDC if the Executive Chair is notified at least seven (7) days before the proposed meeting date; or
- (d) By a vote of the SDC at a properly convened meeting of the SDC.

#### Section 6.3            Committee Meetings

The Committees of the SDC shall endeavor to meet on a regular basis, and the chairs thereof shall have the responsibility to adequately notify their Committee members of planned meetings of their Committees. A quorum of the meeting of any Committee, other than the Executive Committee, shall consist of three (3) members of such Committee.

Committee meetings may be called by either of the following:

- (a) Upon the call of the Committee or SDC Chair;
- (b) By at least three (3) members of the Committee;
- (c) By at least ten percent (10%) of the members of the SDC if the signed call is filed with the Committee Chair at least fifteen (15) days before the proposed meeting date; or
- (d) By a vote of the SDC at a properly convened meeting of the SDC.

#### Section 6.4            Notice of Meetings

Notice of meetings shall be given as follows:

- (a) General Meetings. Notice and agenda shall be given to all members. The notice shall state the date, time, and location for the meetings. This notice can be given at a preceding meeting, via newspaper, email, mailed notice, telephone, social media, or on the Official

SDC website three (3) days prior to the meeting date. Cancellation notifications shall be conveyed to members via email.

(b) **Special Meetings**

1. **When called by the Executive Chair.** Notice shall be considered given upon the making of a good faith effort to notify (by any reasonable means) all members, at the earliest practicable moment, of the special meeting's date, time, location, and agenda.
2. **When called by other officers or by ten percent (10%) of members.** Ten (10) days written notice of the special meeting shall be given to all members. A notice of special meeting shall set forth the purpose of the meeting.
3. **Notice.** Notice shall be deemed given if said notice is made using reasonable communication.

**Section 6.5 Quorum at a meeting**

A quorum at a meeting of the SDC shall be thirty percent (30%) of the Precinct members.

**Section 6.6 Voting by Proxy not permitted**

No member shall be entitled to vote by proxy at any regular or special meeting of the SDC.

**ARTICLE 7 PARTICIPATION IN ELECTORAL PROCESS**

**Section 7.1 Endorsement of Candidates in Non-Partisan Elections**

At a meeting of the SDC prior to any general or special election, and after proper vetting by the Executive Chair, or a member of the SDC chosen by the Chair, to determine adherence to Democratic principles, the SDC may consider any candidate who is seeking SDC endorsement in non-partisan elections. The SDC shall invite such candidates ten (10) days prior to such meeting, to appear for the purpose of seeking the endorsement of the SDC. Candidates seeking endorsement must attend no later than the July meeting, in the case of regular elections. In the case of special elections, sufficient time must be allowed for consideration.

The members of the SDC shall have the opportunity to question candidates regarding their adherence to the principles of the Democratic Party. Any candidate for such office shall receive the endorsement of the SDC if he or she receives the affirmative approval of at least two-thirds (2/3) of voting-members of the SDC present and voting at such meeting, provided there is quorum as defined in Article 6, Section 5. No candidate shall receive any campaign contribution from the SDC, nor shall the SDC procure any political advertising on a candidate's behalf, unless the candidate has received the endorsement of the SDC. Candidates who receive SDC endorsement shall be eligible to place their campaign signs and literature at all SDC events or functions, and their names will be printed on sample ballots the SDC provides to voters, subject to campaign laws. Non-endorsed candidates' campaign materials will not be permitted at any SDC function or event.

The SDC shall have the power to endorse, with respect to any non-partisan election in which more than one (1) elective position is to be filled, a number of candidates equal to the number of elective positions to be filled in such election.

**Section 7.2 Responsibility of Individual Committee Members to Support  
Democrats Seeking Public Office**

It is the duty of the SDC, as well as of each officer, and precinct member of the SDC, to seek the registration of voters, to perfect the Democratic organization within the City of Suffolk, and to do all within their power to aid in the victory of the SDC's nominees and endorsed candidates, and other Democratic candidates in all elections.

**ARTICLE 8****RULES****Section 8.1                    Inspection of Records**

Minutes of all meetings of the SDC, records and statements of the financial affairs of the SDC, the bylaws of the SDC, and a roster of the names, addresses, and phone numbers of all members of the SDC, and the records of attendance of the members of the SDC, shall be made available for inspection to any member of the SDC at any reasonable time upon five (5) days written notice to either the Recording Secretary or the Treasurer depending upon which records are being requested.

**Section 8.2                    Rules of Order**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SDC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the SDC may adopt.

**Section 8.3                    Effective Date**

These bylaws shall become effective immediately upon their adoption, subject to any required review pursuant to the Democratic Party of Virginia Party Plan or otherwise under law; provided, however, that these bylaws shall not have retroactive application to any member or officer of the SDC as of the date of adoption. Upon their adoption by the SDC, a copy of said bylaws will be submitted to the State Headquarters of the DPVA by the Chair.

**ARTICLE 9****AMENDMENTS****Section 9.1                    Notice of Amendments**

Prior to the consideration of any amendments to these bylaws, notice of the amendments shall be emailed to all members to arrive at least seven (7) days prior to the meeting at which the amendments are to be considered.

**Section 9.2                    Approval of Amendments**

Provided the required notice has been given, these bylaws may be amended by a majority vote of members present and voting at a meeting of the SDC for which a quorum was attained, or by unanimous vote of entire Executive Committee.

Adopted January 13, 2026

# SDC

## Organizational chart



