

By-Laws of the Carroll County Democratic Central Committee - June 2025

ARTICLE I - Authority and Purpose-The Carroll County Democratic Central Committee is constituted as the governing body of the Democratic Party in Carroll County, MD under the authority of the Democratic State Central Committee of Maryland and shall exercise all the powers, rights and privileges granted it under the Constitution of Maryland, the Annotated Code of Maryland, the Constitution of the United States and the By-Laws of the Maryland Democratic Party. The Carroll County Democratic Central Committee (herein known as the “Committee”) shall promote the election of nominees of the Democratic Party of Maryland. The Committee shall conduct the business, organize the activities and foster the growth of the Democratic Party in Carroll County, MD.

ARTICLE II – Membership of the Committee-The Committee shall consist of twelve (12) members elected at-large by the Democratic voters of Carroll County in the party’s gubernatorial primary. Central Committee members shall be elected by a process that recognizes three gender categories: female, male and non-binary. Elections shall ensure that no one gender category exceeds 50 percent of the committee’s total membership. A committee shall be considered gender balanced if the variance between men and women in the group is at most one (1). Gender non-binary members shall not be counted as either a male or female, and the remainder of the committee shall be equally divided. Persons running for election to the Committee must be a registered Democrat living within Carroll County. Members shall serve a four (4) year term. Vacancies shall be filled by majority vote of all remaining Committee members after a fair and thorough selection process conducted in accordance with MDP rule and determined by the Committee at the beginning of its term. Any person qualified to run for election to the Committee may serve as a non-voting Associate Committee member (herein known as an “Associate”). A person may be nominated by any member at a regularly scheduled meeting. Openings shall be announced on the Central Committee’s website and through communications to the general public. The nominated member shall fill out an application that will be available to the committee for consideration. The nomination shall be approved at the next scheduled meeting by a majority vote of the committee. Associates shall have the same attendance and general responsibilities as elected members, but they may not vote except on matters of subcommittee business to which they have been appointed by the Chair. The Committee may have a maximum of eight Associates at any one time.

Associates serve at the pleasure of the Committee and may be removed by a majority vote of all members of the committee. Associates serve until the end of the current committee’s term. If they wish to continue into the next term, they shall re-apply and follow the same election process as described above. An updated roster of all Committee members and Associates shall be kept by the Secretary.

It shall be the duty of members and associates to diligently attend meetings of the Committee and of the Democratic State Central Committee.

Any member who fails to attend a majority of regularly scheduled meetings of the State and local Democratic Central Committee during any preceding twelve-month period shall be counseled by the Chairperson and may be asked to resign. If the Secretary determines that any Committee member has failed to meet the Committee's attendance rule, the Secretary may immediately report it to the Chairperson.

A member may be declared to have resigned by their local Democratic Central Committee if:

- a) The members' local central committee has adopted a rule setting minimum attendance standards at local and/or State Central Committee meetings including a method of certifying members' attendance, and
- b) The member's local Democratic Central Committee has filed with the Secretary copies of the minutes of the meetings, which include the attendance of members at each meeting and
- c) The member is certified to the Secretary of the Maryland Democratic Party to have violated the local Democratic Central Committee attendance rule. The Secretary shall officially notify the member in writing that their seat has been vacated.
- d) Such members may appeal their removal following the procedures set forth in the Maryland Democratic Party Bylaws, provided that the appeal is limited to the question of the local Democratic Central Committee's attendance standard.

A member who ceases to reside in Carroll County may not continue to serve on the Committee; such member shall be considered to have resigned.

ARTICLE III – Responsibilities

It shall be the duty and responsibility of each member of the Committee to promote the interest of the Democratic Party of the United States (the "National Party"), the Maryland Democratic Party (the "State Party"), and the Carroll County Democratic Party.

a. The Committee shall represent the State Party within the County and perform such functions as required by the laws of the State of Maryland, the Charter and By-Laws of the National Party and the Constitution and By-Laws of the State Party.

b. The Committee shall promote the interest of the Democratic Party and its candidates over those of the opposing political parties and candidates.

The Committee shall:

- a. Present names of candidates as required by law to the Governor for appointment
- b. Make recommendations and present names regarding various political appointments as required by law, in writing, to the Governor, Federal Officials and local officials.
- c. Raise funds for the local Democratic Party and State Party
- d. Cooperate with the State Party in all matters relating to the Democratic Party of Maryland

- e. Be responsible for promoting election campaigns and all facets thereof in cooperation with the Democratic Party candidates
- f. Support all candidates in Democratic primary elections without endorsing any one or group of candidates.
- g. Support all Democratic candidates in general elections
- h. Keep a current copy of its By-Laws on file with the State Party and elsewhere, as required by law.

ARTICLE IV – Meetings

The outgoing Committee shall schedule the first meeting of the newly elected committee, which shall be held no later than twenty (20) days after the General election. This meeting shall be chaired by the outgoing Chairperson, unless the previous Chairperson was not elected to a new term, in which case the top vote getter amongst all candidates who ran for the Committee shall chair the first meeting. The first order of business shall be the election of officers for the coming year. Arrangements shall be made to transfer records if a new Treasurer and/or Secretary are elected. The Committee may request an audit of the Committee's financial records at this time. The Committee shall hold at least nine (9) regular meetings in every full calendar year. The time and place shall be determined by the Chairperson, unless otherwise agreed to by the Committee. The meeting shall be held in public at as centrally located as possible. Also, the Committee may meet online, in video- or teleconference, at the Chair's discretion. Special meetings may be called by the Chairperson or by any three (3) members. Special meetings may NOT be called for the purpose of electing officers of the Committee.

The general authority for the rules of procedure of the Committee shall be those contained in the latest edition of Robert's Rules of Order, Newly Revised, except when they conflict with the Constitution of the United States or laws of Maryland, the Constitution or By-Laws of the Maryland Democratic Party or the Constitution, By-Laws or Rules of the Carroll County Democratic Central Committee. At the Chair's discretion, a Parliamentarian may be appointed for a meeting; said Parliamentarian may be a non-member of the Central Committee. The number of members required for a quorum for the conduct of business will be fifty percent (50%) of the whole number of current elected members of the Committee.

ARTICLE V – Officers / Nominations of Officers

1. Nominations of Officers

a. There shall be elected from the membership of the Committee: Chair, First and Second Vice Chairs, Secretary, Treasurer. These officers shall be elected by a majority vote of the Committee to a term of two (2) years or until their successor qualify. A vacancy in any office shall be filled within two (2) months of the vacancy's occurrence.

b. In November of the second year in office, the Chairperson shall appoint a Nominating Committee for Central Committee officers. It shall consist of no less than two (2) general committee members, who are not currently Officers and who shall not be nominees.

c. In December of the second year, the Nominating Committee will present the names of those who have agreed to run for office. This may be done by email. In addition to nominations from the Nominating Committee, nominations may be made from the floor.

d. At the January meeting voting will take place by roll call vote, with the secretary recording the name and voting position of each elected member. The winner is decided by a majority vote.

e. At the January meeting of the same year, officers will be installed for a new term of two (2) years.

2. Duties of Officers

a. **Chair:** The Chair shall be the Chief Executive Officer of the Committee and shall generally supervise its activities. Prior to each meeting, the Chair shall propose an agenda by sending it to members and adding it to the Central Committee shared drive. The Chair shall preside at all meetings of the Committee and shall exercise the customary powers and duties of that position. The Chair shall have the authority to create and appoint special ad hoc committees and perform such other duties as may be required by law or as may be directed by the Chair of the Maryland Democratic Party or Central Committee. Ad-hoc Committees will serve until their business is complete and may include Associate members. Associate members may have voting rights in an ad-hoc committee to which they may be appointed. The Chair shall be an ex-officio member of all subcommittees of the Central Committee.

b. **First Vice Chair:** The First Vice Chair shall serve as the acting Chair during the absence or disability of the Chair. If the office of Chairperson becomes vacant, the First Vice Chair will serve as the Chair until a successor is elected and qualifies. The First Vice Chair shall have such other duties as may be assigned by the Chair or the Committee.

c. **Second Vice Chair:** The Second Vice Chair shall serve as the acting Chair during the absence or disability of the Chair and First Vice Chair. The Second Vice Chair shall have such other duties as may be assigned by the Chair or the Committee.

d. **Secretary:** The Secretary shall be responsible for recording and preserving the Minutes of the meetings of the Committee. The Secretary shall send out DRAFT minutes after each meeting and add them to the Committee shared drive. The Secretary shall maintain current copies of the Committee's By-laws and membership list and supply the same to the Maryland Democratic Party and Maryland State officials as necessary. Committee documents shall be stored on a Google Drive accessible to all elected members and Associates.

e. **Treasurer:** The Treasurer shall keep accounts of all monies received or raised by the Committee and shall deposit those monies and other valuables in the name of the Committee in such depositories and banks within Carroll County as the Committee shall designate. The Treasurer shall not expend or disburse any money, valuables or things, or incur any liability whatsoever, except with the authority and direction of the Committee or with its prior approval in a budget. The Treasurer shall prepare and present financial reports for the regular meeting of the Committee. This report shall include income, expenses, predicted upcoming expenses, and balances and shall be updated prior to each meeting on the Central Committee shared drive.

Direct expenditures by the committee must be made by check, debit card, issued by a financial institution, or other authorized electronic methods. The only authorized signatory for checks or use of the debit card on the account is the treasurer. If the treasurer is unable to perform duties of the position, the chair, during that limited period is permitted to assume the duties of the treasurer. Wire transfers or electronic fund transfers are permitted methods for making an expenditure.

The political committee cannot use a credit card or money order to make an expenditure.

ARTICLE VI – Code of Ethics

Members of the Committee shall be subject to the same substantive rules of ethical guidance as State public officials to assure that they shall, at all times, conduct themselves in a manner that reflects creditably upon the office that they serve; they shall not use their office to gain special privileges and benefits; and they shall refrain from action in their official capacities when their independence of judgment would be adversely affected by personal interests.

7 ARTICLE VII – Amendments

Amendments to this Constitution may be proposed by any member of the Committee by distributing written copies to all members at any regular meeting of the Committee. It may be amended by the favorable vote of two-thirds (2/3) of the elected members of the Committee at the next regular meeting after the amendment is proposed. These By-Laws shall become effective immediately following their adoption by an affirmative vote of two-thirds (2/3) majority present and voting. If approved, this document shall be filed with the Maryland State Democratic Party within ten (10) days after adoption.