



CUMBERLAND COUNTY  
**DEMOCRATIC ★ COMMITTEE**

# BYLAWS OF THE CUMBERLAND COUNTY DEMOCRATIC COMMITTEE

Amended February 2020

Amended August 2011

Amended 2004

Amended 2001

## **PREAMBLE**

Cumberland County Democratic Committee hereby adopts the Statement of Principles of the Democratic Party of the Commonwealth of Pennsylvania.

*The Democratic Party of Pennsylvania is committed to serving the best interest of all the people of the Commonwealth and to providing the broadest possible base of participation in the affairs of the Party. Consistent with this philosophy, the Democratic State Committee of Pennsylvania pledges, as part of the rules governing the Democratic Party of Pennsylvania, the following principles:*

*All public meetings at all levels of the Democratic Party are open to all registered Democrats, regardless of race, color, creed, gender, national origin, age, ethnic identity, sexual orientation or economic status.*

*No test of membership in, nor any oaths of loyalty to, the Democratic Party of Pennsylvania shall be required or used that have the effect of requiring prospective or currently registered Democrats to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, gender, national origin, age, ethnic identity, sexual orientation or economic status.*

*The Democratic Party, on all levels, shall support the broadest possible voter registration without discrimination on any grounds.*

*The Democratic Party of Pennsylvania and all subsidiary bodies shall publicize fully, and in such manner as to assure timely notice to all interested parties, a full description of the legal and practical procedures for selection of Democratic Party officers and representatives at all levels. Publication of these procedures shall be done in such a fashion that all prospective and current members of the Democratic Party may be fully and adequately informed of pertinent procedures at all levels of the Democratic Party organization.*

*The Democratic Party of Pennsylvania shall publicize fully, and in such manner as to assure notice to all interested parties, a complete description of the legal and practical qualifications for officers and representatives of the state Democratic Party. Such publication should be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the State Democratic Party may have full and adequate opportunity to compete for office.*

## **ARTICLE I. NAME**

This organization shall be known as the Cumberland County Democratic Committee, hereinafter referred to as CCDC or the Committee.

## **ARTICLE II. PURPOSE**

The Committee shall be the authoritative body of the Democratic Party in Cumberland County. It shall have full power to act for the Cumberland County Democratic Party wherever not prohibited by law, by these bylaws, or by the Rules of the Democratic Party of The Commonwealth of Pennsylvania. It may delegate such power to committees or representative Democratic voters of the county. The Committee is a not-for-profit, civic, and political organization.

## **ARTICLE III. MEMBERSHIP**

### *Section 1. Precinct Committee Persons*

The County Committee shall have as its members two County Committeepersons elected from each precinct every four years coinciding with the gubernatorial election. Committee Persons must be registered Democrats residing in the precinct.

In order for a write-in candidate to be elected as a Committeeperson, the write-in candidate must receive the number of valid write-in votes equal to the number of valid signatures required for a person to have been placed on the ballot.

### *Section 2. Committee Composition*

The elected or appointed Cumberland County Committeepersons, State Committee Members of Cumberland County, duly elected Area Leaders, and the five Officers of the County Committee shall constitute the County Committee.

### *Section 3. Committee Person Responsibilities*

Committee Persons shall be responsible for:

- Establishing an effective precinct organization (ie. maintaining lists of volunteers, communication structure with voters);
- Maintaining and increasing Democratic registration;
- Maintaining and increasing Democratic voter turnout;
- Providing representation of the CCDC at the polls;
- Attending meetings of the precinct and County Committees;
- Conducting election activities on behalf of the duly-nominated registered Democratic candidates of the CCDC during the general election cycle.

#### *Section 4. Ineligibility*

No person shall be eligible to serve as a member or officer of the Committee who is found to be in violation of Rule 1, Section 2, of The Rules of the Democratic Party of the Commonwealth of Pennsylvania (see *Appendix A*). Signed written complaints that a person is in violation must be submitted to the Executive Committee. Executive Committee will convene a hearing, at which the accused person is entitled to present a defense, followed by action by a majority vote of a quorum of the Executive Committee. If a violation is found, the member shall forfeit membership from the Committee, or if deemed necessary by the Executive Committee, shall be removed. The accused person can appeal further as provided in Rule 1, Section 3, of The Rules of the Democratic Party of the Commonwealth of Pennsylvania (see *Appendix B*).

The following are the reasons for vacancy and/or grounds for removal of a Committeeperson (elected or appointed):

- Voluntary resignation, either written or verbal;
- Death of Committeeperson;
- No longer residing within precinct;
- Absence without representation by proxy from two consecutive meetings of the Committee without prior notice of absence of good cause or reason;
- Failure to perform the responsibilities set forth in Article III, Section 3 of these Bylaws;
- Within the past two years, endorsement of, contributing to, campaigning for, and/or being associated or registered with any organization, political campaign, political action committee or non-Democratic political party, which exists solely for the purpose of supporting a non-Democratic candidate when a duly-nominated Democratic candidate is running for the same office.

## **ARTICLE IV. OFFICERS**

The Officers of the Committee shall be a Chair, two Vice Chairs, a Secretary and a Treasurer. They need not be County Committee members at the time of their nomination and election but they must be registered Democrats residing in Cumberland County. The two Vice Chairs may not be of the same gender. First Vice Chair and Second Vice Chair will be determined by ranked vote totals.

#### *Section 1. Elections.*

Officers shall be elected at the County Committee reorganization meeting, and serve until the conclusion of the next following reorganization meeting. See Article XII regarding vacancies in the position(s) of officers.

## *Section 2. Duties of Officers.*

### A. Chair

The Chair is the official spokesperson for the Cumberland County Democratic Committee. Duties include creating committees, appointing members of committees, filling vacancies in the County Committee, presiding at meetings of the County Committee, and serving on the State Democratic Committee. The Chair is a non-voting *ex officio* member of every subcommittee of the CCDC and of all local Democratic organizations established in the county.

### B. Vice Chairs

The Vice Chairs shall carry out such duties, as the Chair shall designate, including but not limited to training, coordination and oversight of Area Leaders. In the event of the Chair's absence, the Vice Chairs shall conduct the duties of the office.

### C. Secretary

The Secretary shall be responsible for the recording, distribution and retention of the minutes of CCDC meetings, retain all open ballots, maintain a roll of current Committee members, be responsible for the credentialing of members at meetings of the CCDC, and shall conduct the Committee's business in the absence of the Chair and Vice Chairs. Minutes must be distributed within 30 days of every CCDC meeting. In addition, the Secretary shall carry out such duties as the Chair shall designate.

### D. Treasurer

The Treasurer shall distribute a financial report at each meeting of the Executive Committee and at each meeting of the Full County Committee, and shall be responsible for the preparation and timely filing of all campaign finance reports, as required by state law. The Treasurer shall receive all funds paid into the Committee and pay all accounts in a timely fashion. All checks must be signed by at least two of the following four officers: Chair, Vice Chairs and Treasurer. In addition, the Treasurer shall carry out such duties as the Chair shall designate.

### E. All Officers

Before assuming office, all officers shall sign an agreement that within two weeks of leaving office, they shall turn over to their successors all books, papers, records, equipment, and monies received by them for their use while in office.

## *Section 3. Officer Removal*

An elected Officer may be removed from office by a two-thirds vote of the entire Committee membership. Removal shall be initiated by written request in the form of a petition to the Executive Committee. Executive Committee shall begin a petition process that will last exactly thirty days. If more than fifty percent of the entire Committee membership signs the petition, then a meeting to conduct a removal vote will be scheduled within thirty days of the date on which the Executive

Council issued the petition result. Written notice of this meeting shall be provided to all Committee members at least ten days prior to the meeting date.

## **ARTICLE V. AREAS**

### *Section 1. Apportionment of Areas*

The County shall be divided into at least ten areas by the Chair, who shall notify the Committee Persons in writing of this apportionment within one month following the reorganization meeting of the Committee. Each area shall consist of one or more contiguous boroughs or townships, or both, except that non-contiguous municipalities may be combined into one area provided that they share a common school district and that a majority of the members of the Committee in each of the contiguous portions of the area consent. A single borough or township may be divided into two or more areas. In no case shall an area contain fewer than five hundred registered Democrats (*see Appendix C*).

### *Section 2. Area Leaders*

An Area Leader shall be a resident and registered Democrat of the applicable area for at least the 2 preceding years and is elected before the conclusion of the quadrennial reorganization meeting by a majority of the County Committee members of the applicable area, then present at the quadrennial reorganization meeting. Each Area Leader shall have one vote on the Executive Committee. The term shall extend until the conclusion of the next reorganization meeting of the Committee, unless sooner removed from office by the Executive Committee.

### *Section 3. Duties of Area Leaders*

The duties of the Area Leaders shall be to coordinate and promote Democratic voter registration and campaign activities in their areas. They shall keep the Committee Persons in their areas informed of the actions of the Executive Committee and shall report monthly to the Executive Committee on the programs and projects being conducted in their areas.

### *Section 4. Removal of Area Leaders*

An Executive Committee member appointed by the Chair or elected by the Committee Persons, other than a State Committee member, may be removed by majority vote of the Executive Committee.

The following are the reasons for vacancy and/or grounds for removal of an Executive Committee member (elected or appointed):

- Voluntary resignation, either written or verbal;
- Death of Executive Committee member;
- No longer residing within Cumberland County;
- Absence without representation by proxy from three consecutive meetings of the Committee without prior notice of absence of good cause or reason;
- Failure to perform the responsibilities assigned by these Bylaws;

- Within the past two years, endorsement of, contributing to, campaigning for, and/or being associated or registered with any organization, political campaign, political action committee or non-Democratic political party, which exists solely for the purpose of supporting a non-Democratic candidate when a duly-nominated Democratic candidate is running for the same office.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

The plenary power of the Committee shall be vested in an Executive Committee, except in those instances in which these bylaws specifically reserve the power to another body, and as long as the actions of the Executive Committee are not inconsistent with those of the Committee.

### *Section 1. Officers*

The officers of the County Committee shall hold those same offices on the Executive Committee.

### *Section 2. Membership Body*

Members of the Executive Committee shall be the members of the Democratic State Committee from Cumberland County, the Area Leaders, all Democratic County officials, all Democratic officials residing in the County whose nominating petitions are filed with the Secretary of the Commonwealth, and no more than ten other registered Democrats residing in the County and chosen by the Chair, with the consent of the Executive Committee, with regard to broadening the representative nature of the Executive Committee.

### *Section 3. Ineligibility*

No person shall be eligible to serve as a member of the Executive Committee who is found to be in violation of Rule 1, Section 2, of the Rules of the Democratic Party of the Commonwealth of Pennsylvania. Signed written complaints that a person is in violation of these rules must be submitted to the Executive Committee for a hearing. During said hearing, the accused person is entitled to present a defense, followed by action by a majority vote of a quorum of the remaining Executive Committee members. If a violation is found, the accused person can appeal further as provided in Rule 1, Section 3, of the Rules of the Democratic Party of the Commonwealth of Pennsylvania.

### *Section 4. Removal*

An Executive Committee member appointed by the Chair or elected by the Committeepersons, other than a State Committee member, may be removed by majority vote of the Executive Committee.

The following are the reasons for vacancy and/or grounds for removal of an Executive Committee member (elected or appointed):

- Voluntary resignation, either written or verbal;
- Death of Executive Committee member;
- No longer residing within Cumberland County;
- Absence without representation by proxy from three consecutive meetings of the Committee without prior notice of absence of good cause or reason;
- Failure to perform the responsibilities assigned by these Bylaws;
- Within the past two years, endorsement of, contributing to, campaigning for, and/or being associated or registered with any organization, political campaign, political action committee or non-Democratic political party, which exists solely for the purpose of supporting a non-Democratic candidate when a duly-nominated Democratic candidate is running for the same office.

*Section 5. Regular Meetings*

The Executive Committee shall meet at least once a month during at least nine months of each year, at the call of the Chair or of twenty-five percent of its members, at a regular time and place within the county, with at least one week's written notice (digital or mail) to all members of the Executive Committee. All meetings of the Executive Committee shall be open to Committee members. A quorum of the Executive Committee shall consist of one-third of its members. Duties of the Executive Committee shall include the preparation and approval of an annual budget and program for the County Committee, which shall be made available to all members of the Committee.

*Section 6. Attendance Requirement*

Members of the Executive Committee are expected to attend all Executive Committee meetings, unless prevented from doing so by illness, work, family obligation, or weather conditions, which shall be communicated to the Secretary in writing, including email notification. An Executive Committee member appointed by the Chair or elected by the Committeepersons, other than a State Committee member, may be removed by majority vote of the Executive Committee for missing three Executive Committee meetings in a 12-month period without communicating an excuse as provided above.

**ARTICLE VII. VACANCIES**

*Section 1. Notification*

All vacancies shall be posted to the CCDC website within a week of the Executive Committee becoming aware of said vacancy.

*Section 2. Meetings to Fill Vacancies*

Meetings to fill vacancies shall operate under the same provisions as to call, locations, notice, openness, and proxies as do other meetings of the Committee.

In cases in which the legal deadline for filling a vacancy does not permit ten days' notice to be given for the meeting, shorter notice will be sufficient. Those members of the Committee present and eligible to vote at the meeting shall constitute a quorum.

### *Section 3. Candidate Rights*

All persons qualified per this document desiring to be considered as candidates to fill a vacancy shall have the right to offer brief remarks at the meeting, according to the procedures adopted at the start of each meeting. If a defined time is voted upon, a time-keeper will be identified to moderate the remarks.

### *Section 4. Committeeperson Vacancies*

When any vacancy occurs in the office of Committeeperson, the County Chair shall make a diligent effort to identify a suitable person to fill the vacancy, and may appoint that person without approval of the Executive Committee. If the County Chair is unable to identify such a suitable person after a reasonable amount of time, he or she shall announce this fact to the Executive Committee, together with a report as to the diligent effort that was made to achieve this objective.

### *Section 5. Area Leader Vacancies*

When any vacancy occurs in the office of Area Leader, a special meeting of the County Committee members of that area shall be called by the Chair for the purpose of electing a new Area Leader.

### *Section 6. Officer Vacancies*

When a vacancy occurs in the position of Chair, the First Vice Chair shall undertake the duties of Chair as interim chair until a new Chair is duly elected by the County Committee. This election must occur within 60 days of the occurrence of the vacancy. Should the vacancy occur within 120 days before a general election, the rule may be suspended by a majority vote of the Committee provided the Committee sets a date for the election no more than 30 days following the November election.

For all other officer positions, vacancies shall be filled by the Executive Committee on an interim basis until the officer(s) can be duly elected by the County Committee. This election must occur within 60 days of the occurrence of the vacancy. Should the vacancy occur within 120 days before a general election, the rule may be suspended by a majority vote of the Committee provided the Committee sets a date for the election no more than 30 days following the November election.

### *Section 7. Nominee for Democratic Office to be filled by State Committee or State Executive Committee Vacancy*

When any vacancy occurs in the Democratic nomination for any office affecting all or part of the County which is to be filled by State Committee or State Executive Committee, the Chair shall call a meeting to make a recommendation as to that

office. The meeting shall follow the requirements outlined above in this article. If election procedural deadlines make ten days' notice impossible, shorter notice may be permitted. One third of those eligible to vote shall constitute a quorum. A majority of those votes cast at the meeting shall be sufficient to constitute a recommendation.

*Section 8. Nominee for Public Office or State Committee for all or part of the county, to be filled by Appointment Vacancy*

When any vacancy happens in public office or State Committee affecting all or part of Cumberland County which is to be filled by appointment, the Chair shall call a meeting to make a recommendation as to that office. The meeting shall follow the requirements outlined above in this article. If election procedural deadlines make ten days' notice impossible, shorter notice may be permitted. One third of those eligible to vote shall constitute a quorum. A majority of those votes cast at the meeting shall be sufficient to constitute a recommendation.

## **ARTICLE VIII. MEETINGS**

*Section 1. Reorganization Meetings*

The Committee shall meet on a weekday evening or a weekend day following the primary election at which County Committee Persons are elected. This meeting must take place no later than the sixth Wednesday following the primary. The Chair shall provide at least ten day's written notice (via email or U.S. mail) to all members of the committee including the time and place of said meeting. This meeting shall be the designated Reorganization meeting of the Committee.

*Section 2. Regular Meetings*

The Committee shall meet at least twice each year and at other times as necessary. The Chair shall provide at least ten day's written notice (via email or U.S. mail) to all members of the Committee including the time and place of said meeting. All County Committee meetings, including but not limited to those for the purpose of endorsement, may be called by the Chair, by a majority of the Executive Committee, or by twenty-five percent of the members of the Committee.

*Section 3. Open Meetings*

All meetings of the Committee shall be open to all Democrats, except as otherwise provided in these bylaws.

*Section 4. Appointment of Proxy*

Any member of the Committee may appoint a registered Democratic resident in the same election district to serve as their proxy. This proxy must not already be a member of the Committee, an Officer of the Committee, or a member of the Democratic State Committee. Any such proxy appointment shall be in writing, dated, signed by the Committee member designating the proxy, and attested by

the signature of a witness. No person shall cast more than one vote on any one question placed before the Committee.

*Section 4. Quorum*

A majority of sitting Committee members shall constitute a quorum at endorsement and reorganization meetings. One-third shall constitute a quorum at all other meetings, unless otherwise specified. Once established, a quorum shall prevail for the duration of the meeting.

*Section 5. Order of Business*

The following shall be the order of business at all meetings of the Committee, to the extent applicable:

- Pledge of Allegiance
- Report of Credentials Committee
- Reading of the Call to Meet
- Approval of the Meeting Minutes
- Approval of the Treasurer's Report
- Election and Installation of Officers
- Reports of Committees
- Old Business
- New Business
- Good of the Order
- Adjournment

## **ARTICLE IX. EXPENDITURES**

*Section 1. General Expenditures*

The following guidelines shall exist for expenditure of Committee funds (except those described in Sections 2 & 3 below).

A. Expenditures of \$0.01 to \$100.00

The Chair alone may approve expenditures of \$0.01 to \$100, either before or after they are incurred.

B. Expenditures of \$100.01 to \$1,000.00

The Officers must approve expenditures of \$100.01 to \$1,000.00, in advance.

C. Expenditures of \$1,000.01 to \$5,000.00

The Executive Committee must approve expenditures of \$1,000.01 to \$5,000.00, in advance.

D. Expenditures of more than \$5,000

The entire Committee must approve expenditures of more than \$5,000, in advance.

**E. Documentation for all Expenditures**

An invoice, receipt or other writing must substantiate all expenditures, either proposed or already incurred. At least three written estimates shall be solicited for all expenditures above \$1,000.00.

*Section 2. Operating Expenditures*

Operating expenditures are defined as expenses necessary for the operation of CCDC headquarters, such as but not limited to: utilities, property taxes, real estate taxes, IT infrastructure, insurance, etc. These items are reviewed annually as part of the general budget.

*Section 3. Campaign Expenditures*

The Executive Committee may not expend money beyond its current liquid assets, borrow money, or assume debt in order to fund any campaign.

No money may be expended or lent by the Committee or by the Executive Committee to influence the outcome of a primary election, except a primary election for Judge of the Court of Common Pleas, Ninth Judicial District (this exception is allowed in the event of cross filing), at which only one registered Democrat is seeking nomination, but the Committee or Executive Committee may authorize the formation of separate campaign committees to raise and expend money on behalf of any endorsed candidate.

## **ARTICLE X. ENDORSEMENTS**

*Section 1. Eligibility for Endorsements*

Endorsements in the name of the Committee, and the decision whether or not to endorse, shall be made only by the elected or appointed members of the Committee eligible to vote for the office in question. Only candidates registered as Democrats at the beginning of petitioning shall be eligible for consideration for endorsement. Endorsements shall require a two-thirds majority vote of all sitting eligible Committee members and shall be by open ballot with accessible records of votes if there is more than one candidate for the office.

*Section 2. Endorsement Meetings*

Meetings to consider endorsements shall operate under the same provisions as do other meetings of the Committee. The only exception is that members of the Committee eligible to participate may, by two-thirds majority vote of those credentialed members present, decide to close the proceedings, or any portion

thereof, to all except members of the Committee and members of the Executive Committee. Closing the proceedings should only be done in a good faith effort to preserve the order of the meeting.

### *Section 3. Candidate Rights*

No office shall be considered for endorsement unless all of the duly filed or publicly announced candidates have been notified of the meeting in the same manner as members of the Committee. All such candidates shall have the right to offer brief remarks according to the procedures adopted at the start of each meeting. If a defined time is voted upon, a timekeeper will be identified to moderate the remarks.

### *Section 4. Endorsement Meaning*

An endorsement shall mean that the Committee favors the nomination and election of a particular candidate. The authority to endorse for federal-, state- and county-wide offices rests solely with the voting members of the CCDC. PCPs residing in the electoral district may endorse local candidates within their jurisdiction.

## **ARTICLE XI. SUBCOMMITTEES**

### *Section 1. Types of Committees*

There shall be standing subcommittees on campaign, finance, events, communication, candidate nomination, and voter registration. The Chair, with the consent of the Executive Committee, can create additional standing and ad hoc subcommittees. Members of these subcommittees need not be members of the County Committee. Chairs of standing committees shall be appointed as At-Large members of Executive Committee.

### *Section 2. Duties of the Committee Chair Relative to Subcommittees*

The CCDC Chair shall be an ex officio member of every subcommittee and shall be responsible for:

- Recruiting subcommittee members;
- Identifying potential subcommittee Chairs;
- Communicating to the CCDC who the subcommittee Chairs are (including a method of contacting subcommittee Chairs);
- Notifying the CCDC of any subcommittee Chair vacancies at least two weeks prior to the subcommittee electing a new Chair or the County Chair appointing a new subcommittee Chair.

### *Section 3. Subcommittee Chairs*

All subcommittees shall have a Chair who is elected by members of the subcommittee. When a subcommittee is initially convened, or if there are no members to elect a subcommittee Chair, the CCDC Chair shall appoint a subcommittee Chair on an interim basis until subcommittee members can duly

elect a subcommittee Chair. Subcommittee Chairs shall be elected for two-year terms.

*Section 4. Duties of Subcommittee Chairs*

- Attend Executive Committee meetings and full CCDC meetings;
- Convene regular meetings of the subcommittee, the frequency of which shall be determined by the work of the subcommittee but should be at least quarterly;
- Submit to the CCDC Secretary an accurate and complete subcommittee membership list, and promptly report to the CCDC Secretary all changes in subcommittee membership;
- Support the CCDC Chair in recruiting members for the subcommittee;
- Have the responsibility to take action on any matter referred to them by the CCDC and/or the CCDC Chair;
- Provide a written report of the subcommittee's activities to Executive Committee one week prior to the monthly Executive Committee meeting.

*Section 5. Removal from the Subcommittee*

At the written request of at least two-thirds of the subcommittee members or by the CCDC Chair, a subcommittee Chair or member can be removed from their position for substantive failure to fulfill their responsibilities.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised, latest edition, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws. Any rule contained herein, which is not required by the DNC guidelines, or election laws of this Commonwealth, may in accordance with the latest edition of Robert's Rules of Order, be temporarily suspended for a specific purpose only, by a two thirds vote of the Committee members in attendance at any duly called meeting of the Committee.

## **ARTICLE XIII. REQUIRED INSURANCE**

The Committee shall ensure that insurance is procured for property damage, personal injury, and liability. Trustees will be provided with coverage including but not limited to Errors and Omissions insurance.

The Treasurer shall be bonded in the amount of \$10,000.00 or such larger amount as the Executive Committee may determine.

## **ARTICLE XIV. TRUSTEES**

To comply with existing statutory requirements for property held by Unincorporated Associations, a Board of Trustees is hereby established. The Board of Trustees of the Committee shall consist of the five Officers and the Members of State Committee. Committee property shall not be pledged or mortgaged except to obtain funds needed to purchase real property or reduce or retire the mortgage.

The Trustees shall meet at least twice per year.

## **ARTICLE XV. LOCAL DEMOCRATIC ORGANIZATIONS**

### *Section 1. Membership*

Any local Democratic organizations that represent themselves as the Democratic Party within their area/municipality must include elected committee people and are considered a local Democratic committee of the CCDC. As such, elected Committee members are expected to participate in local Democratic organizations – where they exist – to fulfill their responsibilities as a Committeeperson. These local Democratic committees of CCDC shall be open to any registered Democrat within the area/municipality of the local committee.

### *Section 2. Bylaws*

Any local Democratic committee is authorized and empowered to make rules necessary for the governing of such committees, provided such rules are not inconsistent with CCDC Bylaws or with the law. The CCDC Executive Committee shall approve local committee rules within 45 days of submission.

Any Democratic organizations that do not have Bylaws approved by the CCDC Executive Committee do not hold the power to take action as the Democratic Party in their local municipality(ies).

### *Section 3. Recommendations*

Municipalities and local democratic organizations may recommend candidates who are registered Democrats within their jurisdiction.

### *Section 4. Finances*

CCDC Executive Committee shall conduct an annual review of local democratic organization finances.

## **ARTICLE XVI. AMENDMENTS**

A Bylaws Committee will be formed at the quadrennial reorganization with the purpose of reviewing these bylaws. The Chair can also form an ad hoc bylaws committee at any time as needed in addition to the quadrennial review.

These Bylaws may be amended by a two-thirds majority vote of the sitting Committee members at any meeting of the Committee, provided that at least ten day's written notice (via email or U.S. mail) has been given to all of them that an amendment to these Bylaws is to be considered and specifying by number and title the Article sought to be amended, or provided that such notice was given at last preceding meeting of the Committee.

## **APPENDIX A.           RULE I, SECTION 2 OF THE RULES OF THE DEMOCRATIC PARTY OF THE COMMONWEALTH OF PENNSYLVANIA**

*SECTION 2. Only duly registered and enrolled Democratic electors shall be eligible to serve as members or officers of any of the committees provided in Section 1 of this rule.*

*(a) No person shall be eligible to serve as a member or officer of any Democratic committee as provided in Section 1 of this rule who:*

- 1) holds a political appointive office of profit under an administration, whether city, school district (except teachers), county, state or national opposed to the Democratic Party (except positions of a judicial character or those appointed by the courts or notaries public or commissioners of Deeds or those whose original appointment to said position was made by a Democratic administration or attained through a merit system or a collective bargaining contract;*
- 2) has entered into an agreement with opponents of the Democratic Party to support such opponents;*
- 3) by voice, vote financial support or otherwise has, within two years, supported a candidate in a general or special election opposed to the duly nominated candidate of the Democratic Party in that election, except as provided in paragraph (c) of this Section.*

*(b) No person shall be eligible as candidate for the office of Chair or Vice-Chair of a county Committee or as a member of the State Committee who has been a registered member of any other political party at any time during the two years preceding the Primary Election.*

*(c) Those Democratic candidates who cross-file for an office in which cross filing is permitted by law and Democratic candidates running as write-ins and those persons supporting such candidates are exempt from paragraph (a) of this Section.*

**APPENDIX B.                    RULE I, SECTION 3 OF THE RULES OF THE  
DEMOCRATIC PARTY OF THE  
COMMONWEALTH OF PENNSYLVANIA**

*SECTION 3. In case any member or officer of any Democratic Committee is accused of being disqualified under any of the provisions of Section 2 of this rule, such member or officer is entitled to a full hearing by the State Executive Committee, except where such accusation concerns a County Committee or a committee subordinate to a County Committee in which such hearing shall be held in accordance with the rules of the County Committee. Any ruling of a County Committee may be appealed to the State Executive Committee if such appeal is made in writing within 30 days from the date on which such a ruling is handed down.*

*Upon appeal to the State Executive Committee, a hearing shall be held on the day of the next regularly scheduled meeting of the State Committee provided the appeal is made more than thirty (30) days prior to such meeting. Should the appeal be made less than thirty days prior to such a meeting, a hearing will be held at state committee headquarters in Harrisburg within thirty days after such meeting.*

*The Executive Committee may, by majority vote, remove from office or from Membership the person so accused found to be in violation of Section 2 of this Rule or take such other action, which the Executive Committee finds appropriate.*

*In such case the vacancy so created shall be filled in the manner provided by these rules or by the rules of the County Committee concerned, as the case may be.*

**APPENDIX C.                    DESCRIPTION OF THE AREAS OF CCDC**

|                            |  |
|----------------------------|--|
| <i>Big Spring</i>          | <i>Cooke, Lower Frankford, Lower Mifflin, North Newton, Penn, South Newton, Upper Frankford, Upper Mifflin, West Pennsboro Townships; Newville Borough</i> |
| <i>Camp Hill</i>           | <i>Camp Hill Borough</i>   |
| <i>Carlisle</i>            | <i>Carlisle and Mount Holly Springs Boroughs, Dickinson and North Middleton Townships</i>  |
| <i>Cumberland Valley 1</i> | <i>Hampden Township</i>  |
| <i>Cumberland Valley 2</i> | <i>Middlesex, Monroe and Silver Spring Townships</i>   |
| <i>East Pennsboro</i>      | <i>East Pennsboro Township</i>   |
| <i>Mechanicsburg</i>       | <i>Lower Allen 1 Annex and Upper Allen Townships, Mechanicsburg and Shiremanstown Boroughs</i>   |
| <i>Shippensburg</i>        | <i>Hopewell, Shippensburg and Southampton Townships, Newburg and Shippensburg Boroughs</i>   |
| <i>South Middleton</i>     | <i>South Middleton Township</i>  |

*West Shore*

*Lemoyne, New Cumberland and Wormleysburg Boroughs,  
Lower Allen Township*

## **APPENDIX D.**

## **GLOSSARY**

*Committee*

*All members of the CCDC, consisting of the Executive Committee, Area Leaders, State Committee Members, Precinct Committee People and At-Large Members.*

*Election-Related Activities*

*Any activities performed that work toward getting our Democratic candidates elected. This includes but is not limited to: voter identification and registration, petition-signing, house parties, canvassing efforts, direct mail efforts, phone banking, poll greeting and watching.*

*Written Notice*

*Notice provided by email or US mail used to communicate rights and/or responsibilities to an interested party.*

*Endorsement*

*Public approval of a specific candidate in order to field that candidate in a particular race.*