

# Proposed 2022 FCDC Bylaws Changes

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## Proposed Changes

### 1. Add a Vice Chair for Membership

**Summary**

Adds a new county-wide vice chair for the management and engagement of members.

**Rationale**

There are many operational responsibilities for ensuring that we are properly tracking members, and no clear responsible person. The Assistant Treasurer has supported a lot of this recently, but a defined officer responsible for this while also being able to expand on training, communications, and engagement with the FCDC membership.

**Text of Proposed Change**

In Article VI, Section 1, insert “Vice Chair for Membership;” after the word “Outreach;”.

In Article VI, insert the following as a new Section 6, renumbering subsequent sections as necessary, to read:

The Vice Chair for Membership shall work with the Chair, Treasurer, Assistant Treasurer, Corresponding Secretary and District Committee Chairs to manage the membership list, arrange for communications with, and work to actively engage the FCDC members.

## 2. Combine Diversity and Outreach

### **Summary**

Combines the Diversity and Outreach standing committees into a single committee led by a county-wide vice chair for Diversity and Outreach.

### **Rationale**

There is a lot of overlap and operational confusion regarding both the purpose and activities of FCDC's Outreach and Diversity standing committees. With outreach and diversity both core to FCDC's work, it is important to have clear leadership and responsibilities in this area. Additionally, with the recent creation of constituent caucuses, much of the traditional diversity activities of FCDC can be taken over by relevant caucuses, and the new combined committee will help to coordinate the outreach work of caucuses and other things.

### **Text of Proposed Change**

In Article VI, Section 1, insert "Diversity and" before the word "Outreach".

In Article VII, Section 1, Paragraph a, insert "and Outreach" after the word "Diversity"

In Article VII, Section 1, Paragraph f, replace the word "Committees" with "Committee".

## 3. Create Inactive Voting Members

### **Summary**

Creates new status of inactive voting member. Voting members who fail to attend meetings for the specified period will become inactive. Quorum will be calculated against the number of active members. Inactive voting members can immediately regain active status by attending a district or county committee meeting. Leaves associate membership as an option for those who desire it, or for if a membership cap is achieved.

### **Rationale**

While the creation of the separate categories of Voting and Associate members have allowed for FCDC to establish a quorum at its meetings, members who are reclassified from voting to associate membership may feel slighted and it is not particularly welcoming to newer members that we value their input or opinion. Districts have also been inconsistent in their application of appeals (waivers), and this provides a common framework for members to retain voting privileges without the complication of district approvals or revotes. Neighboring County committees have been successful operating under similar rules.

This additionally clarifies that membership caps may be increased by resolution subsequent to reorganization, in the event that a large number of inactive voting members hold voting member spots.

### **Text of Proposed Change**

In Article III, Section 2, Paragraph b, insert “or approved by subsequent resolution” after the word “reorganization”.

In Article VIII, Section 7, insert “active” before all references of “Voting Members”

In Article VIII, Section 10, replace Paragraphs b through e with the following:

- (b) Upon failure to attend a District Committee or County Committee meeting in 120 days, a Voting member will become inactive.
- (c) An inactive Voting member immediately becomes an active Voting member by attending a District Committee or County Committee meeting.
- (d) Any Voting member may change their membership category from Voting to Associate member position by indicating their desire to do so to their District Chair in writing. Any member who becomes an Associate member through this process who seeks to regain Voting membership during the same biennium must be approved to fill a Voting member vacancy through the normal process.
- (e) A District Chair, or their designee, may suggest but may not demand that inactive Voting members recategorize to Associate if a District is at its membership cap.

#### 4. Recategorize Youth Affairs as a Caucus

### **Summary**

Changes the Youth Affairs Standing Committee to the Youth Caucus.

### **Rationale**

Youth Affairs makes more sense as a constituent caucus for outreach to and increased involvement of young people in the Democratic party.

### **Text of Proposed Change**

In Article VII, Section 1, remove “, Youth Affairs”.

In Article VII, Section 2, Paragraph a, insert “, Youth” at the end of the list of caucuses.

## 5. Create Latino Caucus

### **Summary**

Creates a new Latino Caucus.

### **Rationale**

The Hispanic/Latino community makes up more than 16% of Fairfax County residents. More residents speak Spanish at home than any other language other than English. There is been interest in creating a caucus, and this change simply uses the opportunity of reorganization to directly create this caucus.

### **Text of Proposed Change**

In Article VII, Section 2, Paragraph a, insert “Latino,” alphabetically in the list of caucuses.

## 5. Rename “Voter Registration and Education” to “Voter Registration”

### **Summary**

Renames the “Voter Registration and Education” standing committee to “Voter Registration” and the “Vice Chair for Voter Registration and Education” to the “Vice Chair for Voter Registration”.

### **Rationale**

There has been some confusion about the purpose and scope of this committee’s work due to its name. The primary purpose is to engage the community with voter registration activities. This standing committee is part of the full committee’s effort to educate voters, that is shared among many other standing committees, district committees, and caucuses.

### **Text of Proposed Change**

In Article IV, Section 1, replace “Voter Registration and Education” with “Voter Registration”.

In Article IV, Section 4, replace “Voter Registration and Education” with “Voter Registration”.

In Article VII, Section 1, replace “Voter Registration and Education” with “Voter Registration”.

## 6. Adds Resolution Guidance to Bylaws

### **Summary**

Adds that members should review and follow the Resolution Guidance document when proposing resolutions to the County Committee.

### **Rationale**

Provides further encouragement for voting members working on a new resolution for consideration to use existing committees and caucuses and the Steering Committee to scrutinize and potentially refine a resolution prior to coming before the full committee.

### **Text of Proposed Change**

In Article X, Section 1, replace the second sentence with the following:

Voting Members shall make every effort to review and follow the Resolutions Guidance Document, as published on the FCDC website on August 17, 2021 and including subsequent Steering Committee authorized revisions, when preparing and submitting proposed resolutions for consideration by the County Committee, especially including submitting proposed resolutions to the Steering Committee for prior review and possible endorsement.

## Full Bylaws with Proposed Changes Included

### BYLAWS OF THE FAIRFAX COUNTY DEMOCRATIC COMMITTEE

*As amended ~~July 27, 2021~~ January 11, 2022*

#### ARTICLE I – NAME, AUTHORITY, PURPOSE AND RESPONSIBILITIES

Section 1. This committee shall be known as the “Fairfax County Democratic Committee”, referred to in these Bylaws as the “County Committee”.

Section 2. These Bylaws are adopted by the County Committee under the auspices of the Democratic voters of Fairfax County and the authority of the Virginia Democratic Party Plan and shall continue in effect subject to amendment as elsewhere provided. The County Committee shall have full charge of the affairs of the Democratic Party in Fairfax County, including the nominating process for, and support of, Democratic candidates. If any provision of these Bylaws conflicts with a provision of the Virginia Democratic Party Plan, the Party Plan shall control.

Section 3. Purpose: The Fairfax County Democratic Committee:

- (a) Works to elect Democrats and Democratic Party-endorsed candidates;
- (b) Seeks the registration of voters;
- (c) Seeks participation and openness in democratic processes;
- (d) Perfects the Democratic organization; and
- (e) Promotes Democratic values.

Section 4. Responsibilities: Every member of the County committee commits to:

- (a) Upholding the mission of the Fairfax County Democratic Committee;
- (b) Attending meetings of the County Committee and District Committee;
- (c) Participating in County Committee and District Committee events and activities;
- (d) Acting in accordance with the provisions of these Bylaws, the Virginia Democratic Party Plan, the FCDC Code of Conduct, and other policies and procedures established by the County Committee.

#### ARTICLE II – BIENNIAL REORGANIZATION BY PRECINCT, DISTRICT AND COUNTY COMMITTEE

Section 1. As provided in Article III of these Bylaws, the membership of the County Committee shall expire and new members shall be elected at caucuses to be held on or between the first and second Saturday in December of each odd numbered year at a venue within each Supervisor District. District caucuses may be held on different days within the eight-day period.

Section 2. As provided in Article V of these bylaws, immediately following the election of Precinct

and At-Large representatives to the County Committee, those newly elected members and voting ex officio members, emeritus members, and lifetime members shall organize the District Committee, including the election of District officers.

Section 3. As provided in the State Party Plan and Article IV of these Bylaws, the newly elected members of the County Committee shall meet within 40 days of the precinct caucuses to reorganize and elect officers of the County Committee.

Section 4. For the purpose of transition, exceptions to the foregoing Sections of this Article are provided in Article IV.

ARTICLE III – MEMBERSHIP

Section 1.

- (a) There shall be two categories of members of the Fairfax County Democratic Committee: Voting and Associate.
  - i. ALL Members shall have the right to address the membership of the County Committee and their District Committee, serve as a voting representative of their District Committee on a standing committee, as a voting member of a caucus, and all other privileges and duties of membership of the County Committee.
  - ii. ONLY Voting Members shall additionally have the right to introduce motions, vote on motions of the County Committee and District Committee, serve as officers of the County Committee or District Committee, and chair a standing committee or caucus.
- (b) Members shall be at least 13 years of age and reside within a Supervisor District in Fairfax County.
- (c) Whether elected as Voting Members or Associate Members, all elected to membership in the Committee shall be publicly known as Members of the Fairfax County Democratic Committee.

Section 2.

- (a) The County Committee shall consist of those Voting Members elected by the Democratic voters within each Supervisor District of Fairfax County at the reorganization caucuses, those Voting Members elected by each District Committee itself and affirmed by the County Committee to fill vacancies which occur subsequent to such election by voters, and those Associate Members elected by each District Committee and affirmed by the County Committee.
- (b) The number of elected Voting Members of the County Committee and each District Committee shall not exceed the maximum number of positions established by vote of the membership at the biennial reorganization or approved by subsequent resolution. The maximum number of positions does not include any members that are Voting Members pursuant to paragraphs 'c' through 'g' of this Section.
- (c) The following individuals shall be Voting ex officio members of the County Committee

upon signing a filing form and paying the filing fee:

- Democratic elected officials, including officials in non-partisan office who are endorsed by the Democratic Party, holding office in, or from, Virginia who reside in Fairfax County. Elected members of the Democratic National Committee who reside in Fairfax County.
  - Members of the Virginia State Central Committee who are not otherwise members of the County Committee.
  - Democratic members of the Electoral Board, and, if a Democrat, the Office of Elections General Registrar.
  - Elected County-Wide Officers of the County Committee.
  - Immediate past Chairs of the County Committee and each District Committee who reside in Fairfax County.
  - Any former Democratic member of the Virginia General Assembly, any former non-partisan official endorsed by the Democratic party, and any former Democratic Supervisor or Democratic Constitutional Officer elected in the Commonwealth of Virginia who resides in Fairfax County and is currently a Democrat.
- (d) Any former Virginia Governor who is a Democrat and resides in Fairfax County; shall be a lifetime honorary member of the County Committee and shall be a Voting member upon signing a filing form and paying the filing fee.
- (e) Elected Democratic officials who represent districts which include precincts in Fairfax County, but who do not reside in Fairfax County, shall be Associate ex officio members of the County Committee upon signing a filing form.
- (f) Persons who have given long-term, exceptional service to the County Committee may be elected by the County Committee as honorary lifetime members; these shall be known as the Mary Anne and Jack Hurt Memberships, or Life Members. There shall be no filing fee for lifetime memberships, but they shall be Voting members if they reside in Fairfax County and upon signing a filing form.
- (g) Up to four persons per Supervisor District who have been members of the County Committee for at least 20 years or elected officials who have represented Fairfax County for at least 10 years may be elected at the District reorganization caucuses as Emeritus Members. Payment of the filing fees for Emeritus Members shall be optional, but they shall be Voting members if they reside in Fairfax County and upon signing a filing form.

Section 3. When the County Committee is to be reconstituted by the Democratic voters of Fairfax County, the existing County Committee shall determine, by resolution at its September meeting, the time, place and manner of such election, the basis of representation of each precinct and district, and the time, place and manner of filing declarations of candidacy for election to the County Committee. As provided in the State Party Plan, the precinct and district meetings for this purpose shall be held on or between the first and second Saturday in December of each odd numbered year. The County Chair shall cause ample notice of all these actions to encourage

maximum participation of Democratic voters.

#### Section 4.

- (a) Each precinct shall be represented by the number of Voting Members apportioned in accordance with Article II, Section 2. One of the seats apportioned to each precinct shall be reserved for an elected Voting Member who is a resident of that precinct at the time of his or her election. If no such resident seeks election to the County Committee, one seat in that precinct shall remain vacant until such a person is available.
- (b) Should a Precinct representative relocate their residence outside of their precinct:
  - i. The District Chair shall recategorize another At-Large Voting Member residing in the precinct to be the new Precinct representative, if one is available.
  - ii. The former Precinct representative shall become a Voting Member of the District Committee of their new residence provided such District Committee has a vacancy for a Voting Member. If there is no vacancy, the former Precinct representative shall become an Associate Member.
- (c) Should an At-Large representative relocate their residence outside of their Supervisor District:
  - i. If there is a vacancy in the new Supervisor District, the At-Large representative continues to be a Voting Member.
  - ii. If there is no vacancy in the new Supervisor District, the former At-Large representative shall become an Associate Member.
- (d) Should a Voting Member relocate out of Fairfax County, their position on the County Committee and District Committee shall be considered vacant.

Section 5. Declarations of candidacy for election to the County Committee shall be accompanied by a filing fee in an amount fixed by the County Committee; fees shall be waived for any Democrat who signs a statement of inability to pay in the form prescribed by the County Committee and receives approval of such form from the Chair of their District Committee, or the Chair's designee.

#### ARTICLE IV – OFFICERS

Section 1. At the reorganization meeting, the Voting Members of the County Committee shall elect the following officers: Chair, referred to in these Bylaws as the "County Chair;" Vice Chair South; Vice Chair Central; Vice Chair North; Vice Chair for Precinct Operations; Vice Chair for Technology; Vice Chair for Voter Registration ~~and Education~~; Vice Chair for Finance; Vice Chair for Diversity and Outreach; Vice Chair for Membership; Corresponding Secretary; Recording Secretary; Treasurer; and Assistant Treasurer. Such elections shall be by secret ballot except when a candidate is unopposed.

Section 2. The Vice Chairs South, Central and North shall be referred to as the "Regional Vice Chairs". The Vice Chair South shall reside in Lee, Mount Vernon or Springfield District. The Vice Chair Central shall reside in Braddock, Mason or Providence District. The Vice Chair North shall reside in Dranesville, Hunter Mill or Sully District.

Section 3. The Regional Vice Chair who resides in the same region as the County Chair shall be the third-ranking Vice Chair; the other two Regional Vice Chairs shall each be the first ranking Vice Chair for one year during the biennium, the three Regional Vice Chairs to determine in which order. The highest regional Vice Chair available shall preside in the absence of the County Chair.

Section 4. The Vice Chair for Technology shall be the Chair of the Technology Committee; the Vice Chair for Voter Registration ~~and Education~~ shall be the Chair of the Voter Registration Committee; the Vice Chair for Finance shall be the Chair of the Finance Committee; and, the Vice Chair of Precinct Operations shall be the Chair of the Precinct Operations Committee.

Section 5. The Vice Chairs, South, Central and North, shall coordinate Joint Campaign activities in Fairfax County.

Section 6. The Vice Chair for Membership shall work with the Chair, Treasurer, Assistant Treasurer, Corresponding Secretary and District Committee Chairs to manage the membership list and arrange for communications with the membership of the FCDC.

Section 7. Vacancies in any of the above offices shall be filled by election at the next County Committee meeting. When a vacancy in the County Chair occurs in the three-month period prior to a general election, the ranking Vice Chair, shall assume the duties of the County Chair and the election of the County Chair shall be postponed until the first County Committee meeting subsequent to the general election, except in the year of the County Committee's reorganization, when it shall be held at the January reorganization meeting.

Section ~~78~~. An officer of the County Committee must be a Voting Member of the County Committee and a registered voter in Fairfax County. Any officer who ceases to meet these requirements shall forfeit office.

Section ~~89~~. During the period following the last regular meeting in each biennium, all outgoing officers of the County Committee and District Committees, and officers and members of standing committees and caucuses shall continue to serve until they have been replaced in the manner provided in the Bylaws.

Section ~~910~~. The County Chair shall be the chief executive officer of the County Committee. The County Chair shall have the authority to suspend any elected officer, Standing Committee Chair, or caucus chair for neglect of duty for a period not to exceed 65 days.

Section ~~1011~~. The County Committee may remove an elected officer for cause by the following procedure. The County Chair or ranking Vice Chair may offer a motion to remove an elected officer. The motion shall be considered by the Steering Committee. If two-thirds of the Steering Committee members present and voting concur, the motion will be presented to the County Committee. If a majority of Voting Members present and voting at the County Committee meeting concur the officer will be removed. At least ten days' notice shall be given to the officer prior to either the Steering Committee or County Committee consideration and such officer will have an opportunity to be heard prior to any action by the Steering Committee or County Committee. Any action by the County Committee removing an officer may be appealed to the Congressional District Committees pursuant to the State Party Plan.

Section ~~1112~~. The Steering Committee shall prepare a document describing the authority and responsibilities of the elected officers, Standing committees, and caucuses. This document, with such changes as the Steering Committee deems necessary, shall be presented to each subsequent reorganization meeting of the County Committee for consideration as an administrative resolution which may be adopted prior to the election of officers, except the County Chair. The proposed

authority and responsibilities of new caucuses and standing committees are added to the adopted document upon their creation.

#### ARTICLE V – DISTRICT COMMITTEES

Section 1. The members of the County Committee who reside in each Supervisor District of Fairfax County shall constitute the District Committee for that district.

Section 2. The Voting Members of each District Committee shall elect a Chair, a Secretary, and such other officers as they see fit, and may adopt bylaws consistent with these Bylaws and the State Party Plan.

Section 3. The District Committee may remove an elected District officer for cause by the following procedure. The District Chair or ranking Vice Chair may offer a motion to remove an elected officer. The motion shall be considered by the District Committee at the next regularly scheduled District Committee Meeting. If a majority of Voting Members present and voting at the District Committee meeting concur, the officer will be removed. At least ten days' notice shall be given to the officer and District Committee members prior to the District Committee consideration and such officer will have an opportunity to be heard to any action by the District Committee removing an officer may be appealed to the County Committee.

#### ARTICLE VI – STEERING COMMITTEE

Section 1. There shall be a Steering Committee of the County Committee to coordinate the work of the County Committee, District committees, Standing Committees, and caucuses.

Section 2. The Steering Committee shall consist of: the elected officers of the County Committee, the chairs of the district committees, the chairs of active standing committees and caucuses, a representative selected by the Advisory Committee, the highest ranking officer of the Congressional District Democratic Committees with boundaries inside Fairfax County who are Voting Members of the County Committee, a representative selected by the Fairfax County Young Democrats who is a resident of Fairfax County and is a Voting Member of the County Committee; the immediate past County Chair, and any member of the State Central Committee's Steering Committee who resides in Fairfax County and is a Voting Member of the County Committee. If a chair of a District committee, Standing committee, or caucus is unable to attend a meeting of the Steering Committee, they may designate another officer or Voting Member of their committee or caucus to represent that committee with full privileges. The County Chair shall be the Chair of the Steering Committee.

Section 3. When situations arise in which a policy decision of the County Committee would normally be required, but cannot be achieved in a timely fashion, powers of the County Committee shall vest in the Steering Committee. In such situations, all members of the Steering Committee shall have the right to speak but only the elected officers of the County Committee and the chairs of the District committees may vote.

Section 4. The Steering Committee; may not amend the Bylaws; may not authorize new expenditures which equal more than 5% of the annual budget of the County Committee; may not elect members to the County Committee; may not elect or remove officers of the County Committee; may not endorse candidates for nonpartisan elections; may not determine the apportionment or procedures for the reorganization of the County Committee; may not nominate candidates for public office for general elections or determine the method of nominating

candidates for public office for general election except in cases in which a nominated candidate dies, refuses candidacy, withdraws or if the nomination is set aside for any reason.

Section 5. If the County Committee has been unable to take action on determining the method and procedure for nominations of a Democratic Party candidate for a special election and the filing date is on or before two weeks after the next scheduled FCDC meeting, the Steering Committee must meet in order to determine the method and procedures for nominating a candidate.

Section 6. The Steering Committee may not approve resolutions on issues of public policy except by a three-fourths absolute vote of the members eligible to vote.

Section 7. All actions taken by the Steering Committee in lieu of the County Committee shall be published electronically or otherwise made available, shall be transmitted to the members, and shall be discussed at the next meeting of the County Committee, and, unless legal requirements preclude it, may be reversed or amended by the County Committee.

Section 8. Meetings of the Steering Committee to take actions described in Sections 4, 5, and 6 shall be convened as needed. Meetings may be called by the County Chair or any five of its members. All members must be notified of any meeting. If necessary, such meetings may occur as soon as possible after they are called.

#### ARTICLE VII – OTHER COMMITTEES, CAUCUSES, AND APPOINTMENTS

##### Section 1. Standing Committees

- (a) There shall be the following standing committees as of the date of adoption: Central Communications, Diversity ~~and Outreach~~, Education, Election Law and Voter Protection, Environmental, Finance, Headquarters, National Affairs, Newsletter, Personnel, Precinct Operations, State and Local Affairs, Technology, Voter Registration ~~and Education, Youth Affairs~~.
- (b) On each Standing committee other than Election Law and Voter Protection, Personnel, and Precinct Operations, each District committee may have more than one member, but shall be entitled to one vote. The vote for each District may be established as a priority among members or as fractional, the determination to be made in order by (a) the relevant District committee, (b) the members on the Standing committee from the district, or (c) the other members of the Standing committee.
- (c) The Precinct Operations Committees shall have one member for every thirty County Committee Voting Members or major fraction thereof apportioned to each district committee; but no District shall have fewer than two members.
- (d) The Election Law and Voter Protection Committee shall have one member, who shall be an attorney, appointed by each of the District Chairs, and one member appointed by each of the Regional Vice Chairs. The Chair of the Election Law and Protection Committee shall be appointed by the County Chair and shall be an attorney.
- (e) The Personnel Committee shall be appointed by the County Chair, and the County Chair, the Treasurer, at least one Regional Vice Chair, and at least one District Committee Chair, shall be members.

- (f) The Diversity and Outreach ~~Committees~~Committee shall consist of members representing caucuses in addition to those representing District committees.
- (g) A Standing committee shall meet at the call of the chair or upon the request of any five of its members.
- (h) The Treasurer and Assistant Treasurer shall be members of the Finance Committee.
- (i) The Webmaster and VAN Administrator shall be members of the Technology Committee.
- (j) The County Chair shall be an ex officio, nonvoting member of all Standing committees; but the attendance of the County Chair shall not be considered for purposes of a quorum.
- (k) To be eligible for creation, the standing committee shall have written Authority and Responsibilities describing its proposed purpose and activities.

## Section 2. Caucuses

- (a) There shall be the following caucuses: 50+, Asian and Pacific Islander (API), Black, Labor, Latino, LGBTQA+, Veterans and Military Families, ~~and~~ Women, Youth.
- (b) Members of the Fairfax County Democratic Committee may form new caucuses to represent a historically underrepresented constituency that shares inherent and/or immutable traits, not organized around a specific issue or cause.
- (c) All members of a caucus are entitled their own individual vote in the business of the caucus.
- (d) A caucus shall meet at the call of its chair or upon the request of the greater of five members or 10% of its members.
- (e) To be eligible for creation, the caucus shall:
  - represent a minimum of three percent of FCDC membership or of County residents; and
  - have a written Authority and Responsibilities describing its proposed purpose and activities, and a statement of membership qualifications that include an affirmative act by the Democrat to join the caucus.

Section 3. A convener of the reorganization meeting of each Standing committee and caucus shall be designated by the County Chair. The members of each Standing committee and caucus shall elect a chair from themselves, except as provided elsewhere in these Bylaws.

Section 4. Standing committee and caucus chairs who are not elected officers of the County Committee may be removed from office by the following procedure. A member of the Steering Committee may offer a motion to the Steering Committee to remove the standing committee or caucus chair for cause. At least ten days' notice shall be given to the Standing committee or caucus chair prior to the Steering Committee consideration and such Standing committee or caucus chair will have an opportunity to be heard prior to any action by the Steering Committee. Any action by the Steering Committee removing a Standing committee or caucus chair may be

appealed to the Congressional District Committees pursuant to the State Party Plan.

Section 5. A standing committee or caucus meeting all requirements set forth in these Bylaws may be created by a resolution signed by FCDC members from at least five different districts approved by a majority vote of the Steering Committee followed by a majority vote at the next county committee meeting, or by a two-thirds vote at a single county committee meeting. Notice of a vote to approve a standing committee or caucus must be provided to county committee members at least seven days prior to the meeting at which the vote is to occur.

Section 6. Standing committees and caucuses must hold six meetings and/or events, either in-person or virtual, and have members from at least four of the county's magisterial districts over the preceding 12 months to be considered active. Records of activity and membership must be maintained and provided to the Corresponding Secretary at least every three months. The Corresponding Secretary will notify the county chair and the standing committee or caucus chair, if any, if a caucus or standing committee is not meeting this criteria over the last nine months, and again when a standing committee or caucus is longer considered active.

Section 7. The County Committee may establish special committees. The purpose of a special committee and the method of election or appointment of its members and the method of selection of its chair shall be expressed in the resolution of the County Committee by which the special committee is established.

Section 8. The County Chair may establish task forces and appoint their members and chair for a limited purpose to be concluded within 90 days. If the work of a task force cannot be concluded within 90 days, the County Committee may establish a special committee for the purpose.

Section 9. The County Chair may convene a meeting of any standing or special committee or caucus.

Section 10. The Democratic elected officials shall constitute an Advisory Committee. The Advisory Committee shall elect a chair and Steering Committee from among themselves.

Section 11. The County Chair shall appoint a Parliamentarian and a Counsel, who shall advise the County Chair and the Steering Committee but shall not serve as members of the Steering Committee in these roles.

Section 12. The County Chair may appoint a Webmaster, VAN Administrator, and a Communications Adviser, to assist with these stated jobs and advise the Chair, Steering Committee, and District committees, but shall not serve as members of the Steering Committee in these roles.

#### ARTICLE VIII – MEETINGS

Section 1. As provided in the State Party Plan, after the biennial election of the complete membership of the County Committee in district caucuses, the County Chair of the outgoing County Committee shall within 40 days convene a reorganization meeting, the agenda to include the election of officers.

Section 2. The County Committee shall hold its regular meetings on the fourth Tuesday of January and the fourth Tuesday of each alternate month thereafter. When the date of a meeting of the County Committee falls on the day of an election in Fairfax County, the meeting shall be held on the following day. The regular meeting date of a County Committee meeting may be changed by the County Committee or the Steering Committee, provided that notice is sent to all members.

Section 3. Special meetings of the County Committee may be held upon the call of the County Chair or upon receipt by the County Chair of a written request signed by at least 10% of the Voting Members of the County Committee. At least three days' notice of the time and place shall be given of any special meeting.

Section 4. The Steering Committee shall meet on the second Tuesday in January and the second Tuesday of each month thereafter. The Steering Committee may meet as called by the County Chair, or as elsewhere provided in these Bylaws. When the date of a meeting of the Steering Committee falls on the day of an election in Fairfax County, or on the date of the January Reorganization meeting of the County committee, the meeting shall be held on the following day.

Section 5. When meetings of the County Committee or Steering Committee cannot be held on the regular dates, the County Chair shall reschedule the meetings and notify the appropriate members.

Section 6. Each District committee, Standing committee, and caucus shall have a regularly scheduled meeting date. Notice of all District committee, Standing committee, and caucus meetings shall be sent to all members of the pertinent committee.

Section 7. In compliance with the State Party Plan, the presence of 30% of the active Voting Members of the County Committee shall constitute a quorum for the conduct of business at County Committee meetings; the presence of 30% of the active Voting Members of a District Committee shall constitute a quorum for the conduct of business at District Committee meetings; and the presence of 30% of members of a standing committee, caucus, task force, or special committee shall constitute a quorum for the conduct of business of such meetings.

Section 8. The use of proxies at any meeting is prohibited.

Section 9. Meetings of the County Committee and its committees shall be open to the public with the exceptions that:

- (a) any meeting of the Steering Committee may be closed for discussions of personnel matters regarding paid employees of the County Committee or litigation in which the County Committee is, or is likely to become, a party; and,
- (b) the Steering Committee may decide, by a two-thirds vote of present members to meet in closed session provided that the nature or the issues discussed is made public.

Section 10.

- (f) Voting Members shall attend a minimum of one District Committee meeting or one County Committee meeting every 120 days.

~~1. After a Voting Member has not attended a District Committee meeting or County Committee meeting in 90 days, the Chair of the District Committee, or their designee, shall notify the Voting Member via email or phone that their membership category will change from Voting to Associate if they fail to attend a meeting in the following 30 days.~~

~~After failing to attend such meetings for 90 days but before the 120 days, the Voting Member may submit a written appeal to the Chair of the District Committee to retain the Voting Member category. The Chair shall the present the appellant's case to the District Committee, which may vote to approve the appeal by majority vote and extend the Voting Member's membership category for another 120 days.~~

Upon failure to attend a District Committee or County Committee meeting in 120 days ~~and absent an approved appeal, a member's membership category shall change from Voting to Associate, resulting in a vacancy in a Voting Member position to be filled by the District Committee. A, a Voting member may not will become inactive.~~

(g) An inactive Voting member immediately fill a vacancy created by becomes an active Voting member by attending a District Committee or County Committee meeting.

(g)(h) Any Voting member may change their membership category from Voting to Associate member position by indicating their desire to do so to their recategorization to Associate Member District Chair in writing. Any member who becomes an Associate member through this process who seeks to regain Voting membership during the same biennium must be approved to fill a Voting member vacancy through the normal process.

~~1. Associate Members who are categorized as such due to meeting absences must attend a meeting to be eligible for Voting Membership.~~

A District Chair, or their designee, may suggest but may not demand that inactive Voting members recategorize to Associate if a District is at its membership cap.

#### ARTICLE IX – NOTICES OF MEETINGS AND EVENTS

Section 1. Written or electronic notice shall comply with the requirement in the State Party Plan for seven-day notice of meetings of the County Committee. Notice of all meetings of the County Committee, including the agenda, shall be sent to all members.

Section 2. Electronic means of communication may serve as prior notice for all meetings, provided that an adequate combination of means shall be used to assure that all members of the pertinent committee receive the notice.

Section 3. A meeting of the County Committee may be called by the County Chair with as little as two days' notice for the purpose of determining the appropriate procedures for nominating candidates for Fairfax County Special Election.

#### ARTICLE X – RESOLUTIONS, ENDORSEMENTS AND NOMINATIONS

Section 1. The right of a Voting Member of the County Committee to introduce resolutions at a meeting shall not be abridged. Voting Members shall make every effort to submit review and follow the Resolutions Guidance Document, as published on the FCDC website on August 17, 2021 and including subsequent Steering Committee authorized revisions, when preparing and submitting proposed resolutions for consideration by the County Committee, especially including submitting proposed resolutions to the Steering Committee for prior to consideration by the County Committee review and possible endorsement.

Section 2. All resolutions calling for the expenditure of money by the County Committee shall be submitted to the Steering Committee before consideration by the County Committee, except in the case of an emergency as determined by a two-thirds vote of those Voting Members of the County Committee present and voting.

Section 3. All resolutions that are transmitted to members, published electronically or otherwise made available to members seven days prior to consideration at a meeting of the County

Committee may be adopted by a majority of the County Committee Voting Members present and voting. All other resolutions may be adopted by a two-thirds vote of the Voting Members of the County Committee present and voting.

Section 4. In addition to consideration of resolutions offered, the County Chair may, at the request of any individual member, make available on the agenda up to ten minutes for general discussion of any policy or issues.

Section 5.

- (a) Should the County Committee choose to make an endorsement for a non-partisan office, such endorsement shall be conducted by a caucus of eligible voters residing within the jurisdiction of the elected office, as described in the State Party Plan.
- (b) If circumstances require an endorsement decision to be made in 21 or fewer days, the County Committee may make an endorsement directly by a vote of Voting Members.
- (c) The County Committee shall adopt common rules and procedures for caucuses which will apply uniformly across Districts for an election.
- (d) If the endorsement of candidates for a single election would apply to offices both within a District and County-wide, such caucuses shall be coordinated by the County Committee and conducted by the District Committees.
- (e) The County Committee may revoke an endorsement by a vote of three-quarters of Voting Members at a County Committee meeting.

Section 6. In the event that a professional, financial, familial, or romantic relationship exists between the chair of the Fairfax County Democratic Committee and a candidate seeking the Democratic nomination or endorsement for that district, that may impair or appear to impair the chair's objectivity in presiding over such a nomination, that chair shall immediately recuse themselves from the administration and oversight of duties related to the conduct and execution of the nomination or endorsement for that office.

Section 7. In the event that a professional, financial, familial, or romantic relationship exists between the chair of a Magisterial District Committee and a candidate seeking the Democratic nomination or endorsement for that district, that may impair or appear to impair the chair's objectivity in presiding over such a nomination, that chair shall immediately recuse themselves from their position as chair until such nominations or endorsements have concluded.

Section 8. In the event that a professional, financial, familial, or romantic relationship exists between any member of a state legislative district nominating committee and a candidate seeking the Democratic nomination for that district, that may impair or appear to impair the member's objectivity in presiding over such a nomination, that member shall immediately resign from the legislative district nominating committee.

Section 9. In the event that the chair of the Fairfax County Democratic Committee, or chair of a Magisterial District Committee or a member of a state legislative nominating committee has recused themselves or resigned as a result of a professional, financial, familial, or romantic relationship with a candidate, that chair or member shall immediately issue a written public statement disclosing their recusal or resignation and the reasons therein. The public statement shall be made equally available to all candidates seeking the Democratic nomination or

endorsement for that district as well as the membership of the Fairfax County Democratic Committee.

#### ARTICLE XI – BUDGET PROCESS

Section 1. The County Chair shall present a draft budget to the County Committee for review, at its regularly scheduled meeting on the fourth Tuesday of January of each year.

Section 2. The Steering Committee shall review the draft budget at its January, February and March meetings and make amendments as it deems necessary.

Section 3. The amended budget shall be presented to the County Committee for consideration at its regularly scheduled meeting on the fourth Tuesday of March of each year.

#### ARTICLE XII – RULES

Section 1. Where not inconsistent with these Bylaws or with the Virginia Democratic Party Plan, Robert’s Rules of Order, Newly Revised, shall govern the conduct of business of the County Committee and its committees.

#### ARTICLE XIII – AMENDMENTS

Section 1. Each member of the County Committee shall be notified, at the expense of the County Committee, of proposed amendments to, or revisions of, the Bylaws. Such notice shall be written or electronic and sent at least seven days prior to each meeting at which the amendments are to be considered.

Section 2. The Bylaws may be amended by a two-thirds vote of the Voting Members present and voting at the biennial reorganization meeting of the County Committee. Amendments to the Bylaws considered at the reorganization meeting may not be amended from the copy distributed to the members prior to the meeting.

Section 3. The Bylaws may be amended by a majority vote of the Voting Members present and voting at two consecutive regular meetings of the County Committee within a biennium. Except to delete provisions which do not alter the effect of other provisions, proposed amendments to the Bylaws may not be amended at the second of the consecutive regular meetings without requiring passage in the amended form at the next regular meeting.