



Rules of the Dauphin County Democratic Committee

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DAUPHIN COUNTY BUREAU OF
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RULE I—ORGANIZATION AND QUALIFICATIONS

SECTION A. Organization.

The representative and authoritative bodies of the Dauphin County Democratic Committee (hereinafter sometimes referred to as the “DCDC”) shall consist of:

1. The County Committee of the Dauphin County Democratic Committee (hereinafter referred to as the “County Committee”).
2. The Executive Officers of the Dauphin County Democratic Committee (hereinafter referred to as the “Executive Officers”); and
3. The Executive Committee of the Dauphin County Democratic Committee (hereinafter referred to as the “Executive Committee.”)

SECTION B. Qualifications.

1. Only duly registered and enrolled Democratic electors shall be eligible to serve as officers or members of the DCDC.
2. No person shall be eligible to be an officer or member of the DCDC who:
 - (a) Has been a registered member of any political party other than the Democratic Party, at anytime within the last two years,
 - (b) Has by voice, vote, financial contribution, or otherwise, 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 3 of this section.
3. Those Democratic candidates who cross-file for an office; and Democratic candidates running as write-ins on a non-democratic ballot; and those persons supporting such candidates, are exempt from Paragraph 2.b. of this section.

RULE II—OBJECT AND PRINCIPLES

The Dauphin County Democratic Committee is committed to:

1. Serving the best interests of the people of Dauphin County,
2. Providing a broad base of participation in the affairs of the Dauphin County Democratic Committee,
3. Effecting the election of Democratic candidates to public office,
4. Supporting voter registration,

5. Considering the demographic composition of the DCDC in Dauphin County, and attempting to assure a representative balance in all appointive positions,
6. Adhering to a non-discrimination policy for membership and/or elective office based on race, religion, color, national origin, gender, age, disability, sexual orientation or familial/marital status.

RULE III—THE COUNTY COMMITTEE

SECTION A. Membership and Term of Office.

The County Committee, whose members shall be called Democratic Committeemen, Committeewomen, Committeepersons or Committee Members shall:

1. Be composed of one man and one woman elected from each election/voting district within Dauphin County at the primary election coinciding with the gubernatorial election for a term of four (4) years, or as appointed pursuant to Rule III, Section J (relating to vacancies);
2. Be registered Democrats residing in their election/voting district within Dauphin County;
3. Include the state committee people who also were elected at the primary election coinciding with the gubernatorial election for a term of four (4) years; and
4. Include an additional 13 at-large members residing within Dauphin County who shall be appointed by the County Chairperson as provided at Rule V, Section E, Paragraph 5.

SECTION B. Write-in candidates.

In order for a write-in candidate to be elected as a county committee person, or as a state committee person the write-in candidate must receive, at a minimum, a number of valid write-in votes equal to the number of valid signatures required by law for a person to have been placed upon the ballot for the applicable position to which the write-in candidate seeks election.

SECTION C. Responsibilities.

Each Committee Member shall be responsible for:

1. Establishing an effective election/voting district organization.
2. Maintaining and increasing Democratic registration;
3. Maximizing the vote for Democratic candidates as directed by their District Leader.
4. Representing the Democratic Party in his/her election/voting district;
5. Attending meetings of the District and County Committees; and

6. Being accountable to the residents of his or her election/voting district; the District Leader, the County Chairperson, Executive Officers and Executive Committee.

SECTION D. Meetings

The County Committee shall meet at least twice annually at the call of the Chairperson.

SECTION E. Reorganization Meeting

Not later than the fifth Saturday (or any other date identified by statute) following the Primary Election in each year in which the Governor and committee people are elected by the Democratic electorate, the County Committee shall meet to reorganize and to elect the Executive Officers and District Leaders. Following the election of Executive Officers and before adjournment of the County Reorganization Meeting, each District shall meet separately to elect a District Leader.

SECTION F. Ten-Day Call; Quorum.

1. Written notice of all meetings shall be sent by first class mail, or by electronic communication with the Member's written approval, to all members of the County Committee at least ten (10) days prior to the meeting ("ten day call").
2. Twenty percent (20%) of the total membership of the County Committee shall constitute a quorum for the transaction of business at a business meeting of the County Committee. A committee person represented by a valid proxy shall be counted toward a quorum.

SECTION G. Special Meetings.

The County Chairperson shall call a special meeting of the County Committee within thirty (30) days upon written petition of a majority of the members, and shall provide due notice to members.

SECTION H. Proxy.

Any member of the County Committee who is unable to attend a meeting of the County Committee in person, may appoint by proxy, a Democratic elector registered in Dauphin County who is a resident of the committee member's Legislative District, and not already a County Committee member, who shall have the power to attend such meeting and to vote thereat as the representative of such absent member. Any such proxy shall be in writing, signed by the member giving the same, attested by a witness, and naming the person to act as proxy. No person in attendance at a meeting of the County Committee shall be able to cast more than one (1) vote.

SECTION I. Discipline.

1. Elected members.
 - a) Whenever the County Chairperson is aware of evidence or receives a signed written statement from a member of the DCDC that an elected member of the County Committee:

- (i) has been absent and without representation by proxy for two consecutive meetings of the County Committee, without notifying either the Chair, Secretary or District Leader prior to such absence;
- (ii) is disqualified by Rule I, Section B of these Rules or the Rules of the Democratic Party of the Commonwealth of Pennsylvania to serve as a member of such committee; or
- (iii) has otherwise violated these Rules, committed an act, or failed to perform his or her duties, to the extent that good cause exists to warrant sanction or removal from office,

the County Chairperson shall direct the Executive Committee to conduct a hearing to determine whether or not the member shall be removed from office or otherwise sanctioned.

- b) The member subject to the above proceedings shall receive, at minimum, two (2) weeks prior written notice of the hearing before the Executive Committee, which notice shall contain a statement of the alleged violation(s). He or she shall have the right to examine and cross-examine all witnesses and to present testimony and evidence on his or her behalf to a quorum of the Executive Committee.
- c) After considering all competent evidence presented, the Executive Committee shall vote thereon. A two-thirds (2/3) vote of a quorum of the Executive Committee members hearing the evidence is required for removal.
- d) Fifty percent plus one (50% + 1) of the total voting membership of the Executive Committee shall constitute a quorum for the purpose of conducting the hearing and rendering a decision.
- e) An elected member who has been removed from office by the decision of the Executive committee may appeal to the County Committee. The appeal shall be in writing and submitted to the County Chair and Secretary within 10 days of the adverse decision and shall state in writing the basis for the appeal. The County Chair shall schedule a special meeting of the County Committee to be held within 30 days of receiving the appeal. Along with the notice of the special meeting, the Chair shall provide to the County Committee a copy of the written appeal and the minutes of the meeting of the Executive Committee at which the decision was rendered to remove the member. The County Committee, after receiving testimony at the special meeting from all interested persons, shall render before adjournment a decision by majority vote to either affirm the decision of the Executive Committee or reinstate the elected member.

SECTION J. Vacancies.

Vacancies in the 13 appointed at-large membership of the County Committee shall be filled by the County Chairperson. Vacancies in the elected membership of the County Committee shall be filled for the duration of the unexpired term by the County Chairperson. The Applicable District Leader is

encouraged to recommend nominees to the Chairperson. All nominees must be approved by the Executive Committee and the County Chairperson. The term of the appointee shall be effective immediately upon appointment by the Chairperson. Notwithstanding the foregoing, no vacancy may be filled during the period of time intervening between the date of the Primary Election and the reorganization meeting of the County Committee, but all vacancies shall be filled as soon as possible after the reorganization meeting.

SECTION K. Procedure for Filling Vacancies on the General Election Ballot.

1. Immediately following notice of vacancy from the County Bureau of Elections and Voter Registration regarding an elected office within a district or the county, the County Chair will notify the appropriate District Leader in the district in which the vacancy has occurred. If the vacancy is within a county office, the County Chairperson shall notify the Chairperson of the Elections Committee.
2. For a municipal election, the District Leader shall coordinate with any local committee chair, if applicable, and for a county election the Elections Committee Chair shall coordinate with the County Chairperson, to take the appropriate steps to find a qualified candidate to fill the vacancy through such methods as recruitment, advertising, and inter-committee interest.
3. The applicable county committee members who represent the voters from the election district, in which the vacancy occurred, shall meet to recommend a candidate to stand for election in the November general election. A ten-day written notice delivered by first class mail, or by electronic communication with Member's approval, must be given of the nomination meeting, listing the purpose of the meeting, the date, time, and location, and must provide the option to vote by proxy, if a committee member is not able to attend. A quorum is not necessary as long as the number of committee members or their duly appointed proxies is no less than three (3). A simple majority vote is required to choose a candidate to fill the vacancy. When the number of committee members needed to recommend a candidate for a vacancy cannot be met because committee positions are vacant in a ward or precinct, the County Chairperson can appoint others from the same District of that ward or precinct to satisfy this requirement.
4. Once the applicable committee members have voted to recommend the nomination of one candidate, the District Leader, in the case of a municipal election, or the Chairperson of the Elections Committee, in the case of a county election, shall prepare and deliver the following items to the Executive Committee at least 20 days before the filing deadline:
 - a) A copy of the ten-day notice;
 - b) Minutes from the meeting;
 - c) A list of all voting members in attendance;
 - d) The name, address, and occupation of the recommended candidate.
5. The candidate must complete all documents required by law, State Committee rules, and the Executive Committee. The candidate does not complete the nomination certificate. The nomination certificate must be completed by the Chairperson and the Secretary. Only the Chairperson and Secretary are required to sign and have their signatures notarized in accepting

the recommended candidate along with the completed nomination certificate and all attachments.

SECTION L. Reasons for Vacancy and/or Grounds for Removal.

The following are the reasons for vacancy and/or grounds for removal of a County Committee Member, whether elected or appointed:

1. Voluntary resignation, either verbal or written,
2. Death of Member,
3. Moved from Voting District,
4. Absent or without representation by proxy at two consecutive meetings of the County Committee without prior notice of absence or good cause or reason,
5. Failure to perform the responsibilities set forth at Rule III, Section B, or elsewhere within these Rules;
6. 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 any non-Democratic candidate when a duly-nominated Democratic candidate is running for the same office.

RULE IV—THE EXECUTIVE COMMITTEE

SECTION A. Membership.

1. The Executive Committee shall consist of the following voting members:--
 - a) The Executive Officers of the Dauphin County Democratic Committee;
 - b) Democratic Members of the State Committee from Dauphin County,
 - c) The following ex-officio members if they are duly registered Democrats: Dauphin County Commissioners, PA State Legislators who reside in Dauphin County, and the Mayor of the City of Harrisburg,
 - d) The Standing Committee Chairpersons appointed by the County Chairperson,
 - e) One member elected from each District in Dauphin County (hereinafter referred to as the "District Leaders"),
 - f) Any committee chairpersons of local Democratic Committees which are in compliance with, and formally recognized pursuant to, these Rules.

2. The following are non-voting members of the Executive Committee:
 - a) Any *ad hoc* committee chairpersons appointed at the discretion of the County Chairperson for which these Rules may provide,
 - b) Parliamentarian, Sergeant-At-Arms, Chaplain, Union Liaison, and other appointed positions as may be deemed necessary at the discretion of the County Chairperson.

SECTION B. Executive Officers.

The County Chairperson, 1st and 2nd Vice-Chairpersons, Treasurer and Secretary shall be the officers of the Executive Committee and the County Committee. The County Chairperson shall preside at all meetings, unless the County Chairperson designates another to preside.

SECTION C. Duties.

The officers and members of the Executive Committee shall perform such duties as designated by the Chairperson to effect an efficient organization, including, but not limited to:

1. Assist, advise, counsel and oversee the County Chairperson in matters pertaining to the management of the Democratic Party in Dauphin County,
2. Make such recommendations to the organization as the welfare of the party may require,
3. Review and approve all budgets and fundraising plans of the organization,
4. Report its proceedings and make all Standing Committee meeting minutes available to the County Committee,
5. Fill vacancies occurring in the Democratic nomination for any local or county offices within thirty (30) days in accordance with and subject to applicable election laws, Rules of the Democratic Party of the Commonwealth of Pennsylvania and Rule III, SECTION K of the Rules of the Dauphin County Democratic Committee, and
6. Perform such other functions as are set forth in these Rules or directed by the County Chairperson.

SECTION D. Meetings/Prior Notice of Meeting.

1. **In-person Meetings.** The Executive Committee shall meet in person on a monthly basis and shall be notified by first class mail or postcard, or by electronic communication with Member's approval, at least ten days prior to the in-person meeting unless the meeting date is fixed in advance. Special in-person meetings of the Executive Committee shall be held at the call of the Chairperson.
2. **Teleconference Meetings.** If time is of the essence, the Chairperson may call with 24 hour notice

for a special meeting of the Executive Committee to be conducted via current teleconferencing technology. Meeting notice shall be provided by electronic mail and telephone. Voting in a teleconferencing meeting shall be by a roll call voice vote or by electronic mail, provided that electronic mail votes shall be contemporaneously communicated by the Secretary to all those participating in the teleconference meeting.

SECTION E. Quorum/Majority rule.

One-third (1/3) of the total voting membership of the Executive Committee shall constitute a quorum, and all questions before the Executive Committee shall be decided by a majority vote of the voting members present, unless specifically provided otherwise by these Rules or Robert's Rules of Order Newly Revised.

SECTION F. Proxy.

Any voting member of the Executive Committee who is unable to attend a meeting of the Executive Committee in person, may appoint by proxy, a Democratic elector, registered in Dauphin County, who is not already a member of the Executive Committee, who shall have the power to attend such meeting and to vote thereat as the representative of such absent member. In the case of a District Leader, the proxy carrier must also be a resident of the District Leader's district. Any such proxy shall be in writing, signed by the member giving the same, attested by a witness, and naming the person to act as proxy. No person in attendance at a meeting of the Executive Committee shall be able to cast more than one (1) vote.

SECTION G. Vacancies.

The County Chairperson shall fill all vacancies in the appointed membership of the Executive Committee within thirty (30) days of the vacancy, when possible.

SECTION H. Reasons for Vacancy and/or Grounds for Removal.

The following are the reasons for vacancy and/or grounds for removal of an Executive Committee Member:

1. Voluntary resignation, either verbal or written;
2. Death of Member;
3. Moved out of Dauphin County;
4. Absent or without representation by proxy for three (3) consecutive meetings without prior notice of absence or good cause or reason;
5. Failure of appointed members to perform the responsibilities assigned by these Rules;
6. 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 any non-Democratic candidate when a duly-nominated Democratic candidate is running for the same office.

SECTION I. Discipline.

1. Executive Officers. An Executive Officer is subject to removal only in accordance with the provisions of Rule V, Section J of these Rules pertaining to "Recall."

2. Other Members.

a) Whenever a member of the DCDC is aware of evidence or the County Chairperson receives a signed written statement from a member of the DCDC that a member of the Executive Committee:

(i) has been absent and without representation by proxy for three consecutive meetings of the Executive Committee, without good cause or reason;

(ii) is disqualified by these Rules or the Rules of the Democratic Party of the Commonwealth of Pennsylvania to serve as a member of the Executive Committee; or

(iii) has otherwise violated these Rules, committed an act, or failed to perform his or her duties, to the extent that good cause exists to warrant sanction or removal from the Executive Committee,

the County Chairperson shall direct the Executive Committee to conduct a hearing to determine whether or not the member shall be removed from the Executive Committee or otherwise sanctioned.

b) The member subject to the above proceedings shall receive, at minimum, two (2) weeks prior written notice of the hearing before the Executive Committee, which notice shall contain a statement of the alleged violation(s). He or she shall have the right to examine and cross-examine all witnesses and to present testimony and evidence on his or her behalf to a quorum of the Executive Committee.

c) After considering all competent evidence presented, the Executive Committee shall vote thereon. A two-thirds (2/3) vote of the Executive Committee members hearing the evidence is required for removal from the Executive Committee or otherwise sanctioned.

d) A member who has been removed from office by the decision of the Executive committee may appeal to the County Committee. The appeal shall be in writing and submitted to the County Chair and Secretary within 10 days of the adverse decision and shall state in writing the basis for the appeal. The County Chair shall schedule a special meeting of the County Committee to be held within 30 days of receiving the appeal. Along with the notice of the

special meeting, the Chair shall provide to the County Committee a copy of the written appeal and the minutes of the meeting of the Executive Committee at which the decision was rendered to remove the member. The County Committee, after receiving testimony at the special meeting from all interested persons, shall render before adjournment a decision by majority vote to either affirm the decision of the Executive Committee or reinstate the member.

3. Appointed members. Members of the Executive Committee appointed by the County Chairperson may be reassigned or removed by the County Chairperson.

RULE V—EXECUTIVE OFFICERS OF THE DAUPHIN COUNTY DEMOCRATIC COMMITTEE

SECTION A. Officers/Voting Eligibility.

The elected Executive Officers must be registered Democrats residing in Dauphin County and shall consist of the County Chairperson; First Vice-Chairperson, Second Vice-Chairperson, Treasurer, and Secretary, all of whom shall be full voting members entitled to only one (1) vote each. The First Vice-Chairperson shall be of the opposite gender of the County Chairperson.

SECTION B. Election.

The Executive Officers shall be elected by majority vote at the quadrennial reorganization meeting for a term of four years, commencing at the close of the meeting at which they are elected. Election shall be by a written ballot upon which the voting member has printed and signed his or her name. If there is a tie vote, the matter shall be decided by drawing straws.

SECTION C. Transition

1. If as a result of the election at the Quadrennial Reorganization Meeting there is a transition in office from one person to another, the out-going Executive Officer shall submit his or her complete record, if any, to his or her newly elected successor within 30 days after the date of the Quadrennial Reorganization Meeting.
2. If a new County Chair is elected, the out-going standing committee chairpersons shall submit any record of their tenure, including correspondence, records, reports or minutes, which they may have, to the incoming County Chairperson within 30 days after the date of the Quadrennial Reorganization Meeting.
3. Any Executive Officer or standing committee chairperson who fails to submit records as required by these Rules shall be subject to discipline pursuant to the grievance procedure set forth in these Rules.

SECTION D. Vacancies.

Any vacancy occurring among any of the elected Executive Officers shall be filled by majority vote of a quorum of the Executive Committee for the unexpired term. If the office of Chair is vacant, the

1st Vice Chair becomes Acting Chair until the Executive Committee meets to fill this position. If the Executive Committee fails to elect a replacement for any of the Executive Officers prior to a meeting of the full body of the Dauphin County Democratic County Committee, a Special Election must be held in conjunction with the regular meeting agenda for the purpose of electing a replacement officer. The Special Election must be held under the same terms as Rule III Section E.

SECTION E. Duties of the Chair.

The Chairperson shall:

1. Be the Chief Executive Officer of the Dauphin County Democratic Committee, the County Committee and the Executive Committee; a voting member of the Executive Committee, County Committee, and any other committees within the DCDC, and shall have the duties and responsibilities commensurate with such position;
2. Establish an efficient organization in accordance with the Rules of the organization, and shall be responsible to the members of the Dauphin County Democratic Committee;
3. Have the responsibility to designate whether the 1st Vice-Chairperson, who must be the opposite gender from the Chair, will serve as the Administrative Vice-Chairperson or the Political Vice-Chairperson. The 2nd Vice-Chairperson will then serve in the remaining Vice-Chairperson position. The designation of each Vice-Chairperson must be declared prior to their nomination and election at the Quadrennial Reorganizational Meeting held as specified by the Rules of both the Democratic Party of the Commonwealth of Pennsylvania and the DCDC.
4. Make appointments to such other positions as necessary, to assist in the organization of the Dauphin County Democratic Committee. Persons appointed to such positions by the Chairperson may attend the Executive Committee Meetings but shall not be voting members. Such positions may include, but are not limited to: Parliamentarian (who is also to be a member of the Rules Committee), Chaplain, Sergeant at Arms, Banquet Chair, Union Liaison and other ad hoc committee chairpersons;
5. Shall appoint up to 13 at-large Dauphin County Democrats as voting members of the County Committee. Unless and until the Executive Committee approves new or different Districts as permitted by Rule VII, Section C, paragraph 1 of these Rules, three at-large members may be appointed from each of the following Legislative Districts: 103rd, 104th, 105th and 106th for a total of 12 within Dauphin County and the remaining at-large Committee member is at the discretion of the Chair from anywhere in Dauphin County;
6. Supervise and direct the District Leaders with the advice and counsel of the Political Vice Chairperson and the Executive Committee;
7. Have the Financial Records independently reviewed according to generally accepted accounting principles prior to October 1st following the County Reorganization Meeting or in any year where a new Treasurer is elected;

8. Perform all duties in accordance with the laws of the Commonwealth of Pennsylvania, and in conformance with the Rules of the Democratic National Committee and the Democratic Party of the Commonwealth of Pennsylvania.

SECTION F. Duties of the First Vice-Chairperson

The 1st Vice-Chairperson shall:

1. Assist the Chairperson and perform any duties designated by the Chairperson;
2. Conduct any meeting in the absence of the Chairperson;
3. Supervise the following Standing Committees if designated as the Administrative Vice Chairperson: Credentials, Education, Finance, Grievance, Headquarters, Public Information, and Rules or;
4. Supervise the District Leaders and the following Standing Committees if designated as the Political Vice Chairperson: Candidates, Elections, Liaison to State & Local Government, Platform, Registration, and Young Democrats;
5. Be a voting member of the Executive Committee and the County Committee.

SECTION G. Duties of the Second Vice-Chairperson.

The 2nd Vice-Chairperson shall:

1. Assist the Chairperson and perform duties designated by the Chairperson;
2. Conduct any meetings in the absence of the Chairperson and 1st Vice Chairperson;
3. Supervise the following Standing Committees if designated as the Administrative Vice Chairperson: Credentials, Education, Finance, Grievance, Headquarters, Public Information, and Rules or;
4. Supervise the District Leaders and the following Standing Committees if designated as the Political Vice Chairperson: Candidates, Elections, Liaison to State & Local Government, Platform, Registration, and Young Democrats;
5. Be a voting member of the Executive Committee and the County Committee.

SECTION H. Duties of the Treasurer.

The Treasurer shall:

1. Have custody of, and responsibility for, all books of account and financial records of the organization;

2. Deposit all monies received in a banking or financial institution designated by the officers of the organization;
3. Disburse funds of the organization on checks executed by both the Treasurer and Chairperson or other persons designated by the Executive Committee, unless electronic transactions or use of a credit or debit card and not requiring two signatures are authorized by the Executive Committee;
4. Report the financial status of the organization as required by law;
5. Prepare a financial report in which receipts and disbursements are set forth for distribution with every ten-day call as provided for in Rule III, Section F;
6. Submit the books for independent examination by a person learned in generally accepted accounting principles prior to October 1st following the County Reorganization Meeting or in any year where a new Treasurer is elected; and
7. Be a voting member of the Executive Committee, County Committee and the Finance Committee.

SECTION I. Duties of the Secretary.

The Secretary shall:

1. Be responsible for the minutes of the organization, its Executive Committee, and all special hearings or extraordinary judicial or grievance procedures; and shall maintain minute books or files for the organization, Executive Committee and the Standing Committees;
2. Be responsible for all general correspondence between the Chair, the Executive Committee, Standing Committees and members of the organization, unless the Chairperson has appointed, and assigned said duties to, a correspondence secretary;
3. Supervise preparation of the organization's newsletter; and certify to the Chair of the State Committee the names of the persons elected Chair and first Vice-Chair within thirty (30) days after the reorganization meeting;
4. Keep the VoteBuilder® database (or whichever electronic database of registered voters is currently being used) up to date with correct phone numbers, addresses, e-mail addresses, and appropriate activist codes for County Committee Members and Members of the Executive Committee; and
5. Be a voting member of the Executive Committee and County Committee

SECTION J. Recall.

1. An elected Executive Officer may be subject to recall upon petition of one-third (1/3) of the County Committee Members;
2. Upon receipt of the petition, the Executive Committee must call a meeting of the County Committee not sooner than fourteen (14) days or later than twenty-eight (28) days from receipt of the petition. Notice must be sent by first class mail to County Committee members at least fourteen (14) days before such meeting;
3. Removal of an elected Executive Officer shall be by a vote of two-thirds (2/3) of the quorum of County Committee members present or represented by proxy. Fifty percent plus one (50% + 1) of the total voting membership of the County Committee shall constitute a quorum for the transaction of business to recall an officer.

RULE VI—STANDING COMMITTEES

SECTION A. Committees.

The Standing Committees of the Dauphin County Democratic Committee shall include the committees on Candidates, Credentials, Education, Elections, Finance, Grievance, Headquarters, and Liaison to State & Local Government, Platform, Public Information, Registration, Rules, Young Democrats and VoteBuilder.

SECTION B. Appointment, Membership, Accountability.

The Chairperson of each Standing Committee shall be appointed by the County Chairperson; shall be a voting member of the Executive Committee and County Committee, and shall be accountable to the County Chairperson, the Executive Committee and the committee members.

SECTION C. General Responsibilities.

The Standing Committee Chairs shall:

1. Perform their respective responsibilities and schedule and hold meetings of their respective committees as called by the Standing Committee Chair;
2. Be responsible for maintaining the complete minutes of all committee meetings;
3. File all copies of minutes with the Secretary;
4. Report all proceedings of the committee to the Executive Committee;
5. May propose and submit a budget to the Finance Committee for consideration for the following calendar year; and

6. Be accountable to the County Chairperson.

SECTION D. Specific Responsibilities, Tools, and Guidelines for each Standing Committee.

The responsibilities of each Standing Committees are as follows:

1. Candidates Committee.

- a) Responsibilities:

- (i) Search, recruit, and screen Democratic candidates representing Dauphin County;
- (ii) Verify qualifications of Democratic candidates representing Dauphin County and;
- (iii) Report on Democratic candidates to the Executive Committee.

- b) Tools needed to perform responsibilities:

- (i) Access to VoteBuilder database;
- (ii) Election year calendar;
- (iii) List of positions up for election over the next four years;
- (iv) Supply of petitions and financial statements;
- (v) Election position description;
- (vi) County & State bylaws;
- (vii) List of previous Democratic candidates for position.

- c) Committee work guidelines:

- (i) Recommended committee size - minimum 6 people plus Chair;
- (ii) Meetings should to held no less than once a quarter;
 - (A) November - recruitment;
 - (B) February - screening;
 - (C) May - recruitment for vacancies/for nomination;
 - (D) August/September - coordinate campaign efforts;
- (iii) Establish candidate questionnaire - general information;
- (iv) Establish candidate questionnaire on positions, issues, and platform;
- (v) Research candidates' response to questionnaires.

2. Credentials Committee.

- a) Responsibilities:

- (i) Verify Democratic registration, the current address within the respective voting District, and voting history of all elected and appointed committee people;
- (ii) Maintain a current file of all committee people;
- (iii) Record attendance of committee people at County meetings;
- (iv) Validate proxies presented at County meetings;
- (v) Tabulate the count of voting members present at County meetings in order to certify the presence of a quorum.

- b) Tools needed to perform responsibilities:

- (i) Access to VoteBuilder database;
- (ii) Current list of County Committee;
- (iii) Current list of Executive Committee;
- (iv) Secretary's certified attendance record of County Committee Members and Executive Committee Members.

- (v) Supply of materials to record and identify voting members from non-voting members and to identify members of the Press.
 - c) Committee work guidelines:
 - (i) Recommended committee size - 3 people minimum plus Chair,
 - (ii) Meetings should be held no less than four times a year at least two weeks before each scheduled meeting of the County Committee and the evening before the scheduled meeting in order that arrangements are effectively in place for an orderly registration and credentialing process.
 - (iii) Current Democratic registration of all DCDC members should be verified in advance of each meeting of the County Committee.
3. Education Committee.
- a) Responsibilities:
 - (i) Advise Officers, Executive Committee, District Leaders, Standing Committee Chairs, and Democratic candidates, and;
 - (ii) Educate County Committee persons and volunteers in the proper conduct and responsibilities of their positions.
 - (iii) Conduct each year one training session for County Committee people on circulating nomination petitions, voter registration forms and getting out the vote for primary and general elections.
 - b) Tools needed to perform responsibilities:
 - (i) County and State bylaws;
 - (ii) Elections laws;
 - (iii) Election calendar;
 - (iv) Candidate's Campaign school workbook.
 - c) Committee work guidelines:
 - (i) Recommended committee size - 4 people minimum plus Chair;
 - (ii) Budget proposal for campaign school materials, and committee and volunteer guideline booklets;
 - (iii) Meetings should be held no less than twice a year:
 - (A) February/March - planning candidate workshop,
 - (B) August/September - planning committee and volunteers workshop;
 - (C) Plan a minimum of two (2) workshops per year:
 - (D) May/June - Candidate Campaign workshop,
 - (E) September- Committee and volunteers;
4. Elections Committee.
- a) Responsibilities::
 - (i) Assist countywide Democratic candidates, and;
 - (ii) Staff and equip each ward and precinct on Election Day.
 - b) Tools needed to perform responsibilities:
 - (i) Access to VoteBuilder database;
 - (ii) List of polling places for the County;
 - (iii) Current list of Democratic committee;
 - (iv) List of Candidates on the ballot;
 - (v) List of Candidates' telephone numbers and addresses of headquarters;

- (vi) List of Candidate's volunteers;
 - (vii) Election laws;
 - (viii) County and State bylaws;
 - (ix) Telephone numbers for County Election Bureau, and;
 - (x) Telephone numbers for Democratic legal counsel.
- c) Committee work guidelines:
- (i) Recommended committee size - 3 people minimum plus Chair,
 - (ii) Budget proposal to include Election Day expenses,
 - (iii) Meetings should be held no less than four (4) times per year:
 - (A) Twice prior to Primary election,
 - (B) Twice prior to General election;
 - (iv) Establish ward and precinct vacancies,
 - (v) Coordinate volunteers to fill ward and precinct vacancies.

5. Finance Committee.

- a) Responsibilities:
- (i) Fundraising,
 - (ii) Finance budget,
 - (iii) Prepare annual budget for Executive Committee approval by August 1st,
 - (iv) Prepare fundraising plan for Executive Committee approval by September 1st.
- b) Tools needed to perform responsibilities:
- (i) Access to VoteBuilder database;
 - (ii) County committee list;
 - (iii) County contributors list;
 - (iv) Candidates' list;
 - (v) Reports of previous years fundraising efforts;
 - (vi) List of fundraising ideas and their cost;
 - (vii) Election year calendar;
 - (viii) Calendar holidays and special days and events of USA, State, County and City.
- c) Committee work guidelines:
- (i) Recommended committee size - 4 people min. plus Comm. Chair & Treasurer,
 - (ii) Meetings should be held no less than six (6) times per year:
 - (A) Prior to August 1 - Budget preparation;
 - (B) Prior to September 1 - Fundraising plan preparation;
 - (C) September: County Fall Dinner final planning/Post election fundraising event planning;
 - (D) January/March/May- Fundraising event planning;
 - (iii) Prepare calendar of available dates,
 - (iv) Prepare fundraising calendar of events,
 - (v) Organize fundraising event.

6. Grievance Committee.

- a) Responsibilities:
- (i) Receive written complaints and grievances from Committee persons, any member of the DCDC, and candidates regarding intraparty disputes;

- (ii) Prepare and promulgate a form upon which said complaints and grievances must be submitted in writing to the Chair of the Grievance Committee;
 - (iii) Investigate complaints thoroughly;
 - (iv) Attempt to resolve disputes;
 - (v) Make recommendations to the Executive Committee for action.
- b) Tools needed to perform responsibilities:
- (i) County and State bylaws;
 - (ii) Election laws;
 - (iii) Ethic laws;
 - (iv) Roberts Rules of Order
 - (v) Access to legal counsel or Parliamentarian;
 - (vi) Committeeperson list.
 - (vii) Form approved by the Executive Committee for submitting grievances.
- c) Committee work guidelines:
- (i) Recommended committee size: two (2) people minimum plus Committee Chair, Parliamentarian, and Secretary;
 - (ii) Investigate only grievances which are submitted in writing and within 10 days of the date of discovery of the grievance;
 - (iii) Sanctions to be recommended to the Executive Committee may include, but not be limited to, warning, reprimand, censure, remedial action, fines, and suspension or dismissal from a committee or committees of the DCDC
- d) Grievance Procedures:
- (i) The aggrieved party shall file a written grievance with the Grievance Committee Chair within 10 days of discovering the grievance.
 - (ii) The Grievance Committee chair shall seek to mediate the matter between the parties within the 10 days following the filing of the grievance.
 - (iii) If the Grievance Committee Chair is not able to resolve the matter within 10 days of the filing of the grievance, the Grievance Committee chair shall so notify the parties, and the aggrieved party may request in writing within five days of said notification that the Grievance Committee proceed with an investigation. If the Grievance Committee Chair determines that a hearing is necessary, the hearing shall be held within 15 to 30 days of the aggrieved party's written request.
 - (iv) All parties and their witnesses may provide testimony at the hearing and the committee may interview parties and witnesses separately;
 - (v) Following the hearing the committee may deliberate within executive session, but shall announce its decision to the parties following deliberation;
 - (vi) Minutes shall be prepared by the Secretary;
 - (vii) The Grievance Committee Chair shall prepare and submit a report of the Grievance Committee's minutes, findings and recommended action to the Executive Committee within 20 days of the hearing.
 - (viii) The Executive Committee shall review the matter at the next regularly scheduled meeting of the Executive Committee, or, in the discretion of the County Chair, a special meeting of the Executive Committee may be scheduled for an earlier date.
 - (ix) Upon request and for good cause the Grievance Committee Chair may grant an enlargement of time to comply with a Grievance Procedure.

7. Headquarters Committee.

- a) Responsibilities:
 - (i) Acquisition, maintenance, staff and operation of headquarters;
 - (ii) Acquire temporary meeting facilities for all committee meetings;
 - (iii) Organize all county committee meetings, as organization shall require.
- b) Tools needed to perform responsibilities:
 - (i) Tentative schedule of meeting dates;
 - (ii) Budget allotment of meeting facilities;
 - (iii) Schedule of included meeting events i.e. education workshops;
 - (iv) List of free community facilities;
 - (v) List of locations available with services i.e.: food and drink.
- c) Committee work guidelines:
 - (i) Recommended committee size - 2 people minimum plus Chair;
 - (ii) Meetings should be held no less than twice (2) per year as needed;
 - (iii) Prepare calendar of meeting dates;
 - (iv) Schedule meeting locations & inform Secretary of location address.

8. Liaison(s) to State and Local Government Committee.

- a) Responsibilities:
 - (i) Serve as liaison and facilitator between the County Chairperson and governmental entities.
 - (ii) Meet monthly with the County Chairperson.
 - (iii) Meet quarterly with the Executive Officers.
- b) Tools needed to perform responsibilities:
 - (i) Telephone numbers of Executive Officers;
 - (ii) Schedule of County Committee and Executive Committee meeting dates;
 - (iii) Current list of County Committee;
 - (iv) Current list of Executive Committee.
- c) Committee work guidelines:
 - (i) Recommended committee size - 2 people minimum plus Chair.

9. Platform Committee.

- a) Responsibilities:
 - (i) Survey local, County and State issues;
 - (ii) Research and develop potential issues;
 - (iii) Recommend issue positions to Executive Committee.
- b) Tools needed to perform responsibilities:
 - (i) Local newspaper;
 - (ii) Democratic leadership input;
 - (iii) Candidates input;
 - (iv) State and National committee input;
 - (v) Local contacts input;
 - (vi) Elected officials input.
- c) Committee work guidelines:
 - (i) Recommended committee size - 3 people minimum plus Chair;

- (ii) Meetings should be held no less than four (4) times per year: January, March, August, and October;
- (iii) Develop issues for candidates, County Committee, and Democratic elected.

10. Public Information Committee.

- a) Responsibilities:
 - (i) Regularly inform voters of county on Democratic matters and issues;
 - (ii) Regularly inform members of County committee of matters and events.
- b) Tools needed to perform responsibilities:
 - (i) Committeeperson list;
 - (ii) Media list;
 - (iii) Calendar of events including election dates, meeting schedule & fundraising schedule;
 - (iv) Executive meeting minutes;
 - (v) Computer accessibility;
 - (vi) Desktop Publisher program or similar software.
- c) Committee work guidelines:
 - (i) Recommended committee size -2 people minimum plus Chair, Secretary, District Leaders and any local Democratic Committee Chairs;
 - (ii) Meetings should be held no less than four (4) times per year:
 - (A) February/March,
 - (B) May/June,
 - (C) August/September,
 - (D) November/December;
 - (iii) Submit proposed budget;
 - (iv) Design newsletter;
 - (v) Prepare newsletter.

11. Registration Committee.

- a) Responsibilities:
 - (i) Maintain and increase Democratic registration in county;
 - (ii) Coordinate all registration efforts w/field representatives.
- b) Tools needed to perform responsibilities:
 - (i) Access to VoteBuilder database;
 - (ii) Voter registration forms;
 - (iii) County registration totals;
 - (iv) County VoteBuilder access;
 - (v) Committeeperson list;
 - (vi) District leaders' list;
 - (vii) Calendar of county committee and state committee events;
 - (viii) List of Democratic elected officials;
 - (ix) List of Democratic candidates;
 - (x) Calendar of countywide events;
 - (xi) Media list.
- c) Committee work guidelines:
 - (i) Recommended committee size - 3 people minimum plus Chair;
 - (ii) Meetings should be held no less than four (4) times per year:

- (A) More than 30 days prior to election dates,
- (B) During petition signing period,
- (C) During summer campaign period,
- (iii) Review registration;
- (iv) Strategic planning of borderline districts;
- (v) Coordinate registration drives for county elections;
- (vi) Schedule registration drives during open voter registration times

12. Rules Committee.

- a) Responsibilities:
 - (i) Consider all matters pertaining to parliamentary procedures;
 - (ii) Consider and provide all recommendations for amendments to the Rules of the organization.
- b) Tools needed to perform responsibilities:
 - (i) County committee rules;
 - (ii) State committee rules;
 - (iii) National committee rules;
 - (iv) County election laws;
 - (v) State election laws;
 - (vi) Robert's Rules of Order.
- c) Committee work guidelines:
 - (i) Recommended committee size - 5 people minimum plus Chair;
 - (ii) Meetings should be held no less than twice (2) per year prior to bi-yearly County Committee meetings;
 - (iii) Prepare recommendations for wording of amendments to committee rules/bylaws to Executive Committee;
 - (iv) Record approved amendments to county committee bylaws;
 - (v) Submit amended bylaws for approval to State Committee;
 - (vi) Distribute amended bylaws to county committee.

13. Young Democrats Committee.

- a) Responsibilities:
 - (i) Identify interested groups of young democrats;
 - (ii) Organize interested groups of young democrats;
 - (iii) Educate interested groups of young democrats;
 - (iv) Encourage and engage interested groups of young democrats in participating in the Democratic process within the Dauphin County Democratic Committee.
- b) Tools needed to perform responsibilities:
 - (i) Access to VoteBuilder database;
 - (ii) County committee bylaws;
 - (iii) State committee bylaws;
 - (iv) Registration forms & absentee ballots;
 - (v) Contact list of all County public and private high schools, colleges, trade schools, and any other venues that could provide probable sources of interested young democrats;
 - (vi) Contact list of teachers unions to seek advisors within the schools.
- c) Committee work guidelines:

- (i) Schedule events such as social events, political events, and volunteer opportunities that bring interested groups together;
- (ii) Schedule discussion groups to ascertain the level of interest, involvement and activism;
- (iii) Provide guidelines on how to organize further recruitment within the targeted groups and locations;
- (iv) Provide educational meetings that introduce elected officials, candidates and Democratic leaders;
- (v) Keep all interested young democrats connected through electronic communication, mailings and events;
- (vi) Provide mentoring opportunities with Democratic leadership so as to continue an appropriate level of interest and involvement as each young democrat moves through the stages of their political activism.

14. VoteBuilder Committee.

a) Responsibilities:

- i) Conduct individual and group training sessions as needed in order to train committee people and endorsed candidates to use the VoteBuilder database.
- ii) Coordinate VoteBuilder access and information with the Elections and Registration Standing Committees.

b) Tools needed to perform responsibilities:

- i) Access to the VoteBuilder database.
- ii) Authorization privileges to VoteBuilder database from State VoteBuilder Administrator and County Chair.

c) Committee work guidelines:

- i) Recommended committee size - 5 people minimum plus committee chair, County Secretary, and a representative from each District.

RULE VII—LOCAL DEMOCRATIC COMMITTEES AND DISTRICT LEADERS

SECTION A. The general supervision, regulation and direction of the affairs of the Local Democratic Committees in Dauphin County shall be vested in the Dauphin County Democratic Committee, and all other committees shall be subordinate to it and under its direction.

SECTION B. A Local Democratic Committee is defined as one:

1. Whose membership consists of only elected or appointed Dauphin County Democratic Committee Persons who reside in, and vote in, the Township, Borough, or City in which the Committee lies;
2. Who adheres to their own Rules and By Laws;
3. Whose Rules and By Laws are approved by the Dauphin County Democratic Committee, initially, and whenever changed, added to, or deleted;
4. Who adheres to the Rules and authority of the Democratic National Committee; the Democratic Party of the Commonwealth of Pennsylvania; and the Dauphin County Democratic Committee;

5. Who follows Robert's Rules of Order (as revised);
6. Whose name includes the Township, Borough or City in which it lies;
7. And who files a copy of their approved Rules and By Laws with the Dauphin County Voter Registration office.

SECTION C. District Leaders.

1. **Districts.** A district shall constitute any subdivision within Dauphin County as defined and approved from time to time by the Executive Committee. The boundaries of a district may correspond to a Pennsylvania House of Representatives Legislative District encompassing any part of Dauphin County.
2. **Qualifications and Selection of District Leaders.** A District Leader shall be a resident and registered Democrat of the applicable District for at least two (2) years, and is elected before the conclusion of the quadrennial reorganization meeting by a majority of the County Committee Members of the applicable District then present at the quadrennial reorganization meeting, or at a special meeting of the County Committee Members of the applicable District when a new District is created by the Executive Committee or in the event of the death, resignation or removal of the current District Leader.
3. **The duties of a District Leader are as follows:**
 - a) Keep committee people of their respective District informed of the decisions and directives of the Executive Committee and County Committees.
 - b) Conduct at a minimum two district meetings per year, one of which shall be held before the primary election and one before the general election. Twenty percent (20%) of the total number of committee people within a district shall constitute a quorum for the transaction of business at a business meeting by a district.
 - c) Organize and co-ordinate within their District phone banks and door to door canvassing and literature distribution for democratic county and municipal election campaigns to get out the vote before each election.
 - d) Organize and co-ordinate volunteers willing to assist the Democratic Party and Democratic candidates.
 - e) Co-ordinate voter registration drives within their District in cooperation with the Voter Registration Standing Committee Chairperson.
4. **Accountability.** A District Leader is accountable to the County Committee Members of the applicable District and the Executive Officers.
5. **Reasons for Vacancy and/or Grounds for Removal.** The reasons for vacancy and/or grounds for removal of a District Leader are the same as those for a County Committee person or a member of the Executive Committee.

6. Recall.

- a) An elected District Leader may be subject to recall upon petition to the County Chair of one-third (1/3) of the County Committee Members within the District Leader's District.
- b) Upon receipt of the petition, the County Chair must call a meeting of the county committee members of the District not sooner than fourteen (14) days or later than twenty-eight (28) days from receipt of the petition. Notice must be sent by first class mail to the County Committee members within the applicable District at least fourteen (14) days before such meeting;
- c) Removal of the District Leader shall be by a two-thirds (2/3) vote of a quorum of the County Committee members within the applicable District who are present or represented by proxy. A quorum shall constitute fifty percent plus one (50% + 1) of the current number of County Committee members within the applicable District.

RULE VIII—ENDORSEMENTS

SECTION A. Definition. An endorsement is a public statement by the Dauphin County Democratic Committee, or a District thereof, that it supports or approves an individual's candidacy for a specific elected office.

SECTION B. Procedures.

1. When meeting to be held. An endorsement meeting of the Dauphin County Democratic Committee shall be held within the time period beginning after the first day for circulating nominating petitions and before the final day for candidates to withdraw their nominations from the primary ballot, for the purpose of conducting endorsements of registered Democrats for each office.
2. Ten-Day Call/Quorum. The Secretary or his/her designee shall send all Dauphin County Democratic Committee members a written notice of the endorsement meeting by first class mail, or by electronic communication with Member's approval, at least ten (10) days prior to the meeting. Twenty percent (20%) of the total voting membership of the Dauphin County Democratic Committee shall constitute a quorum for conducting endorsements. Twenty percent (20%) of the total number of committee people within a District shall constitute a quorum for the purpose of conducting endorsements by a District. A committee person represented by a valid proxy shall be counted toward a quorum. An Executive Committee Member who is also a County Committee Person shall have only one vote.
3. Endorsement Authority for State and County-wide offices. The authority to endorse for state or county-wide offices rests solely with the voting members of the Dauphin County Democratic Committee when meeting for the purpose of conducting endorsements.
4. Separate endorsements prohibited. The Executive Committee, Executive Officers or the County Committee may not separately endorse any candidate for state or county-wide office who was not

endorsed by the Dauphin County Democratic Committee when it met for the purpose of conducting endorsements.

5. Recommendation by Executive Committee. The Executive Committee may make a recommendation regarding an endorsement to the County Committee before the scheduled endorsement meeting.
6. District endorsement meetings. The Districts shall conduct individual endorsements of Democratic candidates running for legislative or municipal elections within the boundaries of the Districts following the election of the Executive Officers and before the conclusion of the quadrennial reorganization meeting. Only those committee members residing within the specific boundaries of the applicable legislative or municipal office may cast a vote.
7. Candidates' Rights. Each candidate duly nominated and seconded for endorsement by members of the Dauphin County Democratic Committee will be given an opportunity to speak at the endorsement meeting.
8. Voting Procedure. Voting for any endorsement by the Dauphin County Democratic Committee shall be by written ballot. An endorsement by the Dauphin County Democratic Committee or a district shall require a three-fifths (3/5) (i.e. 60%) vote of the members and proxy votes cast.
9. Eligibility. Voting eligibility for endorsements for any office to be elected in a district less than the entire County shall be limited to those members of the District, or their proper proxies, representing the voting district(s) for the office to be endorsed.
10. Balloting. In the event that more than two candidates are nominated for the same office, all but the two highest vote getters shall be removed from the second ballot. Blank ballots and ballots abstaining from voting will not be counted as cast ballots.
11. Open Primary. If no candidate receives at the endorsement meeting a three-fifths (3/5) (i.e. 60%) vote of the members and proxy votes cast for a particular office, the Dauphin County Democratic Committee or the applicable district has declared an open primary for that office.

RULE IX—PARLIAMENTARY AUTHORITY

The laws of the Commonwealth of Pennsylvania, as well as the Rules of the Democratic National Committee and the Pennsylvania State Democratic Committee shall guide the DCDC. Where these Rules are silent on procedural matters being considered by the Committee, the parliamentarian shall look first to Roberts' Rules of Order Newly Revised, the Rules of the Democratic Party of the Commonwealth of Pennsylvania, and then to the Democratic National Committee Rules. Roberts' Rules shall govern procedure at all meetings of the County Committee, Executive Committee, and meetings of Standing Committees, as applicable, unless a contrary procedure is specifically provided otherwise in County, State, or National rules.

RULE X—AMENDMENT OF RULES

The Rules of the Dauphin County Democratic Committee may be amended by a vote of two-thirds (2/3) of the voting members present at any meeting of the County Committee, when meeting for the specific purpose of considering amendments to these Rules, at which there is a quorum in attendance, provided that the text of the proposed change shall have been set forth in the "ten day call" notice of the meeting as provided for in Rule III, Section F. Fifty percent plus one (50% + 1) of the total voting membership of the County Committee shall constitute a quorum for the purpose of adopting amendments to these Rules. A committee person represented by a valid proxy shall be counted toward a quorum. All amendments are subject to the approval of the Pennsylvania State Democratic Committee, in accordance with its Rules.

