

**BY-LAWS OF THE  
HARFORD COUNTY DEMOCRATIC CENTRAL COMMITTEE**

**Section 1. Name**

The local Democratic Central Committee shall hereafter be known as the Harford County Democratic Central Committee.

**Section 2. Authority, Purpose and Policy**

- a. The Harford County Democratic Central Committee is constituted as the governing body of the Democratic Party, under the authority of the Maryland Democratic Party By-Laws, and shall exercise all of the powers, rights and privileges granted it under the Constitution of Maryland, the laws of Maryland and the Constitution and By-Laws of the Maryland Democratic Party.
- b. The Harford County Democratic Central Committee (“The Committee” or “HCDCC”) shall promote the nominees of the Democratic Party; the Committee, as a body, shall not endorse or support the candidacy of any person for public office prior to a contested Primary Election.
- c. The Committee shall promote harmony within the ranks of the Democratic Party, conduct the business, organize the activities (including but not limited to fundraising, voter registration, precinct organization and public awareness) and foster the growth of the Democratic Party in Harford County. The Operations Manual of the Harford County Democratic Central Committee (Operations Manual) shall guide the operations of The Committee and will be updated as necessary to meet the current needs of the Democratic Party of Harford County.

**Section 3. Membership**

- a. The Committee shall consist of ten (10) members elected at-large by the Democratic voters of Harford County at the time of the Gubernatorial primary election. The five (5) candidates of each gender receiving the greatest number of votes shall be duly elected members of the Committee and shall serve a term of four (4) years, or until their successors are qualified.
- b. No person may serve as a member of the Committee unless that person is a registered Democrat and a bona fide resident of Harford County.
- c. Associate membership: The members of the HCDCC may vote to add an associate member by a majority vote of committee.
  1. Associate members are not considered members of the state central committee and as such do not impact gender balance (gender balance need not be a consideration when appointing associate members).
  2. Associate members shall not vote except for matters during subcommittee meetings of which they are appointed to by the chair; they may not vote on appointee recommendations, appointees to elected positions, replacements to the HCDCC, any state issue, nor any other issue that the HCDCC votes inappropriate for associate membership voting rights. Associate members are not considered part of the State Central Committee and have no powers granted by the State Central Committee.
  3. Associate members may not serve as Chair, Vice-chair, or Secretary of the HCDCC; but may serve as chair of a sub-committee or Treasurer.

4. Associate member positions persist until the next biennial HCDCC officer election or gubernatorial election, or until removed by the current committee. An associate member may be removed at any time by a majority vote of the elected/appointed central committee.

#### **Section 4. Officers**

- a. A newly elected Committee shall organize within twenty (20) days following the primary election in which they are elected, and shall meet at a place and time selected by the chairperson of the outgoing Committee.
- b. At the initial organizational meeting and two years thereafter, the Committee shall elect from its membership a chairperson, a vice-chairperson, secretary and treasurer. These officers shall be elected by a majority of those members present and voting and shall serve for a term of two (2) years from July to July, or until their successors qualify. Any vacancy shall be filled by election at the next regular meeting.
  1. The Chairperson shall be the chief executive officer of the Committee and shall generally supervise its activities. The Chairperson shall preside at all meetings and shall exercise the customary powers and duties of that position including the authority to create and appoint special and ad hoc committees.
  2. The Vice-Chairperson shall serve as the acting chairperson during the absence, inability or disability of the Chairperson, and in the event of a vacancy, until a successor is elected and qualifies. The Vice-Chairperson shall have such other duties as may be assigned by the Chairperson or the Committee.
  3. The Secretary shall be responsible for recording and preserving the Minutes of the meetings of the Committee. The Secretary shall have custody of all books, papers, records and other official documents of the Committee and shall transfer all such records to his or her successor. The Secretary shall maintain current copies of the Committee's By-Laws, membership list and shall supply all records and documents as required by the Maryland Democratic Party. The secretary shall make all approved minutes available to anyone upon request.
  4. The Treasurer shall keep accounts of all monies received or raised by the Committee, and shall deposit those monies and other valuables in the name of the Committee in such depositories and banks within Maryland as the Treasurer may recommend or the Committee may designate. The Treasurer shall not expend or disburse any money or valuable thing, or incur any liability whatsoever except with the authority and direction of the Committee, or with its prior approval in a budget. The Treasurer shall prepare and present financial reports for the regular meetings of the Committee and shall transfer all financial records and documents to his or her successor. In the event an elected or appointed member of the committee is unable or unwilling to serve as Treasurer, a qualified Treasurer may be appointed from outside the committee providing the candidate is a registered Democrat that resides in Harford County. A treasurer so appointed shall be considered an associate member as outlined in section 3c.

## **Section 5. Vacancies**

- a. Vacancies occurring on the Committee shall be filled by the remaining present and voting members at a public meeting held within forty-five (45) days after the vacancy shall occur.
- b. Vacancies shall be filled by a person of the same sex as the person creating the vacancy and shall be selected after reasonable public notice and a roll call vote.

## **Section 6. Meetings**

- a. The initial meeting of a newly elected Committee shall be held as required by these and State By-Laws.
- b. The Committee shall hold a minimum of eight (8) regular meetings each year pursuant to a calendar proposed by the Chairperson and approved by the Committee at the committee's initial organizational meeting and each January thereafter. Meeting agendas shall be guided by the Operations Manual.
- c. Special meetings shall be held at the call of the Chairperson or at the request of a majority of the Committee with notice to all members via email and posted on the Committee website. A five (5) day notice is required.
- d. A quorum shall consist of a majority of the elected/appointed members of the Committee. Associate members may count towards a quorum only for business in which they are eligible to participate as outlined in section 3c2.
- e. Meetings shall be conducted pursuant to Roberts' Rules of Order, except where they shall conflict with the Constitution of Maryland, the laws of Maryland, the By-Laws of the Democratic Party of Maryland, these By-Laws, or the Operations Manual.
- f. The Minutes of each meeting shall be filed with the Headquarters of the Maryland Democratic State Party within fourteen (14) days of approval.
- g. All regular meetings shall be open to the public, except for executive sessions, and all votes at a regular meeting shall be in open session.
- h. There shall be no proxy voting.
- i. If there are matters that any two or more officers agree should not wait until the next regular meeting, the Committee may act in person, by email, virtually, or by conference call and good faith efforts must be made to notify all members of any proposed action in advance by email or telephone. Any vote must be either visible or audible to the full Committee. The Chair shall state a deadline for response if email is the method of voting. The wording and results of any emergency action shall be read in open session including the vote of each individual member and listed in an exclusive section of the minutes of the first regular meeting following the emergency vote.

## **Section 7. Duties of Members**

- a. Members shall attend all State and local meetings of the Democratic Central Committee and shall be considered to have resigned if a majority of the regular meetings are missed without excuse. The Chairperson may excuse members for good cause.
- b. Members are expected to assume and satisfy the demands of a duty as outlined within the Operations Manual.
- c. Members shall be considered to have resigned in the following circumstances:
  1. After publicly endorsing or contributing to a candidate of another political party, or an independent candidate opposed by a Democrat.
  2. After conviction of a felony or malfeasance in office.
  3. After the continued failure to participate in the activities and affairs of the Committee.
  4. Upon three (3) consecutive months of unexcused absences from State and local meetings of the Democratic Central Committee. An absence may be considered unexcused if a member does not attend a meeting and does not inform the Chair.
  5. Upon the relocation of a member outside Harford County or the failure of a member to remain a registered Democrat.

## **Section 8. Amendments and Adoption**

- a. These By-Laws may be amended at any regular meeting of the Committee by a two-thirds (2/3) vote of the entire Committee, provided that written notice containing the existing provisions and any proposed amendment, as well as the time and place of the meeting at which the vote will be taken, shall be sent to each member of the Committee at least ten (10) days prior to such meeting.
- b. These By-Laws and any amendments thereto shall become effective immediately upon their adoption. A copy of these By-Laws and any amendments thereto shall be filed with the State Board of Election Supervisors and with the Democratic State Central Committee of Maryland within ten (10) days of their adoption.
- c. All members of the Committee at the time of the adoption of these By-Laws shall retain their positions as officers and will, further, have all the rights and privileges of a Member of the Committee.

**As amended at a regular meeting, July 23, 2020.**

Carol Bruce, Chair  
Adam Hiob, Vice Chair  
Suzanne Oshinsky, Secretary  
Stephen Puopolo, Treasurer