

**Montgomery County**  
**Democratic Central Committee**  
**Handbook**

**Last Edit**  
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## **Introduction**

As a member of the Montgomery County Democratic Central Committee, (MCDCC), you have taken on a major responsibility to your constituents, your party, your county, and your state. You are a member of the governing body of the Montgomery County Democratic Party. As a member of the MCDCC, you are also automatically a voting member of the Maryland State Democratic Central Committee—the governing body of the State Democratic Party.

This handbook has been compiled to help you deal with these twin responsibilities. The handbook contains the major documents of the State and County Democratic Parties, provisions of state and county law that grant authority and responsibilities to the Central Committee, and compilations (arranged by subject) of the internal procedures adopted over the years by the Montgomery County Central Committee.

This is a living document and as time goes on, new updates and materials and other useful information will be added to this handbook.

Past and Present Secretaries, MCDCC

# MCDCC By-Laws and Rules

The Secretary shall maintain a current and correct compilation of the governing documents of the Montgomery County Democratic Central Committee (including the By-laws of the Montgomery County Democratic Central Committee; the Rules Governing Qualifications, Elections and Meetings of the of Democratic Precinct Officials of Montgomery County, Maryland; and the standing rules of the Central Committee). The secretary will publish a copy of this compilation as the Rules section of the *Montgomery County Democratic Central Committee Handbook*. The Rules section of the *Montgomery County Democratic Central Committee Handbook* will constitute the “Constitution, By-laws, and Rules of the Montgomery County Democratic Central Committee” for purposes of the Maryland Elections Code...

...

Article XIII of the Bylaws of the  
Montgomery County Democratic Central Committee

BY-LAWS OF  
THE MONTGOMERY COUNTY DEMOCRATIC CENTRAL COMMITTEE

ARTICLE I

Section 1. Name: The name of this organization shall be the Montgomery County Democratic Central Committee, hereafter referred to as the Committee.

ARTICLE II

Section 1. Objectives: The purpose of the Committee shall be to act as the governing body of the Democratic Party in Montgomery County, Maryland. This committee shall have the full power and authority to act in respect to all matters pertaining to the organization, maintenance, conduct, affairs, and interests of the Democratic Party in Montgomery County, Maryland. It shall be the responsibility of this organization to promote, establish, and conduct political campaigns in Montgomery County, Maryland for the nominees of the Democratic Party and to act as the spokesperson for the Democratic Party in this County on all questions of public policy.

ARTICLE III

Section 1. Membership: This committee shall consist of members of the Democratic Party, elected as provided by law in the Election Laws of the State of Maryland and Election Rules of the Montgomery County Board of Elections.

Section 2. Membership when not specified by statute: If the composition of the committee is not specified by section 4-203 of the Maryland Election Code (or its successor), then the committee shall be composed as follows:

- a) Two members are elected from each of the legislative districts that lie wholly within Montgomery County;
- b) One member is elected from the Montgomery County part of each legislative district that is partially within Montgomery County; and
- c) Members to be elected at large equal to the number of legislative districts that lie wholly within Montgomery County, except that not more than two members at large may reside in the same legislative district.
- d) Any vacancy in a seat held initially by a member elected from a legislative district shall be filled by a person residing in that district.
- e) Any reference to the Democratic Party Central Committee for Montgomery County or any portion of it means the entire membership of the Montgomery County Democratic Central Committee, and in no event do the members of the Central Committee elected from a district comprise a separate central committee.
- f) Notwithstanding Article X of these Bylaws, Article III of these Bylaws may not be amended except by approval of:
  - i. The committee in accordance with Article X of these Bylaws; and
  - ii. The Precinct Organization

Section 3. Composition of Membership: Central Committee members shall be elected by a process that recognizes three gender categories: female, male, and non-binary. Elections shall be equally divided as practicable, ensuring that no one gender category shall exceed 50 percent of the committee's total membership. A committee shall be considered gender balanced as long as the variance between men and women in the group does not exceed one (1). In the case of gender nonbinary persons, they shall not be counted as either a male or female, and the remainder of the committee shall be equally divided.

#### ARTICLE IV

Section 1. Officers: Officers of the Committee shall be elected from its membership and shall be a Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer elected by a majority of the full membership.

Section 2. Election of Officers: Officers will be elected at the meeting of the Committee to be convened at the party headquarters on (1) the first Tuesday after the Gubernatorial Primary Election following the date of certification of election of all voting members of the Committee and (2) the second Tuesday in December following the Presidential General Election. The officers will assume duty immediately and serve until their successors are elected and qualified. Any officers of the Committee may be relieved of duties by a two-thirds (2/3<sup>rd</sup>) vote of the total memberships of the Committee, taken at a meeting specifically called for such purpose upon not less than ten (10) days' notice.

Section 3. Vacancies: Resignations by Officers of the Committee must be given by written notice (including electronic Communications) and will be effective at the beginning of roll call at the next Committee meeting. After learning of any vacancy, the Secretary will promptly notify the members.

#### ARTICLE V

Section 1. Duties of the Chair: The Chair shall preside at all meetings of the Committee, preserve order during the deliberations, appoint sub-committees with the consent of the Committee and serve as ex-officio member of such sub-committees and sign appropriate documents in connection with the work of the Committee. In addition, he/she/they shall have other powers and duties as may be granted to the Chair from time to time by resolution of the Committee.

Section 2. Duties of the Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chair's absence, and shall serve as Acting Chair in the event of a vacancy in the office of Chair, until such time as a new Chair is elected.

Section 3. Duties of the Secretary (and in the Secretary's absence, the Assistant Secretary):

- a) The Secretary shall have charge of all books, papers, records, and other documents of the Committee, shall complete statistics and other data as may be required for the use of the members of the Committee and shall perform other duties as may be directed by the Committee. The Secretary shall keep the minutes of the meetings of the Committee and

as promptly as possible distribute same to each member of the Committee. All records shall be maintained at the permanent office of the Committee.

- b) The Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence and shall serve as Acting Secretary in the event of a vacancy in the office of Secretary until such a time as a new Secretary is elected.

Section 4. Duties of the Treasurer (and in the Treasurer's absence, the Assistant Treasurer):

- a) The Treasurer shall keep accounts of all monies the Committee receives and disburses and shall deposit all monies and valuables in the name and to the credit of the Committee in such banks and depositories as the Committee shall designate by appropriate resolution. The Treasurer shall provide a surety bond in the amount of not less than ten thousand dollars (\$10,000), the cost of the bond to be borne by the Committee. The Treasurer shall submit a financial report at all regular meetings of the Committee. The Treasurer shall prepare and present an annual budget to the Committee. All expenditures shall be authorized by the Chair and shall be paid by the Treasurer upon presentation of appropriate receipted bills or vouchers.
- b) The Assistant Treasurer: The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence and shall serve as Treasurer in the event of a vacancy in the office of Treasurer until such a time as a new Treasurer is elected.

Section 5. Executive Committee;

- a) The officers of the MCDCC shall constitute the Executive Committee.
- b) Between meetings of the full Committee, the Executive Committee shall have the authority to make decisions which require immediate action before the next MCDCC meeting, except that it may not amend the by-laws, remove officers or members of MCDCC, elect permanent officers of MCDCC, or take personnel actions in contravention of the MCDCC Handbook.
- c) The Executive Committee may make decisions in person, by telephone, or by electronic means, but should notify the entire committee of its decisions as soon as feasible and, in any event, no later than the next meeting of the membership. Such decisions should be written and included as an official addendum to the next MCDCC meeting's minutes.
- d) A quorum of the Executive Committee shall be four of its members.

ARTICLE VI

Section 1. Finances: The Committee shall have authority to raise funds as necessary for the implementation of the budget of the Committee.

Section 2. Audit: An annual audit shall be conducted by an accountant who is not a member of the Committee. The results of this audit shall be available at the June meeting of the Committee.

ARTICLE VII

Section 1. Meetings: Meetings of the Committee shall be held not less than ten (10) times in each calendar year. The Chair shall call all regular or statutory meetings. In the event of his neglect, failure or refusal, the Vice Chair or Secretary shall call such regular or statutory meetings.

Section 2. Special Meetings: Emergency or special meetings may be called by the Chair or a majority of the Committee.

Section 3. Notice of Meetings: Notice of the time and place of any meeting shall be provided with a copy of proposed agenda to each member of the Committee at least three (3) days prior to such meeting; provided that in case of emergency any reasonable notice shall be sufficient.

Section 4. Actions: Any action within the power of the Committee may be taken at any regular meeting.

Section 5. Quorum: A majority of the members of the Committee in person shall constitute a quorum for the transaction of business. If at any meeting of this organization, or a committee thereof, a quorum is not present, those present may recess from time to time until a quorum shall be present.

Section 6. Voting: Voting shall be in person or by proxy. All proxies shall be in writing, dated, signed by the proxy giver, and designate the person by whom the proxy is to be cast. All proxies shall set forth the specific issue upon which it is to be voted and the nature of the vote. Such proxies shall be valid only for the meeting next following the date of the proxy.

Section 7. Order of Business: The following order of business shall be observed at all meetings as far as applicable:

- a) Roll call.
- b) Reading, correction, and approval of Minutes of previous meeting
- c) Reports of Officers and Committees
- d) Unfinished business
- e) New business

Section 8. Ballot Questions: A two-thirds majority of those voting shall be required for adoption of the official Democratic Party positions on ballot questions and marking of the official sample ballot.

Section 9. Parliamentary Procedure: The rules contained in the current edition of Robert's Rules of Order will govern the Committee in all cases in which they are not inconsistent with these by-laws or any special rules of order the Committee may adopt.

## ARTICLE VIII

Section 1. Headquarters: The Committee shall establish and maintain a party headquarters, the site to be determined by the Committee. This headquarters shall be staffed as deemed necessary by the Committee in order to provide the necessary services for efficient governing of the Democratic Party.

Section 2. Staff: The Committee may employ a full-time executive secretary and/or such other staff as the Committee shall deem necessary, and who shall perform such duties as are assigned

to him/her/them. No member of the staff of the Committee shall be permitted to participate in any Democratic primary on behalf of any candidate or slate of candidates.

#### ARTICLE IX

Section 1. Committees: The Chair shall appoint such standing committees as may be deemed necessary.

Section 2. Appointment of Standing Committees: The Chair shall name the membership on all standing committees and will designate the member(s) who will be chair. Membership on standing committees need not be restricted to members of the Democratic Central Committee.

#### ARTICLE X

Section 1. Amendments: These By-laws may be amended in the following manner: by resolution submitted to a regular meeting of the Committee and acted upon at the next meeting of the Committee by a favorable two-thirds (2/3) vote of the total membership, notice to be given to the members of the Committee at least ten (10) days prior to the meeting of the final voting upon the proposed amendment and a copy of the amendment must be sent along with the meeting notice to each member of the Committee.

#### ARTICLE XI

Section 1. Student Members: In addition to the seats on the Central Committee provided for elsewhere in these By-laws, there shall be two seats on the Committee which shall be filled in the same manner as vacancies on the Committee as filled, provided that the occupants of these two additional seats are to be students and are to be of different genders.

Section 2. Student Member Committees: The Chair of the Committee will appoint one of the two student members as the Chair of the Student Volunteer Mobilization Committee and will appoint the other student member as the Chair of the Student Club Organizing Committee. The Chair of the Central Committee will also appoint one member of the Committee to serve as Vice Chair of the Student Mobilization Committee and one member of the Committee to serve as Vice Chair of the Student Club Organizing Committee.

Section 3. The Committee may, by rule, set additional qualifications and responsibilities for the student members, set the length of office of the student members, and set the responsibilities of the Student Volunteer Mobilization Committee and Student Club Organizing Committee. The student members of the Committee are entitled to all rights and privileges of voting members of the Central Committee, except that they (1) are not entitled to vote at meetings of the Montgomery County Democratic Central Committee or the Maryland State Democratic Central Committee, and (2) are not required to attend the meetings of the Maryland State Democratic Central Committee.

## ARTICLE XII

Section 1. Attendance. Committee members are expected to attend all meeting of the Montgomery County Democratic Central Committee and of the Maryland State Democratic Central Committee. In addition, Committee members are expected to support public events sponsored by the Committee.

- a) Any member of the Committee who fails to attend a majority of the Central Committee meetings during a twelve-month period will be deemed to have resigned and their resignation automatically accepted.
- b) Submission of a proxy vote by a Committee member does not constitute attendance and shall not be counted as attendance at a Committee meeting.
- c) A Committee member who is absent while participating in military service will be excused from no more than four (4) Committee and one (1) State Committee meeting during a twelve-month period.

Section 2. Secretary's Report: At each meeting of the Committee, the Secretary will present a report indicating the number of absences during the last twelve-month period for each member of the Committee. In the event that a member is resigned pursuant to section 1, the Secretary will promptly notify the member and the Secretary and Executive Director of the Maryland State Democratic Party.

Section 3. Telephone Participation: For purposes of section 1, a member of the Committee who participates in substantially an entire Committee meeting by telephone, shall be deemed to have attended such meeting. A member of the Committee may use this provision no more than twice during a twelve-month period. The Committee may by rule,

- a) Define what constitutes "participating in substantially an entire Committee meeting"
- b) Provide that this section may only be used by a member of the Committee who is unable to attend the meeting in person because of one or more specified reason
- c) Specify a minimum distance from the meeting that a member must be in order to use this section
- d) Specify methods (in addition to Article VII, section 6 of the Bylaws) whereby a member of the committee participating by telephone may vote.

## ARTICLE XIII

The Secretary shall maintain a current and correct compilation of the governing documents of the Montgomery County Democratic Central Committee (including the By-laws of the Montgomery County Democratic Central Committee and the standing rules of the Central Committee). The secretary will publish a copy of this compilation as the Rules section of the *Montgomery County Democratic Central Committee Handbook*. The Rules section of the *Montgomery County Democratic Central Committee Handbook* will constitute the "Constitution, By-laws, and Rules of the Montgomery County Democratic Central Committee" for purposes of the Maryland Elections Code. Within thirty days after the adoption of any change to these documents, the secretary will transmit appropriate replacement pages of the *Handbook* to (1) each member of the Montgomery County Democratic Central Committee, (2) the Maryland State Democratic Central Committee, (3) the Maryland State Board of Elections, and (4) the Montgomery County Board of Elections. Notwithstanding this policy, the failure of replacement pages to be properly

distributed shall not invalidate or suspend the operation of any amendment to the governing documents of the Montgomery County Democratic Central Committee (or any new governing document) that has otherwise been properly adopted.

EFFECTIVE DATE

These By-laws shall go into effect and become effective immediately upon their adoption, said date being 9/56/67. [Amended 3/12/75, 4/26/78, 4/11/95, 7/9/96, 5/13/97, 1/13/98, 5/11/99, 7/13/99, 3/9/10, 2/11/16, 5/10/16, 2/14/17, 09/10/19, and 05/11/2021]

## MARYLAND DEMOCRATIC PARTY CONSTITUTION

We, the Democrats of Maryland, recognize our heritage and responsibilities as members of a great and historic political movement dedicated to democratic government, social justice, and economic opportunity for all our citizens. We rededicate ourselves to furthering the principles and ideals that have led our Party since the time of Thomas Jefferson and Andrew Jackson, and further dedicate ourselves to promote and elect the nominees of our Party for local, State and National offices. To these ends, and to our better governance, we hereby establish this Constitution for the Maryland Democratic Party.

### **Democratic State Central Committee of Maryland – Maryland Democratic Party By-Laws**

#### **ARTICLE I                   NAME AND AUTHORITY**

The name of this organization shall be the Maryland Democratic Party (herein, the Party). It shall have such authority and powers as may be granted, delegated, or otherwise permitted by the laws of the United States and the State of Maryland, by the Charter and By-Laws of the Democratic Party of the United States, and the Constitution of the Maryland Democratic Party.

#### **ARTICLE II                   MEMBERSHIP**

Membership in the Maryland Democratic Party is open to all citizens of the State of Maryland who support the Party's ideals and principles, and have registered their party affiliation as Democrats. Persons under the age for registering to vote are encouraged to participate in the activities of the Party. *The right to vote in the Party's primary elections shall be extended to all individuals who shall have registered to vote as Democrats, and will be eligible to vote in the general election for which that primary will select the Party's nominees.*

#### **ARTICLE III                 THE DEMOCRATIC STATE CENTRAL COMMITTEE OF MARYLAND**

As set forth in Article III of the Constitution of the Maryland Democratic Party, the supreme governing body of the Party shall be the Democratic State Central Committee of Maryland.

- 1.     Membership** – The members of the Democratic State Central Committee of Maryland shall be:
  - A. Those persons elected by ballot from their respective political subdivisions of the State of Maryland in the gubernatorial primary in accordance with the laws of Maryland; and
  - B. Such officers as shall be elected by the Democratic State Central Committee of Maryland in accordance with this Constitution and its By-Laws; and
  - C. Such additional persons as may be elected by the Democratic State Central Committee of Maryland for the purpose of complying with the Charter, By-Laws, or delegate selection procedure of the Democratic Party of the United States.

1. Each local central committee shall include in its governing documents a procedure by which it shall nominate to the State Chair a number of individuals that will bring its membership in the state central committee to be equally divided between men and women. The State Chair shall submit nominees to the full state central committee for confirmation.
  2. That nominating process shall include an open, accessible, and transparent process that will allow all Democratic voters within the jurisdiction full, timely and equal opportunity to participate.
  3. This process will provide for the submission of the nominees to the State Chair no later than February 1 of the calendar year after the gubernatorial election. If no list has been submitted by that date, the State Chair may nominate to the full State central committee such individuals from that subdivision as may be necessary to bring its membership in the state central committee to be equally divided by men and women.
  4. The local committee's governing document shall provide for the level of membership, if any, of these individuals in the local committee and privilege extended to them to participate in meetings, vote and hold office.
  5. Should a vacancy occur for a member appointed for gender balance, the local central committee shall maintain equal representation of men and women using the process in Article X, Section 5.
- 2. Term of Office** – Members elected under the terms of Section 1A and 1B of this Article shall serve a term of four years, or until their successors qualify. Members elected under the terms of Section 1C of this Article shall serve until the qualification of the new members cited in Section 1A.
- 3. Voting** – There shall be a total of one thousand (1,000) weighted votes authorized to be cast in the Democratic State Central Committee of Maryland.
- A. Votes shall be allocated among the central committees representing the political subdivisions based upon the following formula: Twenty-five (25) percent weight to population based on the most recent federal census, twenty-five (25) percent weight each to the proportion of the vote given to the Democratic candidates for President in each of the two most recent presidential elections by each subdivision, and twenty-five (25) percent weight to the proportion of the vote given to the Democratic candidate for Governor in the most recent gubernatorial election by each subdivision.
  - B. The proportional votes for each subdivision shall be reallocated within ninety (90) days after the most recent relevant election or census.
  - C. In no event shall any subdivision have fewer than one (1) percent of the total weighted votes.
  - D. No unit rule shall be permitted in casting the votes of any subdivision. Any member shall have the right to ask that their delegation be polled.
  - E. Each member of the Democratic State Central Committee of Maryland shall be entitled to cast their vote, including fractional votes, equal to the total number of members representing their subdivision divided by the number of votes allocated to said subdivision.

- F. The right to vote shall be limited to those persons specified in Article III, Sections 1(A) and (C) of these By-Laws.

#### **4. Meetings**

- A. The Democratic State Central Committee of Maryland shall hold at least two regular meetings in each calendar year, one in the spring and one in the fall of the year
- B. Special meetings of the Democratic State Central Committee of Maryland may be called by an affirmative vote of the Executive Committee or by a written petition with signatures representing at least two hundred fifty of the weighted votes entitled to be cast, or by petition of the majority of the members of any four political subdivisions.
- C. Notice of regular meetings shall be sent by first class mail and postmarked at least twenty (20) days prior to the date of the meeting.
- D. A quorum for the conduct of business at meetings of the Democratic State Central Committee of Maryland shall be twenty-five (25) percent of the total weighted votes authorized to be cast.
- E. The Chair may limit the agenda of any meeting to those items submitted to the Chair by a member of the Democratic State Central Committee of Maryland at least seventy-two (72) hours prior to the meeting.
- F. All meetings of the Democratic State Central Committee of Maryland shall be open to the public.
- G. The authority for the rules of procedure of the Committee shall be those contained in the latest edition of **Robert's Rules of Order, Newly Revised**, except when they shall conflict with the Constitution or By-laws of the Maryland Democratic Party, or a resolution to the contrary duly adopted by the Democratic State Central Committee of Maryland.

#### **5. Responsibilities of members** – it shall be the duty and responsibility of each member of the Democratic State Central Committee of Maryland to work in the interests of the Maryland Democratic Party and to further the purposes and policies of the party.

A member of the Democratic State Central Committee of Maryland may be considered to have resigned and their seat vacated by virtue of their regular failure to participate in the activities and affairs of the Maryland Democratic Party at the local or state level.

- A. Failure to participate shall be defined as failure to attend a majority of regularly scheduled meetings of the State and local Democratic Central Committee during any twelve-month period.
- B. A member may be declared to have resigned by their local Democratic Central Committee if:
  - 1. The member's local central committee has adopted a rule setting minimum attendance standards at local and/or State Central Committee meetings, including a method of certifying members' attendance, and
  - 2. The member's local Democratic Central Committee has filed with the Secretary copies of the minutes of its meetings, which include the attendance of members at each meeting and

3. The member is certified to the Secretary of the Maryland Democratic Party to have violated the local Democratic Central Committee attendance rule. The Secretary shall then officially notify the member in writing that their seat has been vacated.
  4. Such members may appeal their removal following the procedure set forth below, provided that the appeal is limited to the question of violation of the local Democratic Central Committee's attendance standard.
- C. An appeal of a declaration of resignation and vacancy under § 5B above must be presented to the Chair of the Maryland Democratic Party by the member appealing the removal within fifteen (15) business days of the action by the Secretary of the Maryland Democratic Party.
  - D. Within five (5) business days after receiving any appeal of a declaration of resignation and vacancy, the Chair shall refer said petition or appeal to the Credentials Committee for its review and recommendation.
  - E. Within fifteen (15) business days after receiving any appeal of declaration of resignation and vacancy the Credentials Committee shall hold a hearing on said appeal affording the member the opportunity to confront the petitioners, present evidence and witnesses to rebut the grounds for disqualification, and question any witness testifying against said member. The member against whom is appealing a declaration of resignation and vacancy shall have the right to employ counsel and the right to examine all evidence presented to the Credentials Committee.
  - F. Within ten (10) business days after the last day of the hearing, the Credentials Committee shall make a written recommendation for action on the petition or appeal to the chair of the Maryland Democratic Party.
  - G. The Chair of the Maryland Democratic Party shall notify parties filed of the recommendation of the Credentials Committee by registered mail within five (5) business days of receiving the recommendation.
  - H. If the Credentials Committee recommends that the member be removed from office, the removal shall automatically take effect unless the member files a request, in writing, within fifteen (15) business days of their notification to have the recommendation considered by the Executive Committee of the Democratic State Central Committee of Maryland. In the event of such a request, the Executive Committee shall vote on the recommendation of the credentials committee at its next meeting, with there being no further right to appeal.
- 6. Removal of Members** – A member of the Democratic State Central Committee of Maryland may be considered disqualified for office and removed as a member.
- A. Grounds for such disqualification and removal from office shall include:
    1. For malfeasance or misfeasance in office.
    2. Upon conviction of a felony.

3. For openly supporting or endorsing a candidate for public office of another political party or an independent candidate who is opposed or will be opposed by a Democratic nominee for the same office. Violation of this subsection may include endorsing or making public statements of support for a candidate; donating money or in-kind goods or services that are subject to official reporting; displaying signs on real or personal property; wearing or displaying campaign buttons, bumper stickers, or similar displays; or participating in coordinated or cooperative campaign efforts in support of such a candidate or candidates.
- B. Members of the Democratic State Central Committee of Maryland subject to disqualification and removal under these by-laws may be removed from office upon petition filed and findings made in accordance with the following procedure.
- C. A petition for removal must be presented to the Chair of the Maryland Democratic Party by majority vote from the local central committee or bearing the signature of any three (3) bona fide Democrats registered to vote in the political subdivision which the member represents. The petition must cite grounds for disqualification and removal in accordance with §6A above.
- D. Within five (5) business days after receiving any petition for removal or appeal of a removal, the Chair shall refer said petition or appeal to the Credentials Committee for its review and recommendation.
- E. Within fifteen (15) business days after receiving any petition for removal or appeal of a removal, the Credentials Committee shall hold a hearing on said petition or appeal affording the member the opportunity to confront the petitioners, present evidence and witnesses to rebut the grounds for disqualification, and question any witness testifying against said member. The member against whom a petition for removal is filed or who is appealing a removal shall have the right to employ counsel and the right to examine all evidence presented to the Credentials Committee.
- F. Within ten (10) business days after the last day of the hearing, the Credentials Committee shall make a written recommendation for action on the petition or appeal to the chair of the Maryland Democratic Party.
- G. The Chair of the Maryland Democratic Party shall notify parties filed of the recommendation of the Credentials Committee by registered mail within five (5) business days of receiving the recommendation.
- H. If the Credentials Committee recommends that the member be removed from office, the removal shall automatically take effect unless the member files a request, in writing, within fifteen (15) business days of their notification to have the recommendation considered by the Executive Committee of the Democratic State Central Committee of Maryland. In the event of such a request, the Executive Committee shall vote on the recommendation of the credentials committee at its next meeting, with there being no further right to appeal.

## ARTICLE IV                      OFFICERS OF THE MARYLAND DEMOCRATIC PARTY

1. **Elections** – The Chair, Vice-Chairs, Secretary, Treasurer, Deputy Secretary and Deputy Treasurer shall be elected in that order by the Democratic State Central Committee of Maryland at the first regular meeting of its term of office, which shall take place within 60 days of the General Election in which the Governor is elected.
  - A. At least one officer must be a resident of Western Maryland (Garrett, Allegany, Washington, Frederick, Carroll or Howard Counties), Southern Maryland (St. Mary's, Charles, Calvert or Anne Arundel Counties), and the Eastern Shore (Cecil, Harford, Kent, Queen Anne's, Caroline, Talbot, Dorchester, Wicomico, Somerset or Worcester Counties), Baltimore County, Montgomery County, Prince George's County and Baltimore City, respectively.
  - B. The Democratic National Committee members will be elected at the same meeting of the State Central Committee as are any at-large Delegates to the National Convention. The members must be residents of different regions as described in the previous subsection.
2. **Term** – The Officers of the Democratic State Central Committee of Maryland shall be elected to serve a four year term, from the time of their election, until their successors are chosen and qualify.
3. **Chair** – The Chair shall be the chief executive officer of the Maryland Democratic Party. The Chair shall preside at all meetings of the Democratic State Central Committee of Maryland and the Executive Committee; preserve order during deliberations; appoint committees; appoint, with the consent of the Executive Committee, an Executive Director and legal counsel for the Party, and the chairs of standing committees, each of whom shall serve at the pleasure of the Chair; serve as the Maryland Democratic Party's principal member of the Democratic National Committee; and perform such other duties as may be required by law or as may be directed by the Democratic State Central Committee of Maryland or its Executive Committee.
4. **Vice-Chairs** – There shall be three vice chairs, where no more than two shall be of the same gender. One Vice-Chair of the opposite gender as the Chair shall be designated as the First Vice-Chair, and the others shall be titled the Second Vice-Chair and Third Vice-Chair. The First Vice-Chair shall serve as the acting Chair in the absence or temporarily inability or disability of the Chair, and shall be one of the Maryland Democratic Party's members of the Democratic National Committee. The vice-chairs shall perform other duties as may be delegated, assigned, or directed by the Chair, the Democratic State Central Committee of Maryland, or its Executive Committee, or these By-Laws.
5. **Secretary** – The Secretary shall be responsible for the taking, recording, and distribution of the minutes of the meetings of the Democratic State Central Committee of Maryland and the Executive Committee. The Secretary shall have custody and control over all the books,

papers, records, and other documents of the Democratic State Central Committee of Maryland and the Maryland Democratic Party which shall be maintained at the permanent offices of the Democratic State Central Committee of Maryland.

6. **Treasurer** – The Treasurer shall keep accounts of all monies received by the Democratic State Central Committee of Maryland and the Maryland Democratic Party. The Treasurer shall deposit all monies and valuables in the name of the Democratic State Central Committee of Maryland and/or Maryland Democratic Party in such depositories as the Executive Committee or Democratic State Central Committee of Maryland shall designate. The Treasurer shall not expend any money or valuable thing, or incur any liability whatsoever, except with the authority and direction of the Chair of the Maryland Democratic Party, subject to the budget adopted by the Executive Committee. The Treasurer shall prepare and present a financial report for the regular meetings of the Democratic State Central Committee of Maryland and the Executive Committee and shall be responsible for preparation and presentation of an annual budget. The Treasurer shall be bonded in such amounts as may be designated by the Executive Committee, the cost of said bond to be paid by the Democratic State Central Committee of Maryland.
7. **Deputy Secretary** – The Deputy Secretary shall assist the Secretary and shall perform such other duties as may be delegated, assigned or directed by the Chair, the Democratic State Central Committee of Maryland or its Executive Committee.
8. **Deputy Treasurer** – The Deputy Treasurer shall assist the Treasurer and shall perform such other duties as may be delegated, assigned or directed by the Chair, the Democratic State Central Committee of Maryland or its Executive Committee.
9. **Removal from Office** – At any regular or special meeting of the Executive Committee, it shall be in order to introduce a resolution recommending to the Democratic State Central Committee of Maryland the removal of an individual officer.
  - a. The resolution shall have priority over every other motion, and must be considered immediately. If the officer named is the Chair, the First Vice Chair shall preside over consideration of the question. If a majority of the members of the Executive Committee present and voting agree to the resolution, the officer in question shall be suspended from the performance of their duties, and their removal shall be recommended to the Democratic State Central Committee of Maryland.
  - b. The recommendation shall be presented to the Democratic State Central Committee of Maryland at either a regular or special meeting, which must be held within 30 days of the Executive Committee's action. If a majority of the members of the Democratic State Central Committee of Maryland present and voting agree to the resolution the officer shall be removed from their position, and the vacancy shall be filled as prescribed in these By-Laws.
10. **Vacancies** – In the event of the death, disability, or resignation of the Chair, the First Vice Chair shall serve as acting Chair. Within sixty days of the acting Chair assuming responsibility, the central committee shall elect a permanent Chair to fill the remainder of the unexpired term. In the event of the death, disability, or resignation of any other officer of the

Maryland Democratic Party, the vacancy shall be filled temporarily by the Executive Committee. Following the temporary appointment, The Democratic State Central Committee of Maryland shall fill the vacancy for the remainder of the unexpired term at its next regular meeting or at a special meeting called for that purpose. A notification of any vacancy, resignation, or announced intention to resign shall be transmitted to the Executive Committee and Chairs of all local Central Committees within two business days after official notice is received by the State Party headquarters.

## **ARTICLE V                      THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Democratic State Central Committee of Maryland, comprised of the officers of the Maryland Democratic Party, and such representatives and other members as shall be provided for in these By-Laws. The Executive Committee shall have the power to conduct the business and supervise the affairs of the Maryland Democratic Party between meetings of the Democratic State Central Committee of Maryland, including adopt a budget, except that it may not amend the Party's Constitution or By-Laws, remove officers or members of the Democratic State Central Committee of Maryland, or elect permanent officers of the Party.

1. **County Representatives** – The local central committee in each of Maryland's 24 political subdivisions shall select a representative and an alternate to serve on the Executive Committee. Subdivisions with a weighted vote of 90 or more may divide their votes equally among up to 3 representatives.
2. **Allocation of Votes** – Each subdivision's representative shall be entitled to cast a weighted vote equivalent to their share of the weighted vote in the State Central Committee, except that no subdivision shall have less than one vote. In addition, each officer or representative of a statewide Democratic Constituency or organization as defined in section 3 shall be entitled to cast one vote.
3. **Other Members** – The Chair may appoint, with the consent of the Executive Committee, persons, to serve as representatives of Statewide Democratic constituencies or organizations. To encourage full participation African Americans, Asian Americans and Pacific Islanders, Hispanics, the LGBT community, organized labor, women and youth shall be entitled to representation. Constituencies or organizations not specifically mentioned in this section shall not be precluded from representation. These persons shall serve a term of two years from the time they are appointed and confirmed. In addition, the Young Democrats of Maryland and the United Democratic Women's Clubs of Maryland shall each be entitled to a representative on the Executive Committee.
4. **Conduct of Business** – A quorum for the conduct of business at meetings of the Executive Committee shall be present when the members entitled to vote a majority (51%) of the total number of votes provided in section 2 of this article are present. All questions coming before the Executive Committee shall be decided by majority vote of those present and voting, except those procedural matters which require an extraordinary majority in accordance with the Party's rules of procedure.

5. **Meetings** – The Executive Committee shall meet on a regular basis at least six times in each calendar year. Special meetings may be called by the Chair or by petition of twenty-five (25) percent of its members. Minutes of all meetings shall be available to any member of the Democratic State Central Committee of Maryland.

## **ARTICLE VI                      DIVERSITY LEADERSHIP COUNCILS**

The Maryland Democratic Party shall have a network of Diversity Leadership Councils for the purpose of conducting constituency-outreach, fostering Democratic activism and involvement, and community organizing and empowerment. The Leadership Councils shall serve as official representatives of constituencies in Maryland to the Democratic State Central Committee, and will work together with other established organizations.

1. **Establishment** – The Chair of the Maryland Democratic Party shall establish each Council as indicated by their presence in the Democratic electorate and participation in party affairs.
2. **Membership** – Any person who qualifies for Party membership under Article II, or wishes to support the Party’s principles and ideals shall fully participate in the activities of any Council.
3. **Officers** – The Chair(s) of each Council shall be appointed by the Chair of the Party and serve a two-year term. Other officers shall be selected in accordance with the Charter of the Diversity Leadership Councils. Vacancies in any office shall be filled within thirty days.
4. **Representation** – The Chair of the Party will appoint a member from each active Council to serve on the Executive Committee under terms of Article V, Section 3 after the recommendation of the Council membership.
5. **Governing Document** – The Executive Committee shall establish and adopt a Charter of the Diversity Leadership Councils. No provision in the Charter shall violate the Constitution or By-Laws of the Maryland Democratic Party.

## **ARTICLE VII                      COMMITTEES**

The Maryland Democratic Party shall have certain standing committees, as enumerated in this Article, and such other special committees as may be appointed from time to time by the Chair of the Maryland Democratic Party. All committees appointed under this Article shall be appointed by and serve at the pleasure of the Chair of the Maryland Democratic Party. The membership of these standing committees shall be primarily drawn from the membership of the Democratic State Central Committee of Maryland. If a standing committee shall have co-chairs, at least one of them shall be a member of the Democratic State Central Committee of Maryland. With the exception of the Credentials Committee, each region shall be entitled to have at least one representative on each standing committee. In addition to their stated responsibilities, standing committees shall perform such other duties as may be assigned from time to time by the Chair, Executive Committee, or Democratic State Central Committee of Maryland.

1. **Credentials** – The Credentials Committee shall be chaired by the First Vice-Chair of the Maryland Democratic Party and be comprised of the First Vice-Chair, such Democratic National Committeepersons as the Maryland Democratic Party shall be entitled to elect, and such other members appointed by the Chair as will ensure representation for each of the seven regions. The Credentials Committee shall have the responsibility of certifying the qualifications of all members of the Democratic State Central Committee of Maryland and of reviewing petitions for removal of members.
  
2. **Rules Committee** – The Rules Committee shall be chaired by the Second Vice-Chair of the Maryland Democratic Party and be comprised of the Second Vice-Chair and at least thirteen (13) other members to be appointed by the Chair of the Maryland Democratic Party. The Rules Committee shall be responsible for insuring the compliance of the governing documents of the Maryland Democratic Party with the laws of the United States and the State of Maryland and with the Charter, By-Laws, and rules of the Democratic Party of the United States. It shall review and report on any proposed amendments or revisions to the Constitution or By-Laws of the Maryland Democratic Party, and may propose such rules as are necessary to the conduct of meetings or business of the Maryland Democratic Party.

## **ARTICLE VIII                    PRESIDENTIAL NOMINATIONS AND ELECTIONS**

The Democratic State Central Committee of Maryland has an important role in the nomination and election of the President and Vice President of the United States.

1. **Democratic National Conventions** – Delegates and alternates representing Maryland at Democratic National Conventions shall be chosen in accordance with the laws of the United States and the State of Maryland, and the Charter, By-Laws, and Rules of the Democratic Party of the United States under a Delegate Selection Plan adopted by the Democratic State Central Committee of Maryland.
  
2. **Nomination of Candidates for Presidential Electors** – Local central committees shall meet as soon after the Democratic National Convention as is practical, but before the 15<sup>th</sup> day of September. Each committee shall recommend to the State Chair candidates for Presidential Elector who are residents of the district(s) in which the committee is located. After receiving the recommendations of the caucuses and any Democratic constituency groups the State Chair shall propose a slate of candidates for Presidential Elector for approval by the Executive Committee. Upon approval of the candidates, the State Chair shall certify the names to the State Board of Elections in accordance with State law.

## **ARTICLE IX                        STATE HEADQUARTERS AND STAFF**

The Maryland Democratic Party shall establish and maintain a permanent headquarters and professional staff. The staff of the Headquarters shall be responsible for the day-to-day administration of the business and affairs of the Party.

1. **Headquarters** – The Headquarters shall be located in a place within Maryland selected by the Chair with the consent of the Executive Committee. The Headquarters shall afford

reasonable access to the officers and members of the Democratic State Central Committee of Maryland, Democratic elected officials and nominees, other Democratic activists, and the interested public.

2. **Staff** – The Maryland Democratic Party shall employ an Executive Director, to be chosen by the Chair, with the approval of the Executive Committee. The Maryland Democratic Party may employ additional staff such as, but not limited to: compliance, operations, finance, communications, administrative, data, political, and field as needed for daily operations as authorized by the Executive Committee in the annual budget. The Executive Director and such other staff as may be employed shall serve at the pleasure of the Chair.
3. **Direction of Staff** – The Executive Director and staff shall act under the direction of the Chair, but shall also be responsive to the guidance or requests of the Executive Committee or Democratic State Central Committee of Maryland.
4. **Neutrality in Primary Campaigns** – In Democratic Primary campaigns, the staff and headquarters of the Maryland Democratic Party may not be used to the advantage of one candidate over another, except insofar as services and information are equally available to all Democratic candidates.

## **ARTICLE X                      LOCAL DEMOCRATIC CENTRAL COMMITTEES**

The members of the Democratic State Central Committee of Maryland elected to represent a particular political subdivision of the State of Maryland shall comprise the Democratic Central Committee for each of said subdivisions. Each local Democratic Central Committee shall keep a current copy of its constitution and by-laws on file at the Headquarters of the Maryland Democratic Party.

1. **Authority** – The local Democratic Central Committees shall represent the Maryland Democratic Party within their respective political subdivisions and shall perform such functions required by the laws of the State of Maryland, the Charter and By-Laws of the Democratic Party of the United States, and the Constitution and By-Laws of the Maryland Democratic Party.
2. **Responsibilities** – Local Democratic Central Committees shall promote the interest of the Democratic Party and its candidates over those of the opposing political parties and candidates. Each local Committee shall be responsible for drafting a two-year work-plan for each election cycle held during its term. This plan, which shall be submitted to the State Chair, will detail the Committee’s efforts to build the local party and support its candidates over the two-year period between General Elections.
3. **Membership** – The number of members comprising the Democratic Central Committee for a particular subdivision shall be as designated by the local Democratic Central Committee unless otherwise prescribed by law. Each Democratic Central Committee shall certify the size of its committee to the State Administrator of Elections, and its local Board of Elections. Any changes in size shall be filed at least six months prior to a primary election.

No person may serve as a member of a local Democratic Central Committee unless that person is a registered Democrat and a bona fide resident of the subdivision. Each local committee shall include a section in their by-laws pertaining to the status within the local committee of any members added to the State Central Committee for gender balance under Article III of these by-laws, specifically addressing their manner of selection, ability to speak, make and second motions, vote, and hold office, and replacement.

4. **Removal of Members** – A member elected or appointed under Article III may be declared to have resigned by their local Democratic Central Committee pursuant to the participation standard set forth in Article III, Section 5 above. Members may be subject to removal pursuant to Section 6 above. Such members may appeal their removal to the State Central Committee following the procedure set forth above in that section.
  
5. **Filling Vacant Offices** – From time to time a local democratic central committee may be empowered or required by law or the constitution and by-laws of the Maryland Democratic Party to fill a vacant public or party elective office, nominate candidates to serve on public boards or commissions, or serve in some other public capacity; or elect new officers of the committee. In such an event, the local democratic central committee shall ensure that it acts in an open and transparent manner.
  1. The committee shall notify the public of the vacancy and its intentions to fulfill its responsibilities by notice in Party communications media, and press release to newspapers of general circulation in the jurisdiction
  2. The notice shall include the committee’s intent to meet and act, the time and place of the meeting, the process for filling the position, and the manner in which interested candidates may apply to be considered.
  3. The notice shall be given at least two weeks prior to the deadline for application, unless otherwise required by law.
  4. A committee may require the application form to include such biographical information as it considers necessary to make an informed selection, and shall provide copies of the application to all voting members at least 24 hours prior to the meeting at which the selection will be made.
  5. The committee’s process will provide candidates who have met the qualifications of the committee an opportunity to be heard and interviewed by the committee in a public meeting. It shall also provide for the vote on the selections(s) to be taken in public by roll call of the members, or through signed ballots that shall be publicly read by the secretary or by tellers appointed for the occasion.
  6. While the committee is expected to conduct an open process, nothing in these rules shall prohibit the committee from conducting a closed session for the purpose of discussing the candidates and the selection, provided that no votes on the selection shall be taken in the closed session.
  7. The committee shall adopt a process that recognizes any districts or sub-districts that may exist in the jurisdiction, or of which the jurisdiction may be a part, as required by law, if any districts or sub-districts exist and there is no legal requirement to recognize them for that purpose, a committee may choose to adopt a process that does so.

7. **Committee Vacancies** – In the event of a vacancy among the members selected under Article III § 1A in a local Democratic Central Committee, the vacancy shall be filled by the remaining members of that Democratic Central Committee at a public meeting held within NINETY (90) days after the vacancy shall occur, through a process consistent with that outlined in this section. In the event the local Democratic Central Committee fails to fill the vacancy within the allotted time, the Chair of the Maryland Democratic Party may appoint a successor subject to the approval of the Executive Committee.
8. **Meetings** – Within twenty (20) days following the primary election in which they are elected, the local Democratic Central Committee shall meet at a place and time selected by the chair of the outgoing local Democratic Central Committee for the purpose of organizing the new committee. If no time and place is designated, the Chair of the Maryland Democratic Party or a majority of members of the new local Democratic Central Committee may convene such a meeting. Thereafter, each local Democratic Central Committee shall hold at least six (6) meetings each year, the minutes of which are to be filed with the Headquarters of the Maryland Democratic Party. A quorum for a local Democratic Central Committee shall be at least fifty (50) percent of its members.
9. **Governing Documents** –
  - A. **Notification** – Each local Democratic Central Committee shall annually provide the Secretary with a copy of its Constitution, By-Laws, and Rules. Each local Democratic Central Committee shall also notify the Secretary within thirty days of adopting any amendment to their Constitution, By-Laws, or Rules.
  - B. **Review** – Any provision of the Constitution, By-Laws, or Rules of a local Democratic Central Committee that violates the Constitution or By-Laws of the Maryland Democratic Party shall be null and void. The Constitution, By-Laws, and Rules of each local Democratic Central Committee are deemed to not violate the Constitution or By-Laws of the Maryland Democratic Party unless each of the following steps takes place:
    1. A request for a review is filed with the Secretary by a member of the Executive Committee and the local Democratic Central Committee is notified.
    2. The Rules Committee reviews the challenged provision(s) and forwards its recommendations to the Executive Committee and the Local Democratic Central Committee. (At least a week before the Rules Committee conducts any review of a challenged provision(s), the local Democratic Central Committee must receive notice of the meeting.)
    3. The Executive Committee determines that the challenged provision(s) violates a specific provision(s) of the Constitution or By-Laws of the State Democratic Party. (At least a week before any review takes place by the Executive Committee, the local Democratic Central Committee must receive a copy of the recommendations of the Rules Committee and must receive notification of the meeting of the Executive Committee.)
    4. The local Democratic Central Committee is notified of the decision of the Executive Committee.

**ARTICLE XI                      CODE OF ETHICS**

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

**ARTICLE XII                      ADOPTION AND AMENDMENT OF BY-LAWS**

1. **Adoption** – These By-Laws shall become effective immediately following their adoption by an affirmative vote of a two-thirds majority of the weighted vote of the Democratic State Central Committee of Maryland present and voting. If approved, this document shall be filed with the State Administrative Board of Election Laws within ten (10) days after adoption.
  
2. **Amendment** – These By-Laws may be amended after the introduction of a resolution stating the amendment submitted at a meeting of the Democratic State Central Committee of Maryland and adopted at the next meeting by a two-thirds majority of the weighted vote present and voting. Any amendments shall be filed with the State Administrative Board of Election Laws within ten (10) days after adoption.

Adopted by the Democratic State Central Committee of Maryland on May 31, 2018.

Beth Swoap, Secretary

## **MCDCC RULES SECTION**

## **Affirmative Action<sup>1</sup>**

(b)(i) The National, State and Local Democratic Party organizations shall undertake affirmative action programs designed to encourage the fullest participation of all Democrats in all Party Affairs. All Party Affairs shall mean all activities of each official Party organization commencing at the lowest level and continuing up through the National Democratic Party. Such activities shall include but need not be limited to the process in which delegates are selected to the National Democratic Convention; Party officials are nominated or selected; Party policy, platforms, and rules are formulated; and regular programs of voter registration, public education and public relations. Such programs may be developed and sponsored in cooperation with the Democratic National Committee.

(e) Each state or territorial Party may establish such procedures and structures as are necessary to ensure compliance with this Section, including procedures for review of complaints of non-compliance with this Section by any unit of the political process, including the State.

Bylaws of the Democratic Party of United States, article 2, § 11(b)(i) and (e)

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<sup>1</sup> See also, articles 8 (sections 3 to 6) and 9 (section 16) of the Charter of the Democratic Party of the United States; sections 5, 6, 7, 10(A), and the Delegate Selection Rules for the 2008 Democratic National Convention; and article II of the Constitution of the Maryland Democratic Party.

## **Annual County Brunch**

### **Section 1. Recommendations.**

The Annual County Brunch Committee membership shall be identified by the Chair. The Annual County Brunch Committee shall meet and will submit a proposal to the Central Committee recommending the anticipated budget, location, event date, event program, and cost of the tickets for the Annual County Brunch.

### **Section 2. Decisions.**

After considering the recommendations of the Annual Brunch Committee, the Central Committee will review, discuss, and approve budget, location, date, draft program, and set the price of tickets for the event.

### **Section 3. Superseded Rules.**

This policy supersedes the Rules on MCDCC tickets for the Annual County Brunch adopted by the Central Committee on February 7, 1995 and other subsequent Rules revisions.

### **Democratic Party Forum Members**

Democratic Party Forum Members in good standing are eligible to receive a complimentary ticket to the Annual County Brunch based on their membership level and rules established governing the benefits of Democratic Party Forum members.

Policy on the Annual County Brunch, adopted 12/10/2019

## **Area Coordinators**

Area Coordinator – An Area Coordinator shall be appointed by and be responsible to the MCDCC. They shall be responsible for coordinating the activities of no less than five and no more than ten precincts. Area Coordinators shall maintain regular contact with precinct officials in those precincts for which they are responsible. They will be expected to coordinate activities between precincts and the MCDCC regarding meetings, dollar drives, general elections, and other party activities. They shall also assist in recruiting precinct leaders for precincts with vacancies within their region, training new precinct officials, and assisting new officials in organizing their precincts.

Rule on Precinct Organization  
Revised by the Montgomery County Democratic Central Committee, May 11, 2021

Appointment Process - Democrats wishing to apply for Area Coordinator shall be appointed by vote of the Montgomery County Democratic Central Committee. Applicants should be current precinct Chairs or have other similar experience that qualifies them for the role of Area Coordinator and must reside in the District for which they are applying. Area Coordinator applications received each month will be presented to the Central Committee at its next meeting. If no objections are received, (in which the basis for the objection is stated), the applicant will be confirmed as an Area Coordinator appointment.

[The Labor Advisory Committee shall] assist the Central Committee Precinct Organization Committee members in terms of filling vacancies (existing and new ones)[.]

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

Objections to Candidates - If an MCDCC member or elected official raises an objection, the precinct official applicant will be entitled to meet with a review committee consisting of the Chair(s) of the Precinct Organization Committee, the Central Committee members elected from that district, the area coordinator for that precinct, and (in the case of precinct vice chair applicants) the precinct chair of the precinct, where the applicant can answer any objections. The invitation to the applicant will include the text of the objection. The applicant may bring an advisor to the review committee meeting who may advise and/or speak on the applicant's behalf. The objector may attend the meeting. Where the review committee overrides the objection, the candidate will be confirmed for appointment. In the case of an objection that is not overridden, the applicant shall have the right to appeal the decision of the review committee to the full Central Committee.

### **Area Coordinator Term of Office**

Each Precinct Official [including Area Coordinators] will serve in their official capacity until:

- a) The Precinct Official resigns
- b) The Precinct Official is removed from office by the Central Committee
- c) The Precinct Official no longer meets the qualifications for a Precinct Official

Every March, in even numbered years, the Precinct Organization shall reach out to all precinct officials and verify that each incumbent recommits to continue to serve in their capacity. Such

Precinct Officials that do not wish to continue or that do not respond (to reasonable attempts to contact them) will be considered to have resigned and will be informed as such.

### **Area Coordinator Removal Process**

Removal from Office – Precinct officials may be removed from office by the Democratic Central Committee for noncompliance or failure with any of associated duties or functions of the office. Removal by the Democratic Central Committee may occur if removal proceedings are instituted within one year of the aforesaid noncompliance or failure. The removal process will begin by the Secretary of the Central Committee providing written notice to the Precinct Official in question. This notice will contain date, time, and location of a hearing by a Precinct Review Committee appointed by the Democratic Central Committee composed of at least three (3) non-related Precinct Officials.

As an emergency measure, any member of the precinct organization committee, upon consultation with the Chairman of the Committee, may remove any...area coordinator who engages in obvious and flagrant violation of the Precinct Official's Rules in a manner detrimental to the Democratic Party; on general election day, any member of the Central Committee may summarily remove any precinct official or area coordinator for such conduct.

Any removal shall be subject to the usual hearing procedures provided for in the Rules after the general election.

Adopted by the Montgomery County Democratic Central Committee, September 15, 1982

### **Area Coordinator Campaign Appointments**

#### Campaign Appointments

- a) **Definitions** - "Campaign appointments" are appointments of Acting Area Coordinators, ... "Next election" is the next general election, primary election, special general election, or special primary election.
- b) **Appointments by the Central Committee** - Campaign appointments may be made by the Central Committee at its last regular meeting prior to the next election. If possible, a list of proposed campaign appointments should be included in that meeting's agenda and materials packet.
- c) **Appointments by the Chair of the Central Committee** - Campaign appointments may be made by the Chair of the Central Committee provided that all of the voting Central Committee members who live in that legislative district agree to the appointment.
- d) **Notification** - The Precinct Organization Committee will see to it that a notification of any campaign appointment is promptly made (by electronic mail) to: (a) all Central Committee members and all elected Democratic public office holders (elected as Democrats) representing all or part of Montgomery County, (b) the precinct chair, if any, and (c) the precinct vice chair, if any.

- e) ....
- f) **Expiration of Term of Office** – .... Each appointment of an Acting Area Coordinator will expire at the end of the day of the next election held in any of the precincts within the Acting Area Coordinator’s area.

Any ...[area] coordinator not performing the required support for all Democratic candidates or any precinct official or coordinator in violation of the precinct rules with respect to the support of all Democratic nominees in any way, with the inclusion of the defacing of the official Democratic sample Ballot, may be suspended or removed if that person is a campaign appointment,...by the chairperson or vice chairperson of the Central Committee nor the Co-Chairpersons of the Precinct Organization [Committee].

Adopted by the Montgomery County Democratic Central Committee, September 20, 1978

...the long-standing practice (in accordance with the Rule on the Precinct Organization) has been that precinct officials may support democratic candidates on primary election day, provided that they are not wearing their Precinct Chair, Precinct Vice Chair, or Area Coordinator pins when they campaign.

Minutes of the Montgomery County Democratic Central Committee, February 8, 2000

## **Redistricting and Area Coordinators**

### **§1. Purpose.**

This policy will govern reorganization of the Montgomery County Democratic Party resulting from the redistricting of the Maryland General Assembly that occurs every ten years after the national census; as well as other precinct boundary changes that take place between decennial reapportionments.<sup>1</sup>

### **§2. Implementation Date of New Legislative Districts.<sup>2</sup>**

The Precinct Organization will remain organized under the previous election’s legislative district until the second Tuesday in August of the first year that state legislators will be elected using new districts. (For instance, since the first election of state legislators to take place after the redistricting from the 2000 census is in November 2002, the Precinct Organization would use the 1990 census legislative districts until August 8, 2002, and then switch over to the new legislative districts on August 9, 2002.)<sup>3</sup>

### **§3. Definitions.**

For the purpose of this policy:

- a) “Redistricting Years” means the years specified in § 2 of this policy;

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<sup>1</sup> On March 14, 2006, the Central Committee added “;as well as other precinct boundary changes that take place between decennial reapportionments”.

<sup>2</sup> On March 14, 2006, the Central Committee added “of New Legislative Districts”.

<sup>3</sup> On June 11, 2002, the Central Committee replaced the three references to “July” in this section with “August”.

- b) “old legislative districts” means the legislative districts that were in effect before the Redistricting Year;
- c) “New legislative districts” means the legislative districts that were in effect starting with the Redistricting Year;
- d) “Precinct Organization Rules” means the “Rule on the Precinct Organization”;
- e) “Permanent Chair” is a Precinct Chair who is neither a Provisional Chair or a campaign appointment chair;
- f) “Permanent Vice Chair” is a Precinct Vice Chair who is neither a Provisional Vice Chair or a campaign appointment Vice Chair.<sup>1</sup>

...

**§5. Term of Office for Area Coordinators.**

In Redistricting Years, the term of office of all Area Coordinators will expire on the second Tuesday of August.

**§6. Nomination of New Area Coordinators.**

- a) No later than August 1 of each Redistricting Year, the members of the Central Committee will meet according to the new legislative district that each resides in and will draw up a list of persons to be nominated as Area Coordinators, effective the second Tuesday of August. The lists will designate which precincts each Area Coordinator will be responsible for coordinating. Each delegation should promptly send their list to the Chair of the Precinct Organization Committee, who will include them in the Circulation List for the August Central Committee meeting. Precincts with no registered voters will not be assigned to any area coordinator.
- b) When the Board of Elections changes the number of precincts in a legislative district in a non-Redistricting Year, no later than the week before the terms of the Area Coordinators from that district are scheduled to expire, the members of the Central Committee from that legislative district will meet to draw up a list of persons to be nominated as Area Coordinators, effective the next regular meeting of the Central Committee. The list will designate which precincts each Area Coordinator will be responsible for coordinating (As required by § B of the Precinct Organization Rules, each Area Coordinator is to be responsible for no fewer than five precincts and no more than ten precincts. Precincts with no registered voters will not be assigned to any area coordinator.) Each affected delegation should promptly send its list to the Chair of the Precinct Organization Committee, who will include the delegation’s list in the Circulation List for the next Central Committee meeting.

**§7. Multi-district Precincts.**

If, after the Board of Elections has finalized the precinct boundaries for the next election, a precinct is split between two or more new legislative districts, the precinct will be considered (for purposes of Party organization) to be in the district that contains most of the registered Democrats in that precinct.

Policy on Legislative Redistricting and Party Organization, §§ 1-3 and 5-8,  
 adopted by the Montgomery County Democratic Central Committee, May 14, 2002,  
 amended by the Montgomery County Democratic Central Committee, June 11, 2002,  
 further amended by the Montgomery County Democratic Central Committee, March 14, 2006

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<sup>1</sup> On March 14, 2006, the Central Committee added subsections (e) and (f).

## Assistant Secretary of the Central Committee

(see also: *Officers of the Central Committee*)

### Duties of the Secretary (and in the Secretary's absence, the Assistant Secretary):

- a) The Secretary shall have charge of all books, papers, records, and other documents of the Committee, shall complete statistics and other data as may be required for the use of the members of the Committee and shall perform other duties as may be directed by the Committee. The Secretary shall keep the minutes of the meetings of the Committee and as promptly as possible distribute same to each member of the Committee. All records shall be maintained at the permanent office of the Committee.
- b) The Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence and shall serve as Acting Secretary in the event of a vacancy in the office of Secretary until such a time as a new Secretary is elected.

Bylaws of the Montgomery County Democratic central Committee,  
Article V, § 3

A summary of actions taken at executive sessions [of the Central Committee] shall be provided by the Secretary or Assistant secretary to each Committee member. Such summary shall be kept confidential by the Committee member and shall be available only to committee members.

Guidelines for the Meetings of the Democratic Central Committee, § II(D),  
adopted by the Montgomery County Democratic Central Committee, May 6, 1975

The Chairperson, Vice Chairperson, Asst. Secretary and Comptroller are to be bonded ... [as are] the Treasurer, Asst. Treasurer, Secretary and Office Secretary ...

adopted by the Montgomery County Democratic Central Committee, November 19, 1975

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County during regular office hours or by appointment under the supervision of the Secretary, Assistant Secretary or Office Manager, subject only to the previously adopted exception of the membership roster of Plowman and Fisherman.<sup>1</sup>

Adopted by the Montgomery County Democratic Central Committee, March 23, 1977

The Assistant Secretary shall:

1. Perform all duties customarily performed by a corresponding secretary;
2. Promptly after the election of any officers of the Central Committee (as defined by article IV, § 1 of the Central Committee's Bylaws), notify the State Board of Elections of the name, position, and address of that officer, as required by § 13-202(a) of the Maryland Election Code, and provide the same information to the Maryland State Democratic central Committee and to the Montgomery County Board of Elections;
3. Promptly after the election of any voting or non-voting member to the Central Committee (other than the gubernatorial primary), notify the Maryland State Democratic Central

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<sup>1</sup> On February 9, 1977, the Central Committee adopted the policy that "The list of Plowman and Fisherman members is not to be given out by the Central Committee."

Committee, the State Board of Elections and the Montgomery County Board of Elections of the name, seat, and address of that member;

4. After their approval, file a copy of the minutes of the Montgomery County Democratic Central Committee with the Maryland State Democratic Central Committee, as required by article IX, § 4 of the Maryland Democratic Party Bylaws;
5. See to it that the “Circulation List” (i.e., the Central Committee reviewed list of applicants for precinct chair and vice chair vacancies provided for in section 1 of the Policy on Filling Vacancies adopted by the Central Committee on May 9, 1995) is distributed in a timely manner to: (a) all Central Committee members and all elected Democratic public office holders (elected as Democrats) representing all or part of Montgomery County, (b) the precinct chair, if any, of any precinct where a vice chair is on the Circulation List, (c) the precinct vice chair, if any, of any precinct where a vice chair is on the Circulation List, (d) all precinct chairs and vice chairs whose area coordinator is on the Circulation List, and (e) the area coordinator responsible for any precincts on the Circulation List. When practical, the circulation list will be distributed by electronic mail; and
6. Notify the Montgomery County Board of Elections the names and addresses of the district liaisons and the Chair of the Elections Procedures Committee, each time any of those positions are newly filled, and request that the Board of Elections notify the Chair of the Elections Procedures Committee and the appropriate district liaison each time that the Board or its staff is studying a change of precinct boundaries, voting locations, permissible campaigning locations at a polling site, or any similar issue; and

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999,  
amended by the Montgomery County Democratic Central Committee, October 8, 2002,  
and revised by the Montgomery County Democratic Central Committee, December 8, 2020

The Assistant Secretary will collect all ballots [for the election of the Central Committee’s nominees to the County Council Redistricting Commission] and the Secretary and Assistant Secretary will tally the ballots. Each candidate may designate one observer to watch over the tallying of ballots. Proxies must be presented to the Secretary before any ballots are put into the ballot box.

Procedures for Selecting the Central Committee’s Nominees to the  
County Council Redistricting Commission, § [9],  
adopted by the Montgomery County Democratic Central Committee, November 14, 2000

**Section 5. Manner of filling vacancies.**

At the meeting [of the Central Committee] to fill the vacancy [in the State Legislature],...  
(g) the Secretary and Assistant Secretary will count the ballots;

Policy on Legislative Vacancies, § 5(g),  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001

**Section 4. Manner of filling vacancies.**

At the meeting to fill ... [a Central Committee] vacancy,

...

(f) the Assistant Secretary will collect all ballots in a ballot box;<sup>1</sup>

(g) the Secretary and Assistant Secretary will count the ballots ...

Policy on Vacancies on the Central Committee, § 4(f), (g),  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001,  
and amended by the Montgomery County Democratic Central Committee, November 13, 2007

## **§ 1. Definitions.**

“Campaign appointments” are appointments of Acting Area Coordinators, Acting Precinct Chairs, and Acting Precinct Vice Chairs.

“Next Election” is the next general election, primary election, special general election, or special primary election. “Next election” does not include precinct chair and vice chair elections held under § D of the Precinct Organization Rules.

...

## **§ 5. Notification.**

The Assistant Secretary will see to it that a notification of any campaign appointment is promptly made (by electronic mail) to all persons specified in § 5 of the Policy on Duties of the Assistant Secretary, adopted by the Central Committee, April 13, 1999.<sup>2</sup>

Policy on Campaign Appointments, §§ 1 and 5,  
adopted by the Montgomery County Democratic Central Committee, August 13, 2002

## **§ 7. Communication to State Party.**

The Montgomery County Democratic Central Committee will designate one person to notify the Chairman of the Maryland State Democratic Party of its decisions. The Chairman of the State Party must be notified no later than September 15. In the event that the County Central Committee does not designate a person to notify the State Chairman, the Assistant Secretary shall be responsible for notifying the State Chairman.

Policy on Presidential Electors, § 7,  
adopted by the Montgomery County Democratic Central Committee, June 8, 2004

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<sup>1</sup> Prior to November 13, 2007, § 4(f) assigned this duty to the Secretary rather than the Assistant Secretary.

<sup>2</sup> The text of § 5 of the Policy on Duties of the Assistant Secretary, adopted by the Central Committee, April 13, 1999, is set out above.

## **Assistant Treasurer of the Central Committee**

(see also: *Officers of the Central Committee*)

### Duties of the Treasurer (and in the Treasurer's absence, the Assistant Treasurer):

- a) The Treasurer shall keep accounts of all monies the Committee receives and disburses and shall deposit all monies and valuables in the name and to the credit of the Committee in such banks and depositories as the Committee shall designate by appropriate resolution. The Treasurer shall provide a surety bond in the amount of not less than ten thousand dollars (\$10,000), the cost of the bond to be borne by the Committee. The Treasurer shall submit a financial report at all regular meetings of the Committee. The Treasurer shall prepare and present an annual budget to the Committee. All expenditures shall be authorized by the Chair and shall be paid by the Treasurer upon presentation of appropriate receipted bills or vouchers.
- b) The Assistant Treasurer: The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence and shall serve as Treasurer in the event of a vacancy in the office of Treasurer until such a time as a new Treasurer is elected.

Bylaws of the Montgomery County Democratic Central Committee, article V, § 4

The Treasurer of the Central Committee (with the assistance of the Assistant Treasurer of the Central Committee) will compile an annual Dollars Drive accounting report that will be presented to the Central Committee at its regular August meeting. The annual report will indicate how much money (net) was raised by each precinct in the Dollars Drive, how much money was allocated to each precinct as a result of the money that they raised in the Dollars Drive, and how much money is in each precinct's account in the Precinct Operations Account (formerly the Precinct Trust Fund). The report will also indicate which precinct raised the largest amount of money (net) in the Dollars Drive and which precinct raised the largest amount of money (net) per registered Democratic voter in the Dollars Drive.

Dollar Drive Accounting Policy, § 2,

Adopted by the Montgomery County Democratic Central Committee, March 11, 2003

## Attendance at Central Committee Meetings<sup>1</sup>

A Member [of the State Central Committee] shall be declared to have resigned by the Secretary of the State Central Committee if (a) the Member's local Democratic Central Committee has adopted a rule setting minimum attendance standards at local and/or State Central Committee meetings including a method of certifying Members' attendance and (b) the Member is certified to the Secretary in accordance with the local Central Committee's rules to have violated that attendance rule. Such Members may appeal their removal to the State Central Committee following the procedure set forth in section 6, provided that the appeal may only be made on the question of whether the local central committee's rules have been violated.

Maryland State Democratic Party Bylaws, article III, § 5(B)(3)

... The student members of the Central Committee are ... subject to all the same responsibilities as voting members of the Central Committee, except that they ... are not required to attend the meetings of the Maryland State Democratic Central Committee.

Montgomery County Democratic Central Committee Bylaws, article XI

Attendance. Committee members are expected to attend all meeting of the Montgomery County Democratic Central Committee and of the Maryland State Democratic Central Committee. In addition, Committee members are expected to support public events sponsored by the Committee.

- a) Any member of the Committee who fails to attend a majority of the Central Committee meetings during a twelve-month period will be deemed to have resigned and their resignation automatically accepted. Submission of a proxy does not constitute attendance for these purposes.
- b) Submission of a proxy vote by a Committee member does not constitute and shall not be counted as attendance at a Committee meeting.
- c) A Committee member who is absent while participating in military service will be excused from no more than four (4) Committee and one (1) State Committee meeting during a twelve-month period.

Montgomery County Democratic Central Committee Bylaws, article XII, § 1

Telephone Participation: For purposes of section 1, a member of the Committee who participates in substantially an entire Committee meeting by telephone, shall be deemed to have attended such meeting. A member of the Committee may use this provision no more than twice during a twelve-month period. The Committee may by rule,

- a) Define what constitutes "participating in substantially an entire Committee meeting"
- b) Provide that this section may only be used by a member of the Committee who is unable to attend the meeting in person because of one or more specified reason
- c) Specify a minimum distance from the meeting that a member must be in order to use this section

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<sup>1</sup> The minutes of the January 12, 1999 meeting of the Montgomery County Democratic Central Committee state that, "The Secretary noted that the current practice is to count as attending any member of the Committee who is physically present in the room at any point between the call of the roll until adjournment (members who are represented by proxies or participate by telephone have not been counted as being present)." *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> edition) pp. xx, 79-80, and 482-483 provides that a committee cannot meet and conduct business by videoconferencing or telephone, unless such activities are specifically authorized in the Bylaws.

- a) d) Specify methods (in addition to Article VII, section 6 of the Bylaws) whereby a member of the committee participating by telephone may vote.

Montgomery County Democratic Central Committee Bylaws, article XII, § 3

The Central Committee attendance rules apply to any twelve consecutive months that a person is a member of the central Committee, even if a central Committee election occurs during that twelve month period.

Adopted by the Montgomery County Democratic Central Committee, January 12, 1999

Any student member of the Central Committee who fails to attend (for whatever reason) a majority of the Montgomery County Democratic Central Committee meetings (held in Montgomery County) during a six month period, will be deemed to have resigned and their resignation automatically accepted. Submission of a proxy or participation in a meeting by telephone does not constitute attendance for these purposes.

Policy on Student Membership on the Central Committee, § 4,  
adopted by the Montgomery County Democratic Central Committee, July 13, 1999, and  
amended by the Montgomery County Democratic Central Committee December 13, 2005<sup>1</sup>

The Chair of the Central Committee will organize and convene at least one meeting of Liaison II every calendar year. For purposes of Article XII of the Bylaws of the Central Committee, meetings of Liaison II (after September 12, 2006) will be treated as if they were meetings of the Central Committee.

Policy on Liaison I, Liaison II, and District Meetings, § 3,  
adopted by the Montgomery County Democratic Central Committee, April 11, 2006

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<sup>1</sup> On December 13, 2005, the Central Committee added "(held in Montgomery County)".

## **Audits**

An annual audit shall be conducted by an accountant who is not a member of the Committee. The results of this audit shall be available at the June meeting of the Committee.

Bylaws of the Montgomery County Democratic Central Committee, article VI, § 2

The precinct officials of each state senatorial district will meet at least once each year and elect one of their members to serve as a member of the Precinct Operations Account Audit Committee. Each precinct will have an entry in the Precinct Operations Account. The Montgomery County Democratic Central Committee will maintain all account records and file all legally required reports. The Precinct Operations Account Audit Committee will have access to all records concerning the Operations Account. Money in each precinct's entry in the Precinct Operations Account may be spent only for: (1) education and communication with voters in the precinct; (2) the precinct's fund raising for the Montgomery County Democratic Party; (3) support of Democratic candidates in general elections; or (4) events sponsored by the Montgomery County Democratic Central Committee. All expenses must be documented by a written receipt and expenditure approved by the Precinct Chair (in writing) and submitted to the Treasurer of the Central Committee. No person may incur a debt on behalf of the Central Committee without the approval of the Central Committee (or by approval of officials authorized by the Central Committee). A reserve of the lesser of:

- 1) \$5,000; or
- 2) The total of all the entries in the Precinct Operations Account

will be maintained by the Central Committee to pay all of the expenditures authorized by this subsection.

## **Ballot Inspections**

Prior to every primary and general election, the Executive Committee of the Central Committee (or the Executive Committee's representative) will inspect the proposed ballot faces prepared by the Montgomery County Board of Elections, as soon as the ballot faces are available for public inspection. If, in the opinion of the Executive Committee, the ballots should be challenged, the Executive Committee may make such a challenge on behalf of the Central Committee. The Central Committee reserves the right to modify any position taken on its behalf.

Adopted by the Montgomery County Democratic Central Committee, October 8, 2002

## Ballot Questions<sup>1</sup>

A two-thirds majority of those voting shall be required for adoption of the official Democratic Party positions on ballot questions and marking of the official sample ballot.

Montgomery County Democratic Central Committee Bylaws, article VII, § 8

### (d) Marking of Official Ballots on All Matters Other Than Candidates –

- i. Questions on official Democratic ballots may not be marked in a discretionary manner. All ballots shall be marked in accordance with the official Montgomery County Democratic Party position adopted by the Montgomery County Democratic Central Committee. The official position shall be determined only after positions on each question shall have been voted upon at a regular or special meeting of the Precinct Chairpersons, Vice Chairpersons and Area Coordinators (i.e., the Precinct Organization) having on its agenda the discussion of such markings. A meeting of the Montgomery County Democratic Central Committee shall convene ten minutes after the adjournment of the Precinct Organization meeting. The meeting of the Central Committee will be held in public session for the purpose of adopting the Party position on ballot questions. If the Central Committee adopts a recommendation of the Precinct Organization, that position will be the position of the Party on that ballot question. If the Central Committee fails to adopt a recommendation of the Precinct Organization, the Party will be neutral on that ballot question. No resource of the Party (or any of its components) may be used to compile or distribute material or information on ballot questions contrary to the position of the Party.
- ii. Not less than three months prior to consideration of ballot questions by Precinct Chairpersons, Vice Chairpersons, and Area Coordinators, the Democratic Central Committee shall, by resolution, establish a committee to report to the Precinct Chairpersons, Vice Chairpersons, and Area Coordinators on the ballot question(s) and shall give notice of the committee to interested Democrats. Applications for positions on the committee shall be sought, and the Democratic Central Committee shall name the committee not less than two months prior to consideration of ballot questions by Precinct Chairpersons, Vice Chairpersons, and Area Coordinators. Any Democrat registered in the county may serve on the committee, but a majority of the members shall be from the membership of the precinct organization. In selecting the committee, the Democratic Central Committee shall strive for an ethnic, geographical and ideological balance. The report of the committee shall include a detailed, objective description of each question and arguments for, against, and for no position on each question made by members of the committee or by people generally known to the Precinct Chairpersons, Vice Chairpersons, and Area Coordinators. The committee's report shall be distributed so as to

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<sup>1</sup> The Montgomery County Democratic Party has a long standing tradition of taking positions on ballot questions. Prior to 1996, the Maryland Democratic Party, however, did not take positions on ballot questions. At its October 15, 1996 meeting, the Maryland State Democratic Central Committee (on the recommendation of its Issues and Legislation Committee) took specific positions on three statewide ballot questions and twenty local ballot questions – all of these positions were consistent with the positions adopted by those county central committees that took positions on ballot questions. At its October 10, 1998 meeting, the Maryland State Democratic Central Committee unanimously approved a motion that “the Maryland Democratic Party take a position in favor of the two State Constitutional ballot questions, and that we accept the local central committees’ endorsements of local ballot questions and judgeships as the Maryland Democratic Party’s position on those issues and judgeships.” (The Montgomery County Democratic Central Committee previously endorsed both 1998 statewide constitutional ballot questions.)

reach the Precinct Chairpersons, Vice Chairpersons, and Area Coordinators not less than two weeks prior to the meeting at which the ballot questions appear on the agenda.

## **Policy on Ballot Questions**

### **§ 1. Purpose.**

The purpose of this policy is to set out the procedures for taking positions on ballot questions by the Montgomery County Democratic Party.

### **§ 2. Reserved.**

### **§ 3. Solicitation for Advisory Committee members.**

The April and May issues of *The Montgomery Democrat* will (in each even-numbered year) contain a notice inviting any interested Democrat to apply for a seat on the Ballot Questions Advisory Committee. To apply, each applicant must submit a resume and a cover letter to the Central Committee, which must be received no later than 5 p.m. on the Friday before the second Tuesday in May. The resume should include the applicant's involvement in campaigns, community, and the Democratic Party. The cover letter should include a statement as to why the applicant wants to be on the Advisory Committee.

### **§ 4. Selection of Advisory Committee members.**

At the regular May meeting of the Central Committee (in each even numbered year), the Central Committee will select the members of the Ballot Questions Advisory Committee. At least half the Advisory Committee must be members of the Precinct Organization (i.e., Precinct Chairpersons, Vice Chairpersons, and Area Coordinators). In addition, the Central Committee will strive for ethnic, geographic, and ideological balance within the membership of the Advisory Committee.

### **§ 5. Identification of Judges subject to ballot questions.**

No later than August 1 of each even numbered year, the Chair of the Ballot Questions Advisory Committee (unless the Chair of the Central Committee designates someone other person) will contact the Maryland Administrative Office of the Courts and inquire as to which judges will be on the November ballot for retention as a judge of the court. Each judge identified by the Administrative Office will be notified that the Montgomery County Democratic Party traditionally takes a position on those ballot questions and will invite each judge to provide material for consideration of the Party relevant to their being retained on the court.

### **§ 6. Identification of State Constitutional Amendments and Referenda.**

No later than August 1 of each even numbered year, the Chair of the Ballot Questions Advisory Committee shall compile a list of State Constitutional Amendments approved by the General assembly since the last General Election. (Such information is normally available on the "Bills Signed and Vetoed" lists on the Web site of the Maryland General assembly (under the category: "Pursuant to Article XIV, Section 1, of the Maryland Constitution, the following constitutional amendments have been assigned Chapter numbers"). The Chair of the Ballot Questions Advisory

Committee will verify these ballot questions and any other state ballot questions with the Maryland Board of Elections.

**§ 7. Identification of County Ballot Questions.**

No later than August 15 of each even numbered year, the Chair of the Ballot Questions Advisory Committee shall consult with the Montgomery County Council to determine what ballot questions have been certified by the Council for the General Election.

**§ 8. Hearing and other input opportunities.**

- a) No later than the second Tuesday of July of each even numbered year, the Ballot Questions Advisory Committee will schedule (for late August or early September) a public hearing on the ballot questions. Notice of the hearing will (1) appear in the August issue of *The Montgomery Democrat*; (2) appear on the County Democratic Party's Web site; (3) be sent by electronic mail to all members of the Precinct Organization and all persons designated in § 10 of this policy, for whom the County Democratic Party has an electronic mail address; and (4) be sent to local news media.
- b) In addition to the hearing, Democrats may provide input to the Ballot Questions Advisory Committee by postal mail or by electronic mail or by speaking with individual members of the Committee.

**§ 9. Meetings of the Precinct Organization and Central Committee.**

No later than the second Tuesday in August of each even numbered year, the Chair of the Central Committee (in consultation with the Chair of the Ballot Questions Advisory Committee) will schedule the meetings of the Precinct Organization and the Central Committee for the purpose of determining the County Democratic Party's position on each ballot question. Such meeting shall not be held on the same day as the election of Central Committee officers provided for in Article IV, § 2, of the Central Committee Bylaws. Notice of the meetings to determine the County Democratic Party's position on ballot questions will also be sent by electronic mail to all members of the Precinct Organization and all persons designated in § 10 of this policy, for whom the County Democratic Party has an electronic mail address. The notice to the presidents of chartered Democratic organizations will also invite the organizations to hold meetings (between the receipt of the Report of the Ballot Questions Advisory Committee on the holding of the meetings of the Precinct Organization and the Central Committee) to discuss the ballot questions. Notice of the meetings, to the extent practical, will be published in *The Montgomery Democrat* and on the County Democratic Party's Web site.

**§ 10. Report of the Ballot Questions Advisory Committee.**

In addition to all member of the Precinct Organization, copies of the report of the Advisory Committee will also be sent to all members of the Central Committee; the presidents of all chartered Democratic organizations; and all elected public officials representing all or part of Montgomery County who were elected as Democrats.

**§ 11. Conduct of the Precinct Organization meeting.**

- a) At the Precinct Organization meeting to consider the ballot questions, the Ballot Questions Advisory Committee will present each position on each ballot question individually, explain the question and then explain the Committee's recommendation.

After the Committee has presented its position on the ballot question, the Precinct Organization will discuss the ballot question – the motion on the floor being adoption of the Advisory Committee’s recommendation on the particular ballot question.

- b) At the conclusion of the debate, if the motion to adopt the Advisory Committee’s recommendation is adopted, that recommendation shall be the position of the Precinct Organization for that ballot question. If the motion to adopt the Advisory Committee’s recommendation fails, other motions related to the Precinct Organization’s position on the ballot question will be in order.
- c) Once the Precinct Organization’s consideration of ballot question is completed, it shall move on to the next ballot question, in the manner specified in § 11(a) and (b) of this Policy.

**§ 12. Conduct of the Central Committee meeting.**

- a) At the Central Committee meeting to consider the ballot questions, the recommendations from the Precinct Organization shall be presented to the Committee, and the motion on the floor shall be adoption of the Precinct Organization’s recommendations. At the request of any member of the Central Committee, the motion may be separated into two or more motions to adopt the recommendations of the Precinct Organization.
- b) At the conclusion of the debate, if the motion to adopt the Precinct Organization’s recommendation is adopted, that recommendation shall be the position of the Montgomery County Democratic Party for that ballot question(s). If the motion to adopt the Precinct Organization’s recommendation fails, the Party shall take no position on that ballot question(s).

**§ 13. Verification of Precinct Organization roster.**

- a) Prior to each March 1, June 1, September 1, and December 1, each District Liaison will provide each of their Area Coordinators the official list of contact information for the Area Coordinator’s precincts.
- b) Between each March 1 and 15, June 1 and 15, September 1 to 15, and December 1 to 15, each Area Coordinator will contact each of their Precinct Chairs and Vice Chairs and will verify their postal address, phone number, and e-mail address.
- c) No later than the 17<sup>th</sup> of each of the months specified in subsection (b), each Area Coordinator will communicate that information to their District Liaison, noting particularly any changes.
- d) Promptly after the 17<sup>th</sup> of each month specified in subsection (b), each District Liaison will contact the Precinct Chairs and Vice Chairs that have not been accounted for by an Area Coordinator and the District Liaison will verify their postal address, phone number, and e-mail address.
- e) Once the verification of the District has been completed, the District Liaison shall promptly notify the Central Committee staff and the Chair of the Precinct Organization Committee of any changes.

## Bereavements and Recognitions

### Policy on Expressions of Sympathy and Recognitions of Achievements<sup>1</sup>

#### Section 1. Bereavements

- a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current:
- Precinct Chair
  - Precinct Vice Chair
  - Area Coordinator
  - Member of the Central Committee (voting or non-voting)
  - Elected Democratic public official representing at least part of Montgomery County
  - Trustee
  - Committee Chair or Vice Chair appointed by the Chair of the Central Committee
  - Employee hired by the Central Committee
  - Legal Counsel of the County Democratic Party
  - Editor of the County Democratic party's Web site
  - Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
  - President of any Democratic organization chartered by the Central Committee
  - Democratic member of the Montgomery County Board of Elections; or
  - Member of Plowman/Fisherman or the Democratic Forum;

or of any former long-term member of the Precinct Organization;

- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf [o]f the Party and the Central Committee, will be sent to the decedent's family,
  - ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site, and
  - iii. The decedent's name will be published in the "In Memoriam" section of the Spring Ball booklet.
- b) In the event that (after the Secretary has compiled a list of the winners of the following awards<sup>2</sup>) the Montgomery County Democratic Headquarters learns of the death of any or of any current or former winner of the:
- Jack Dean-Helen Peacock Precinct official Award (or the Jack Dean Precinct Official Award)

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<sup>1</sup> The October 13, 2003 minutes of the Montgomery County Democratic Central Committee note that "In response to a question from the Chair of the Central Committee, the Chair of the Rules Committee stated that the gifts policy ('Policy on Expressions of Sympathy and Recognitions of Achievements', adopted by the Central Committee, September 14, 1999) only applies to gifts made on behalf of the Central Committee and does not govern gifts made by individual members of the Committee on their own behalf."

<sup>2</sup> The November 9, 1999 minutes of the Montgomery County Democratic Central Committee state that the Secretary presented the list required by this section at that meeting of the Central Committee.

- Rita Morgan-Bruce Jerney Community Service Award
  - Democrat of the Year Award
  - Rosalie Reilly Lifetime Service Award
  - Kelsey Cooke Volunteer of the Year Award (or Volunteer of the Year Award)
  - Lucille Maurer Award for Continuing Service by a Former Elected Official
  - Reginald Zalles Award (Most Improved Precinct in Dollar Drive)
  - Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
  - Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)
- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family,
  - ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site, and
  - iii. The decedent's name will be published in the "In Memoriam" section of the Spring Ball booklet.
- c) In the event that the Montgomery County Democratic Headquarters learn of the death of a:
- Parent
  - Grandparent
  - Sibling
  - Spouse (or significant other)
  - In-law
  - Child, or
  - Grandchild
- of any person listed in section 1(a) or (b):
- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family, and
  - ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.
- d) In the event that the Montgomery County Democratic Headquarters learn of the serious illness of the persons listed in section 1(a), (b), or (c):
- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the person, and
  - ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 2. Congratulations**

- a) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a), (b), or (c) has given birth, gotten married, or received a degree, notices will be published in *The Montgomery Democrat* and on the Party's Web site.
  
- b) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a) or (b) has received a significant award, notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 3. Retirements**

In the event that any person listed in section (a) retires from political office:

- i. A letter from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, expressing thanks for services rendered will be sent to the retiree, and
  
- ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 4. Extraordinary cases**

Expressions of sympathy and recognitions of achievements, not otherwise authorized by the policy, requiring the expenditure of funds, may be made on behalf of:

- The Montgomery County Democratic Party
- The Montgomery County Democratic Central Committee, or
- Any officer of the Central Committee acting in their capacity as an officer of the Central Committee

only if specifically authorized by the Central Committee. The Central Committee will consider proposals authorizing expressions of sympathy and recognitions of achievements, not otherwise authorized by this policy, only if they are submitted at a regular meeting of the Central Committee and acted upon at the next meeting of the Central Committee.

## **Section 6<sup>1</sup>. Sunshine Committee**

The Chair of the Central Committee shall appoint a Sunshine Committee. The Sunshine Committee will (a) monitor local newspapers and other publications to attempt to identify individuals and events that should be recognized under this policy and (b) otherwise assist in the administration of this policy.

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<sup>1</sup> There is no § 5.

## **Section 7. Previous Policies**

This policy supersedes the bereavements/memorials policies adopted by the Central Committee on January 5, 1972, and on April 14, 1982.<sup>1</sup>

Adopted by the Montgomery County Democratic Central Committee, September 14, 1999

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<sup>1</sup> The policy of January 5, 1972 provided that “A contribution or similar token of sympathy shall be made as an expression of sympathy during bereavement when the deceased was an active member of the Democratic Party.” The policy of April 14, 1982 provided that “There is to be an “in memoriam” page in the Spring Ball booklet to honor party activities.”

## Board of Elections of Montgomery County<sup>1</sup>

(see also: *Candidate Vacancies*; and *Election Judges*)

### 1. Filling Seats on the Board

(g)(1) The Governor shall request the county central committee representing the majority party or the principal minority party, as appropriate, to submit a list of at least four eligible individuals from which the Governor may make an appointment of a regular member or a substitute member of the local board.

(2) The Governor may reject all the nominees if the Governor determines them to be unfit or incompetent, in which case the Governor shall notify the State Board in writing and request an additional list of at least four eligible nominees from the county central committee. A third list may be requested in the same manner.

(3) If a list containing the names of four eligible nominees is not submitted within 20 days of a request of if all the nominees on three lists are rejected, the Governor may appoint any eligible person who is a member of the appropriate political party.

(4) (i) ... each appointment shall be subject to confirmation by the Senate of Maryland.

(ii) ...

(iii) If an appointee is rejected, the Governor shall make another appointment from the list or lists submitted under paragraphs (1) and (2) of this subsection. If a list is not provided, or the nominees on the three lists are rejected, the Governor may appoint an eligible individual as provided in paragraph (3) of this subsection.

Maryland Code (Election Law) § 2-201(g) [2007]

A regulated lobbyist may not:

(14) if serving on the State or local central committee of a political party, participate:

(iii) in actions related to filling a vacancy in a public office.

Maryland Code (State Government) § 15-713(14)(iii) [2002]

4. <sup>2</sup> After the executive session (if any), and after any further discussion in public session, the Central Committee will proceed to vote on the candidates [to be nominated for seats on the Board of Elections]. Voting will be by secret ballot. Each candidate may designate one observer to watch the counting of ballots. Proxies are to be presented to the Secretary before any ballots are to be put into the ballot box.<sup>3</sup>

<sup>1</sup> See also, generally, the Maryland Code (Elections).

<sup>2</sup> Sections 1 to 3 were not adopted.

<sup>3</sup>The Montgomery County Democratic Central Committee meeting minutes of December 12, 2006 indicate that:

The Chairman of the Committee to Review Board of Elections Applicants (Alan Banov) moved that Sam Statland and Marie Carter-Williams be the Central Committee's nominees for the two Democratic voting seats on the 2007-2011 Montgomery County Board of Elections and that John Sullivan be the Central Committee's nominee for the Democratic alternate seat on the 2007-2011 Montgomery County Board of Elections. The motion was seconded and discussed. The Secretary called the roll and the following members of the Committee responded and cast votes: Dan

5. Each member of the Central Committee may vote for up to three candidates and must indicate the candidates in priority order (i.e., first choice, second choice, and third choice). When the votes are tallied, each “first choice” vote will count as three votes, each “second choice” vote will count as two votes, and each “third choice” vote will count as one vote.<sup>1,2</sup>

6. The candidates who receive first and second highest vote tallies will be declared the Central Committee’s recommended nominees for the two majority party voting seats on the Board of Elections. The candidate who receives the third highest vote tally will be declared the Central Committee’s recommended nominee for the majority party substitute member seat on the Board of Elections.<sup>3</sup> Only one ballot will be conducted. An absolute majority is not needed to be a recommended nominee.<sup>4</sup>

7. Once the recommended nominees have been chosen, the Chair will recognize any motions concerning transmittal of the names of the nominees to the Governor.

Procedure for Selecting Nominees to the Montgomery County Board of Supervisors of Elections,  
adopted by the Montgomery County Democratic Central Committee, December 8, 1998

## **2. Communications with the Board**

Who may vote –The Democratic Central Committee shall request that the Office of the Board of Supervisors of Elections be open on the night of the general precinct elections in order that a name may be verified, should it not appear on the list.

The Assistant Secretary shall:

1. ...
2. promptly after the election of any of the officers of the Central Committee (as defined by article IV, § 1 of the Central Committee’s Bylaws), notify the State Board of Elections of the name, position, and address of that officer, as required by § 13-202(a) of the Maryland

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Adcock, Si Atlas, Alan Banov, Karen Britto, Elliot Chabot, Karen Czapanskiy, Andrea Eaton, Arthur Edmunds, Stephen H. Fisher, Vivian Malloy, Paul Mandell, Aruna Miller, Milt Minneman, Oscar Ramirez, Sandy Raymond, Kirill reznik, Elly Shaw-Belblidia, Beth Siniawsky, Tracy Terrell, Venattia Vann, Jose Vasquez, Marie Wallace, Vic Weissberg, and Vilma White, with all votes cast in favor. Paul Mandell was absent and not represented by proxy for purposes of this vote. The motion was adopted.

A similar process was used at the September 11, 2007 and May 13, 2008 meetings of the Democratic Central Committee to fill vacancies in the Montgomery County Board of Elections.

<sup>1</sup> In 2002, a Republican was elected Governor, which resulted in there only being two Democratic seats (instead of three) on the Montgomery County Board of Elections. Each member of the Central Committee, therefore, voted for up to two candidates at the December 12, 2002 meeting, not three.

In 2007, the Legislature expanded the size of the Montgomery County Board of Elections from three voting members to five voting members. Therefore, when the Governor is a Democrat, the Governor will appoint three Democrats as voting members of the Board; and when the Governor is a Republican, the Governor will appoint two Democrats as voting members of the Board.

<sup>2</sup> See footnote 3 on page 65.

<sup>3</sup> See footnote 1.

<sup>4</sup> See footnote 3 on page 65.

Election Code, and provide the same information to the Maryland State Democratic Central Committee and to the Montgomery County Board of Elections;

3. promptly after the election of any member to the Central Committee (other than the gubernatorial primary), notify the Maryland State Democratic Central Committee, the State Board of Elections and the Montgomery County Board of Elections of the name, seat, and address of that member;
4. ...
5. ...
6. ...
7. ...
8. ...
9. Notify the Montgomery County Board of Elections the names and addresses of the district liaisons and the Chair of the Elections Procedures Committee, each time any of those positions are newly filled, and request that the Board of Elections notify the Chair of the Elections Procedures Committee and the appropriate district liaison each time that the Board or its staff is studying a change of precinct boundaries, voting locations, permissible campaigning locations at a polling site, or any similar issue.

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999

### **3. Certification of Central Committee Elections**

- i. Following the certification of the primary election returns by the board responsible for the certification of the results of that election, that board shall issue a certificate of election to:
  - 2) each candidate to a party central committee who is certified by the local board to have been elected to that position.

Maryland Code (Elections Law) § 5-705(c)(2) [2002]

## **Bonding Requirements**

The treasurer shall provide a surety bond in the amount of not less than ten thousand dollars (\$10,000), the cost of the bond to be borne by the Committee.

Montgomery County Democratic Central Committee Bylaws, article V, § 4

The Chairperson, Vice Chairperson, and Assistant Secretary are to be bonded ... [as are] the Treasurer, Assistant Treasurer, Secretary and Office Secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

## Candidate Vacancies (& Primary Election Ties)

(see also: *Special Elections*)

### No Democrat files for a particular office

- a) This section does not apply to a vacancy in nomination in the office of a Governor and Lieutenant Governor unit.
- b) This section applies to a vacancy in candidacy for a primary election that occurs because no candidate for the political party files a certificate of candidacy for the election.
- c) (1) Except for a vacancy in candidacy for the election of a member of the Senate of Maryland of the House of Delegates as provided in paragraph (2) of this subsection, the vacancy in candidacy for a political party that is entitled to have a candidate on the ballot for an office elected by the voters of more than one county shall be filled by the State central committee or governing body of that political party.  
  
(2) (i) In a State legislative district or State delegate district comprising more than one county, a vacancy in candidacy for a political party that is entitled to have a candidate on the ballot shall be filled by a vote of the central committee in the counties in the district.  
  
(ii) In filling the vacancy in candidacy under subparagraph (i) of this paragraph, the central committee of each county where the vacancy occurs shall cast a vote proportionate to its share of the population of the district as reported in the most recent decennial census of the United States.  
  
(iii) If no person receives a majority of the votes cast under subparagraph (ii) of this paragraph, or if there is a tie vote by the central committees, the vacancy in candidacy shall be filled by the State central committee of the political party.
- d) For any public or party office not describe in subsection (c) of this section, a vacancy in candidacy under this section shall be filled by the central committee of the political party in that county.
- e) A central committee authorized to fill a vacancy in candidacy for an office under this section shall file a certificate of designation of candidacy with the appropriate board designated to receive the certificate of candidacy for that office by the fifth day after the date on which a candidate may withdraw a certificate of candidacy before the primary election.
- f) The individual designated by a central committee under subsection (e) of this section to fill a vacancy shall file a certificate of candidacy in accordance with Subtitle 3 of this title with the appropriate board by the date specified for the applicable central committee to file a certificate of designation under subsection (e) of this section.

Maryland Elections Code, § 5-901 [2002]

### **Candidate for Governor, dies, withdraws, or is disqualified**

- a) If only a single Governor and Lieutenant Governor unit files for the nomination of a political party, and the candidate for governor dies, withdraws the candidacy, or is disqualified for any reason after the filing deadline specified under § 5-303 of this article, the remaining candidate for Lieutenant Governor is disqualified.
  
- b) (1) In the event of a vacancy in nomination under subsection (a) of this section, the State central committee of the political party to which the candidates belong shall select a successor candidate for Governor.  
  
(2) The State central committee shall make its selection by the 10<sup>th</sup> day following the death, withdrawal, or disqualification of the gubernatorial candidate.  
  
(3) The candidate disqualified for the office of Lieutenant Governor under subsection (a) of this section is eligible to be chosen as the successor candidate for Governor.
  
- c) (1) The successor candidate for Governor selected by the State central committee under subsection (b) of this section promptly shall select a successor candidate for Lieutenant Governor.  
  
(2) If the former candidate for Lieutenant Governor is not selected as the successor candidate for Governor, that individual is eligible to be selected again as the candidate for Lieutenant Governor.
  
- d) By the deadline date specified under subsection (b)(2) of this section, for the selection of the successor candidate for Governor by the appropriate State central committee, in accordance with Subtitle 3 of this title:
  - 1) The state central committee making the selection shall file a certificate of designation for those offices with the State Board for:
    - i. Its successor candidate for Governor; and
    - ii. The successor candidate for Lieutenant Governor designated under subsection (c)(1) of this section; and
  - 2) The successor candidates for Governor and Lieutenant Governor each shall file a certificate of candidacy for those offices with the State Board.

### **Nominee for State-wide office dies, withdraws or is disqualified**

- a) This section applies only to a nominee for statewide office, except for a Governor and Lieutenant Governor unit.
- b) (1) A vacancy in nomination that occurs because a nominee dies, declines nomination, or is disqualified for any cause shall be filled by the State central committee of the political party to which the nominee belongs.  
  
(2) By the later of the fortieth day before the general election or the fifth day following the death, declination, or disqualification of the former nominee:
  - i. The State central committee shall file a certificate of designation for the nominee with the state board; and
  - ii. The successor nominee designated by the State central committee under subparagraph (i) of this paragraph shall file a certificate of candidacy with the State Board.

Maryland Election Code, § 5-1002 [2002]

### **Nominee in multi-county district dies, withdraws or is disqualified**

- a) This section applies to a vacancy in nomination for Representative in Congress, State Senator, or member of the House of Delegates, if the district includes more than one county.
- b) (1) A vacancy in nomination under this section that occurs because the nominee dies, withdraws the candidacy, or is disqualified for any reason shall be filled by:
  - (i) a vote of the central committees of the political party in each of the counties included in the district of that nominee; or
  - (ii) a State central committee for a nonprincipal political party that does not have local central committees.  
(2) The central committee of each county shall cast a vote that is proportionate to its share of the population in that district as reported in the most recent decennial census of the United States and promptly notify its State central committee of the results of its vote.  
  
(3) (i) If no person receives a majority of the votes cast under paragraph (2) of this subsection, or if there is a tie vote by the central committees, the vacancy in nomination shall be filled by the State central committee.  
  
(ii) In the event of a tie vote, the nominee selected by the State central committee shall be one of the candidates involved in the tie.  
  
(4) By the later of the 40<sup>th</sup> day before the general election or the fifth day following the

death, declination, or disqualification of the nominee:

(i) the State central committee shall file a certificate of designation for the nominee with the State Board; and

(ii) the successor nominee designated by the State central committee under subparagraph (i) of this paragraph shall file a certificate of candidacy with the State Board.

Maryland Election Code, § 5-1003 [2014]

**Nominee in a single-county district dies, withdraws, or is disqualified;  
or if there is a tie**

- a) In general. – A vacancy in nomination for an office that is entirely in one county shall be filled by:
- (1) a central committee in that county as provided in this section; or
  - (2) a State central committee for a nonprincipal political party that does not have a local central committee.
- b) Time for filling. – If a nominee for an office that is entirely in one county dies, declines the nomination, becomes disqualified, or gains a tie vote with another candidate in a primary election, the vacancy in nomination shall be filled by the later of:
- (1) the 40<sup>th</sup> day before the general election; or
  - (2) the fifth day following the death, declination, or disqualification of the nominee.
- c) (1) The vacancy shall be filled by the central committee of the same political party as the individual vacating the nomination.
- (2) If the office is to be voted on by the voters of the entire county, the vacancy shall be filled by the central committee of that county.
  - (3) If the office is voted on only by the voters of one legislative district and the central committee is elected by legislative district, the vacancy shall be filled by the members of the central committee of that legislative district.
  - (4) If the office is for Representative in Congress and is a district that is wholly within one county, the vacancy shall be filled by the central committee for that county.
  - (5) By the deadline prescribed in subsection (b) of this section:
    - (i) the applicable central committee shall file a certificate of designation with the applicable board; and

(ii) the successor nominee designated by the applicable central committee under subparagraph (i) of this paragraph shall file a certificate of candidacy with the applicable board.

- d) Tie votes. – If the vacancy results because of a tie vote between two or more candidates, the nominee selected by the central committee under this section shall be one of those candidates.

Maryland Election Code § 5-1004 [2014]

### **Nominee for Lt. Governor dies, withdraws, or is disqualified**

- a) This section applies:

(1) to the nominees of a Governor and Lieutenant Governor unit; and

(2) whether or not a certificate of nomination has been issued to the nominees by the State Board.

- b) (1) If, after the primary election, a candidate for Lieutenant Governor dies, declines the nomination, or becomes disqualified, the remaining nominee for Governor of that unit may designate a successor nominee for Lieutenant Governor.

(2) By the fifth day following the day of the death, declination, or disqualification of the nominee for Lieutenant Governor:

- i. The nominee for Governor shall designate the successor nominee for Lieutenant Governor and notify the State central committee of the applicable political party of the selection;
- ii. The State central committee of the political party of the nominee shall file a certificate of designation with the State Board; and
- iii. The successor nominee for Lieutenant Governor shall file a certificate of candidacy with the State Board.

- c) (1) If a nominee for Governor dies, declines the nomination, or becomes disqualified after the primary election, the remaining nominee for Lieutenant Governor is disqualified, except as otherwise provided in this section.

(2) (i) The State central committee of the political party of the nominee for Lieutenant Governor disqualified under paragraph (1) of this subsection shall select a successor nominee for Governor.

(ii) The disqualified nominee for Lieutenant Governor is eligible to be chosen as the nominee for Governor.

(3) (i) The successor nominee for Governor promptly shall select a successor nominee for Lieutenant Governor and notify the State central committee of the applicable political party of the selection.

(ii) The disqualified nominee for Lieutenant Governor is eligible to be selected again as the nominee for Lieutenant Governor.

(4) Except as provided under paragraph (5) of this subsection, by the fifth day following the death, declination, or disqualification of the former nominee for Governor:

(i) the State central committee shall file a certificate of designation for the successor nominee for Governor and the successor nominee for Lieutenant Governor with the State Board; and

(ii) each of the successor nominees shall file a certificate of candidacy with the State Board.

(5) A State central committee may not file a certificate of designation for a successor nominee for Governor under this subsection within 10 days of the day of the general election.

(6) A Governor and Lieutenant Governor unit shall remain on the ballot for the general election if:

(i) a nominee for Governor dies, declines the nomination, or is disqualified less than 15 days before the general election; and

(ii) a certificate of designation and certificates of candidacy for successor nominees for Governor and Lieutenant Governor are not filed in accordance with this section.

(7) If a Governor and Lieutenant Governor unit comprised of a nominee for Governor who has died, declined the nomination, or become disqualified remains on the ballot as provided under paragraph (6) of this subsection, during the campaign period following the death, declination, or disqualification of the gubernatorial nominee until the general election, the Lieutenant Governor nominee officially becomes the gubernatorial nominee and may assert that status in the campaign.

(8) If a Governor and Lieutenant Governor unit comprised of a nominee for Governor who has died, declined the nomination, or become disqualified remains on the ballot as provided under paragraph (6) of this subsection and is elected, the vacancy resulting from the death, declination, or disqualification shall be filled as if it had occurred after the general election in accordance with applicable law.

Maryland Election Code, § 5-1005 [2014]

## **Policy on Filling Candidate Vacancies for Positions Elected Entirely Within Montgomery County**

### **Section 1. Purpose.**

Sections 5-901 and 5-1004 of the Maryland Election Code provide that if (after the filing deadline has passed) there is no Democratic candidate for certain offices that appear on election ballots within Montgomery County, the Montgomery County Democratic Central Committee may designate the Democratic nominee. The following policy will govern the participation of the central Committee in such situations.

### **Section 2. Covered Offices.**

This policy covers the following offices:

- a) Each seat in the U.S. House of Representatives representing a district that is entirely within Montgomery County;
- b) Each seat in the Maryland Senate representing a district that is entirely within Montgomery County;
- c) Each seat in the Maryland House of Delegates representing a district that is entirely within Montgomery County;
- d) Each seat on the Montgomery County Council;
- e) Montgomery County Executive;
- f) Montgomery County State's Attorney;
- g) Montgomery County Sheriff;
- h) Montgomery County Clerk of the Court; and
- i) Montgomery County Register of Wills.

### **Section 3. Call of the Central Committee.**

If (between the deadline for filing for office and the General election) any of the positions listed in § 2 of this Policy do not have a Democratic candidate, the Chair of the Central Committee shall promptly call a meeting of the Central Committee for the purpose of designating the Democratic nominee for the position. The meeting shall be held no later than the applicable deadlines specified in § 4 of this Policy.

### **Section 4. Meeting Date.**

- a) If, upon the deadline for filing certificates of candidacy, no Democrat has filed as a candidate for an office specified in § 2 of this Policy, the Central Committee shall meet to designate the Democratic nominee no later than fourteen days after the filing deadline.
- b) If there is a tie between the two or more of the candidates receiving the most votes in the Primary Election for an office specified in § 2 of this Policy, the Central Committee shall meet to designate the Democratic nominee, no later than forty-one days before the General Election.
- c) If the Democratic nominee for an office specified in § 2 of this Policy:
  - Dies,
  - Declines the nomination, or
  - Is disqualified,the Central Committee shall meet to designate the Democratic nominee, no later than the later of:

- 1) Forty-one days before the General Election; or
- 2) The fourth day after death, declination, or disqualification of the nominee.

### **Section 5. Announcement of Vacancy.**

When a meeting of the Central Committee is called in accordance with § 3 of this Policy, an announcement will (within forty-eight hours of the Chair learning that there is no Democratic candidate)

- a) Be sent by electronic mail to all of the following persons that the Central Committee has an electronic mail address for:
  1. All precinct chairs, vice chairs, and area coordinators;
  2. All elected Democratic public officials who represent all or part of Montgomery County;
  3. All members of the Central Committee; and
  4. The president of each Democratic organization chartered by the Central Committee;
- b) Be sent to local news media; and
- c) (in the case of meetings held in accordance with § 4(b) of this Policy) be communicated to the tie candidates.

In case of meetings held in accordance with §§ 4(a) or 4(c) of this Policy, the announcements will indicate the deadline and address for applying to fill the vacancy.

### **Section 6. Applications.**

Applications (for positions to be filled in accordance with §§ 4(a) or 4(c) of this Policy) may be submitted until two hours before the start of the meeting to designate the nominee. Applications are to be submitted to the Montgomery County Democratic Headquarters and are to consist of twenty-five copies of a resume and a cover letter. Upon receipt of an application, the applicant will be promptly provided with a copy of the announcement specified in § 5 of this Policy.

### **Section 7. Manner of Designating Nominees.**

At the meeting to designate the Democratic nominee,

- a) The list of applicants will be read. In the case of positions being filled in accordance with § 4(b) of this Policy, the tied candidates will automatically be designated as applicants and will be the only applicants considered by the Central Committee. In the case of positions being filled in accordance with §§ 4(a) or 4(c) of this Policy, additional candidates will be added to the list of applicants at the request of any three members of the Central Committee made prior to the start of the applicant addresses provided for in § 7(b) of this Policy;
- b) Each of the applicants will be invited to address the Central Committee, in public session, for five minutes each, in alphabetical order;
- c) After all the applicants have had the opportunity to speak, the members of the Central Committee will have the opportunity, in open session, to question the applicants collectively. The applicants will respond to the questions in alphabetical order: the answers to the first question will start with the second candidate alphabetically, the answers to the second question will start with the third candidate alphabetically, and so on;

- d) Once the questioning has been completed, the central Committee may retire into executive session to discuss the applicants (as a personnel matter) – no votes may be taken during executive session, except to end the executive session;
- e) The voting shall be done by roll call with each member responding to the roll casting a secret ballot which will be collected by the Assistant Secretary;
- f) All proxy ballots (authorized by Article VII, § 6 of the Bylaws of the Central Committee) must be provided to the secretary before the start of the balloting;
- g) The Secretary and the Assistant Secretary will count the ballots;
- h) Each applicant may designate one person to observe the counting of the ballots;
- i) An absolute majority of the ballots cast is needed to win the seat;
- j) If no applicant receives an absolute majority of the ballots cast, another ballot will be held after eliminating any applicant who received no votes and the remaining applicant who received the fewest votes; this process shall continue until an applicant receives an absolute majority of the ballots cast.

**Section 8. Notification of the Board of Elections.**

The Chair of the Central Committee (or such other person as the Central Committee shall designate) will see to it that a Certificate of Designation is filed in a timely manner with the Board of Elections indicating the person that the Central Committee has designated as the democratic nominee.

Policy on Filling Candidate Vacancies for Positions Elected Entirely Within Montgomery County,  
adopted by the Montgomery County Democratic Central Committee, November 8, 2005

## Chair of the Central Committee<sup>1,2,3,4,5</sup>

(see also: *Officers of the Central Committee*)

... the party central committee for each county shall select the chairman of that county's party central committee.

Maryland Election Code, § 4-202(b)(1)<sup>6</sup> [2014]

**Duties of the Chair:** The Chair shall preside at all meetings of the Committee, preserve order during the deliberations, appoint sub-committees with the consent of the Committee and serve as ex-officio member of such sub-committees and sign appropriate documents in connection with the work of the Committee. In addition, he/she/they shall have other powers and duties as may be granted to the Chair from time to time by resolution of the Committee.

Bylaws of the Montgomery County Democratic Central Committee, Article V, § 1

**Meetings:** Meetings of the Committee shall be held not less than ten (10) times in each calendar year. The Chair shall call all regular or statutory meetings. In the event of his/her/their neglect, failure or refusal, the Vice Chair or Secretary shall call such regular or statutory meetings.

Bylaws of the Montgomery County Democratic Central Committee, Article VII, § 1

Emergency or special meetings may be called by the Chair or a majority of the Committee.

Bylaws of the Montgomery County Democratic Central Committee, Article VII, § 2

The Chair shall appoint such standing committees as may be deemed necessary.

Bylaws of the Montgomery County Democratic Central Committee, Article IX, § 1

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<sup>1</sup> Meetings of the Precinct Organization have traditionally been chaired by the Chair of the Central Committee.

<sup>2</sup> Neither the Bylaws nor the Rules of the Montgomery County Democratic Central Committee specify how the district liaisons are to be designated. Traditionally, the liaisons have been appointed by the Chair of the Central Committee from among the members of the Central Committee who were elected by district (or filled a district seat vacancy). Also, it has been traditional that there was only one District Liaison per state senatorial district. From 1994 to 1998, however, all of the members of the Central Committee elected by district (or who filled a district vacancy) served as district liaisons.

<sup>3</sup> On January 9, 1996 and March 9, 1999, the Chair of the Central Committee cancelled that night's Central Committee meeting due to inclement weather. On September 11, 2001, the Chair of the Central Committee cancelled that night's meeting due to the terrorist attacks on the Pentagon and the World Trade Center. In each instance, the Montgomery County Public Schools had already cancelled all public school activities for the remainder of the day and the Chair consulted with the senior officers of the Central Committee (i.e., the Vice Chair, Secretary, and Treasurer).

<sup>4</sup> On September 20, 1978, the Montgomery County Democratic Central Committee adopted the following policy:

Any precinct official or coordinator not performing the required support for all Democratic candidates or any precinct official or coordinator in violation of the precinct rules with respect to the support of all Democratic nominees in any way, with the inclusion of defacing of the official Democratic Sample Ballot, may be suspended or removed if that person is a campaign appointment, or the campaign role removed from an elected precinct official by the chairperson or vice chairperson of the Central Committee or the co-Chairpersons of the Precinct Organization [Committee]

The policy of September 20, 1978, was superseded by § C(2)(d) of the Rules Governing Qualifications, Elections, and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, which does not mention the Chair of the Central Committee.

<sup>5</sup> On June 30, 1976, the Montgomery County Democratic Central Committee adopted a policy that "The date for the start of the Dollars Drive is to be established by the Chairperson of the Central Committee, the Dollars Chairperson, and the Dollars Drive liaison." That policy was superseded by § 4 of the Dollars Drive Accounting Policy adopted by the Central Committee March 11, 2003. Section 1 of the March 11 policy provides that the Dollars Drive will run from July 1 to June 30 of each year.

<sup>6</sup> Section 4-101 of the Maryland Election Code [2002], however, provides that "Except as to a matter of compelling State interest, if any provision of this title [i.e., §§ 4-101 to 4-205] relating to party governance conflicts with the constitution and bylaws of a political party, the constitution and bylaws shall apply to the extent of the conflict."

Appointment of Standing Committees: The Chair shall name the membership on all standing committees and will designate the member(s) who will be chair. Membership on standing committees need not be restricted to members of the Democratic Central Committee.

Bylaws of the Montgomery County Democratic Central Committee, Article IX, § 2

The Chair of the Committee will appoint one of the two student members as the Chair of the Student Volunteer Mobilization Committee and will appoint the other student member as the Chair of the Student Club Organizing Committee. The Chair of the Central Committee will also appoint one member of the Committee to serve as Vice Chair of the Student Mobilization Committee and one member of the Committee to serve as Vice Chair of the Student Club Organizing Committee.

Bylaws of the Montgomery County Democratic Central Committee, Article XI, § 2

Any time proxies are voted, the proxy must be in the Chairman's hand before the vote. [Except that, when electing nominees for the Board of Elections or the County Council redistricting Commission,] proxies are to be presented to the Secretary before any ballots are put into the ballot box.

Adopted by the Montgomery County Democratic Central Committee, March 3, 1971;  
amended by § 4 of the Procedures for Selecting Nominees to the  
Montgomery County Board of Supervisors of Elections,  
adopted by the Montgomery County Democratic Central Committee, December 8, 1998<sup>1</sup>;  
further amended by the Procedures for Selecting the Central Committee's Nominees for the  
County Council Redistricting Commission,  
adopted by the Montgomery County Democratic Central Committee, February 14, 2000<sup>2</sup>;

### Guidelines for Meetings of the Democratic Central Committee

- I. ...
- II. Executive Meetings.
  - A. ...
  - B. Such meetings shall only be called for purposes of discussing matters appropriate to executive sessions, including appointments and personnel. The Chairperson may make the initial decision that a matter is appropriate for executive session, but any member who feels that a matter is appropriate for an open session may object and require that a vote be taken.
  - C. ...
  - D. ...
  - E. ...
- III. ...

Adopted by the Montgomery County Democratic Central Committee, May 6, 1975

Loans up to \$50, subject to approval of the Party Chairperson or their designee, are authorized to those precinct(s) which make written requests for money to carry on precinct activities. Money will be repaid out of Dollars Drive receipts.

Adopted by the Montgomery County Democratic Central Committee, August 27, 1975

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<sup>1</sup> Added the provision dealing with nominees for the Board of Elections.

<sup>2</sup> Added the provision dealing with nominees for the County Council Redistricting Commission.

The Chairperson, Vice Chairperson, assistant Secretary and Controller are to be bonded ... [as are] the Treasurer, Assistant Treasurer, Secretary and Office Secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

After six months of employment the MCDCC Staff [Persons are] eligible to use 5 days of paid annual leave. Should a person work less than six months he/she will not be paid for any annual leave. After one year, each Staff Person will earn 10 days of paid annual leave per year. Leave is pro-rated on an annual basis. Leave must be approved in advance by the Chair and is subject to the needs of the Committee.

Annual Leave section of the Personnel Procedures,  
adopted by the Montgomery County Democratic Central Committee, September 12, 1995

A staff person may be terminated in the following manner:

- 1) When a member of the MCDCC requests that the Chair or the Officers call a special meeting to discuss removal.
- 2) When a majority of members of the MCDCC vote to remove a staff person.

Staffers may be suspended by the Chair of the Central Committee (or, in the absence of the Chair, by the Vice Chair).

Removal of Staff Persons section of the Personnel Procedures,  
adopted by the Montgomery County Democratic Central Committee, September 12, 1995

**Editor.** The Central Committee will designate an editor who will have day-to-day responsibility for the maintenance of the [County Democratic Party's] Web site. The Editor will consult with the Chairperson of the Central Committee before adding to the Web site any categories of material not already authorized by this Policy. If the Editor and Chairperson are not able to resolve any disagreement, the matter will be referred to the Internet Services Committee for resolution. Decisions of the Internet Services Committee can be appealed to the Central Committee, which will be the final authority.

World Wide Web Site Policy, section 4,  
adopted by the Montgomery County Democratic Central Committee, December 12, 1995

[When considering ballot questions, the Central Committee will (First) receive the report of the Ballot Questions Advisory Committee, (Second) receive the recommendations of the Precinct Organization, (Third) receive comments from the public]

Fourth, the Chair [of the Central Committee] will go around the table and invite any member of the Central Committee to speak on the question for two minutes per person.

Fifth, the Chair will go around the table a second time and invite Central Committee members again to speak on the question for two minutes per person. The Chair will then request a motion to endorse the position taken by the Precinct Organization on the question. If that motion fails, (or no one will offer such a motion) the Chair will entertain other motions related to the ballot questions. The ballot questions will be taken up in the same order that they were taken up at the ... meeting of the Precinct Organization ... In accordance with Article VII, Section 8 of the Bylaws [of the Central Committee], a two-thirds vote of those voting yes or no is required for the Party to take a position on a ballot question and to mark the Democratic Sample Ballots.

Adopted by the Montgomery County Democratic Central Committee, October 6, 1994

1) [For a legislative issue] To be considered at an MCDCC meeting, a resolution request should be submitted to the office on or before the first of the month, so the Chair can enclose a copy with the agenda to be mailed to the MCDCC.

2) ...

Adopted by the Montgomery County Democratic Central Committee, March 11, 1977<sup>1</sup>

Once the recommended nominees [for seats on the Montgomery County Board of Elections] have been chosen [by the Central Committee], the Chair will recognize any motions concerning transmittal of the names of the nominees to the Governor.

Procedures for Selecting Nominees to the Montgomery County Board of Supervisors of Elections, § 7, adopted by the Montgomery County Democratic Central Committee, December 8, 1998

Open and free elections are one of the basic principles of the Democratic Party.

For an election to be open and free, all candidates for office must have equal and concurrent access to such fundamental information as to who is eligible to vote in the election (including all contact information that the organization possesses).

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<sup>1</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on December 12, 1979, and February 20, 1991.

Section 3 of the December 12, 1979 policy stated that, "Any Democrat, organization, or Central Committee member who wishes the committee to take a position on an issue not automatically considered within the purview of the Committee (i.e., election laws, ballot questions, or issues relating to the political process) shall notify the Central Committee Chairperson 10 days prior to a regularly-scheduled meeting so that it can be placed on the agenda."

Sections 3, 4, 6, 9, and 10 of the February 20, 1991 policy stated that:

3. The Chairman may entertain a sponsor's motion to propose consideration of a policy resolution during any meeting of the MCDCC. This motion must be seconded in order for debate on the resolution to be in order. Such a motion will be considered on the MCDCC meeting agenda under New Business.

4. If seconded, the Chairperson will make the initial determination if the resolution concerns a position of public policy question. Such a determination may be subject to being overturned by an appeal of the decision of the Chairperson under Robert's Rules. If determined to be a resolution on a public policy question, debate would proceed as follows. The sponsor will be granted 3 minutes to explain the purpose of the resolution. An opponent of the resolution also will be granted 3 minutes to speak against the resolution.

6. No later than 5 days following its introduction, the proposed resolution will be circulated to all Democratic elected officials and any MCDCC member not present at the meeting at which the resolution was proposed, along with a letter naming the sponsor(s) of the proposed resolution and the date of the next regularly scheduled meeting of the MCDCC will be held during which the resolution will be considered. Other objective information may be included in the letter at the discretion of the Chairperson.

9. Written comments from the elected officials, precinct officials and other activists on the proposed resolution or a synopsis thereof will, if possible, be circulated to MCDCC members in advance of the MCDCC meeting during which a public policy resolution is to be adopted. At such meeting, the Chairperson will establish the initial limits of debate. The limits may be extended for a specific amount of time by majority vote of the Committee. A motion to extend the time for debate will require a second, but will not be debatable. Any proposed resolution may be amended by a majority vote if so moved and seconded. The policy resolution is adopted upon approval by a two-thirds vote of the members of the MCDCC voting.

10. If the proposed resolution is adopted, the secretary of the MCDCC shall circulate the final text to the recipients listed in #6 and, at the discretion of the Chairperson, to the media and other interested parties. The adoption of the resolution shall be reported in the next edition of News and Notes.

If a member of a Democratic organization in Montgomery County, who is a candidate (or who intends to become a candidate) for office in that organization's next election so requests, the Chair of the Central Committee shall appoint a mediator to assist in making sure the organization's elections are held in an open and free manner. In appointing a mediator, the Chair is to strive to appoint a person who (1) is experienced with parliamentary procedure and the conduct of elections and (2) is acceptable to all candidates in the organization's election. The mediator may be (but is not required to be) a member of the Central Committee and generally should not be a member of the organization. Whenever the Chair of the Central Committee appoints a mediator, the Chair is to promptly notify the President of the organization and urge the organization to make use of the mediator.

At the request of the mediator, the organization will provide the mediator with a list of all persons (including contact information) who are eligible to vote in the election. The mediator will treat such a list as confidential, except that a mediator may provide candidates running for office within the organization with a copy of the list.

Adopted by the Montgomery County Democratic Central Committee, January 12, 1999

## **Expression of Sympathy and Recognitions of Achievement**

### **Section 1. Bereavements**

- a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current:
- Precinct Chair
  - Precinct Vice Chair
  - Area Coordinator
  - Member of the Central Committee
  - Elected Democratic public official representing at least part of Montgomery County
  - Trustee
  - Committee Chair or Vice Chair appointed by the Chair of the Central Committee
  - Employee hired by the Central Committee
  - Legal Counsel of the County Democratic Party
  - Editor of the County Democratic Party's Web site
  - Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
  - President of any Democratic organization chartered by the Central Committee
  - Democratic member of the Montgomery County Board of Elections; or
  - Member of Plowman/Fisherman or the Democratic Forum;

Or of any other former long-term member of the Precinct Organization;

- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf [o]f the Party and the Central Committee, will be sent to the decedent's family.

ii. ...

iii. ...

b) in the event that (after the Secretary has compiled a list of winners of the following awards) the Montgomery County Democratic Headquarters learns of the death of any current or former winner of the:

- Jack Dean-Helen Peacock Precinct official Award (or the Jack Dean Precinct Official Award)
- Rita Morgan-Bruce Jerney Community Service Award
- Democrat of the Year Award
- Rosalie Reilly Lifetime Service Award
- Kelsey Cooke Volunteer of the Year Award (or Volunteer of the Year Award)
- Lucille Maurer Award for Continuing Service by a Former Elected Official
- Reginald Zalles Award (Most Improved Precinct in Dollar Drive)
- Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
- Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)

i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf [o]f the Party and the Central Committee, will be sent to the decedent's family.

ii. ...

iii. ...

c) In the event that the Montgomery County Democratic Headquarters learns of the death of a:

- Parent
- Grandparent
- Sibling
- Spouse (or significant other)
- In-law
- Child, or
- Grandchild

Of any of the persons listed in section 1(a) or (b):

i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf [o]f the Party and the Central Committee, will be sent to the decedent's family, and

ii. ...

d) In the event that the Montgomery County Democratic Headquarters learns of the serious illness of the persons listed in section 1(a), (b), or (c):

i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf [o]f the Party and the Central Committee, will be sent to the person, and

ii. ...

## **Section 2. Congratulations. ...**

### **Section 3. Retirements.**

In the event that any person listed in section 1(a) retires from political office:

i. A letter (or card) from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, expressing thanks for services rendered will be sent to the retiree, and

ii. ...

## **Section 4. Extraordinary cases. ...**

### **Section 6. Sunshine Committee.**

The Chair of the Central Committee shall appoint a Sunshine Committee. The Sunshine Committee will (a) monitor local newspapers and other publications to attempt to identify individuals and events that should be recognized under this policy and (b) otherwise assist in the administration of this policy.

### **Section 7. Previous Policies. ...**

Policy on Expressions of Sympathy and Recognitions of Achievements,  
adopted by the Montgomery County Democratic Central Committee, September 14, 1999

### **§ 1. Definitions.**

“Campaign appointments” are appointments of Acting Area Coordinators, Acting Precinct Chairs, and Acting Precinct Vice Chairs.

“Next Election” is the next general election, primary election, special general election or special primary election. “Next election” does not include precinct chairs and vice chair elections held under § D of the Precinct Organization rules.

### **§ 2. Expiration of term of office. ...**

### **§ 3. Appointments by the Central Committee. ...**

**§ 4. Appointments by the Chair of the Central Committee.**

Campaign appointments may be made by the Chair of the Central Committee provided that:

- a) All of the voting Central Committee members who live in that legislative district agree to the appointment; and
- b) The appointment is made after the meeting specified in § 3 of this policy and before the next election.

**§ 5. Notification. ...**

Policy on Campaign Appointments,  
adopted by the Montgomery County Democratic Central Committee, August 13, 2002

Prior to every primary and general election, the Chair of the Central Committee (or the Chair's representative) will inspect the proposed ballot faces prepared by the Montgomery County Board of Elections, as soon as the ballot faces are available for public inspection. If, in the opinion of the Executive Committee, the ballots should be challenged, the Executive Committee may make such a challenge on behalf of the Central Committee. The Central Committee reserves the right to modify any position taken on its behalf.

Policy on Ballot Inspection,  
adopted by the Montgomery County Democratic Central Committee, October 8, 2002

[A] money market account [is to] be established with Sun Trust Bank and ... any expenditure from that account over \$500 must have the approval of the Chair.”

Adopted by the Montgomery County Democratic Central Committee, May 13, 2003

**Liaison I, Liaison II, and District Meetings**

**§ 1. Purpose. ...**

**§ 2. Liaison I.**

The Chair of the Central Committee will organize and convene at least one meeting of Liaison I every calendar year.

**§ 3. Liaison II.**

The Chair of the Central Committee will organize and convene at least one meeting of Liaison II every calendar year. For purposes of Article XII of the Bylaws of the Central Committee, meeting of Liaison II (after September 12, 2006) will be treated as if they were meetings of the Central Committee.

**§ 4. District meetings. ...**

Policy on Liaison I, Liaison II, and District Meetings,  
adopted by the Montgomery County Democratic Central Committee, April 11, 2006

## [Democratic] Clubs and Caucuses

### Montgomery County Democratic Party Policies

Any Democratic club shall have the option of participating in the chartering process. It is not a mandatory policy.

#### 1. Chartering Democratic Clubs and Caucuses

Requirements for a Democratic Club or Caucus to be chartered and to remain chartered:

1. The Club or Caucus' Constitution and/or Bylaws shall not violate the Charter of the Democratic National Committee, or the Constitution and Bylaws of the Maryland Democratic Party, or the Bylaws and Rules of the Montgomery County Democratic Central Committee
2. Have its membership (regardless of class of membership or rights of membership) consist only of people who are either
  - a. Registered Democrats; or
  - b. People too young to be registered voters, but who identify themselves as Democrats
3. Not prohibit any otherwise qualified person from joining the organization (or remaining as a member of the organization) on account of the person's race, religion, gender, place of birth, ethnicity, sexual orientation, or physical limitation(s).
4. Each Club or Caucus will be provided with an entry in the MCDCC Clubs Operations Account for keeping of Club or Caucus funds. The Montgomery County Democratic Central Committee will maintain all account records and file all legally required reports. Separate bank accounts for the Club/Caucus moneys should be discontinued and the funds transferred to the appropriate Federal or non-Federal bank account.
5. Provide the Secretary with a copy of any amendments to the organization's charter, constitution, bylaws or other governing documents, within thirty days of adoption of the amendment.
6. Provide the Secretary with a copy of all minutes, newsletters, and similar publications within thirty days of the time that they are distributed within the organization.
7. In any partisan race, a chartered organization may only endorse candidates of the Democratic Party.

#### 2. The Charter Registration Process

A Democratic Club that operates within Montgomery County, Maryland, may request a Charter from the MCDCC by submission of the following to the Secretary of the MCDCC:

1. Name of Club;
2. Address of Club;
3. Election district(s) covered by club:
  - a. Congressional
  - b. Legislative,
  - c. Local (e.g., council, school board, etc.)
  - d. Election (e.g., ward, precinct, etc.)

4. Proposed Meeting dates and locations;
5. Name, address, telephone numbers (and e-mail address) for:
  - a. President,
  - b. Vice President,
  - c. Secretary,
  - d. Treasurer;
6. A Copy of the following documents:
  - a. Constitution,
  - b. Bylaws,
  - c. Newsletter (if available)

### **3. Granting Charters**

An organization which is not currently chartered, but which meets the requirements for chartering, may be chartered with the approval of the Central Committee. The Rules Committee will review all proposed charters before they are submitted to the full Central Committee for approval. If the Central Committee, in its judgment, determines that granting of a particular charter would be offensive to the basic principles of the Democratic Party, the Central Committee may refuse to grant such a charter.

### **4. Revoking Charters**

If a complaint is received by the Central Committee that a chartered organization is not conforming to the requirements for being a chartered organization (or is acting in a manner offensive to the basic principles of the Democratic Party), the Central Committee will refer the matter to a committee. The committee will notify the organization that a complaint has been filed against it (specifying what rule has allegedly been violated), investigate the matter, and make recommendations to the Central Committee. If the Central Committee determines that a chartered organization is not conforming to the requirements of being a chartered organization or is acting in a manner offensive to the basic principles of the Democratic Party, the Central Committee may revoke the charter of that organization. Before the Central Committee revokes the charter of an organization, the organization must be given at least twenty days' notice of the meeting and the right to state its case before the Central Committee.

### **5. Renewals**

1. The Secretary (in consultation with the members of the Central Committee) will draft a charter renewal form and mail it to the current address (on file with the Central Committee) of each organization, between November 15 and December 1 each year. The charter of any currently chartered organization that files its renewal form by February 1, will be automatically renewed. If an organization does not file its renewal form by February 1, the organization's charter will automatically become inactive and the organization will not be entitled to the benefits provided in section 8 of this policy.

2. The Secretary will send a second copy of the charter renewal form to any organization that failed to file the form by February 1. If an organization files the form with the Central Committee within 6 months of the February 1 deadline, the organization's charter will be automatically reinstated and the organization will be entitled to the benefits provided in section 8. If an organization fails to file a renewal form with the Central Committee by July 1, the organization will have to go through the same process as new organizations to get its charter reinstated.

## **6. Reports to the Central Committee**

At the request of the County Central Committee, a chartered organization will provide the Central Committee with a copy of the organization's current constitution, bylaws and other governing documents.

## **7. Benefits of Chartered Organizations**

Each organization chartered by the Montgomery County Democratic Central Committee is entitled to the following benefits (at the organization's request). Organizations not chartered by the Central Committee will not be entitled to these benefits.

1. May have literature displayed in the Democratic Party tent at the Montgomery County Fair and/or other public events in which the MCDCC participates.
2. May use the rooms at County Party Headquarters for meetings at no charge, on a first come, first served basis.
3. May use the Central Committee's bulk rate postage permit, provided that the organization pays the Central Committee all postage costs in advance of using the permit.
4. Club events may be included at no charge in the schedule of events in the *Montgomery County Democratic Party e-Newsletter*.
5. Eligible to purchase space on the MCDCC Web site at the same rate as Democratic incumbents and candidates.
6. Will be provided a free listing and link to the organization's Web site from the MCDCC Web site (See World Wide Web Policy).
7. A chartered club's events may be included at no charge in the schedule of events on the MCDCC Web site calendar.

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998<sup>1</sup>;  
amended by the Montgomery County Democratic Central Committee, January 12, 1999<sup>2</sup>;  
and amended on July, 15, 2020

Related Rules that apply to Chartered Clubs and Caucuses

- **Open and Free Elections**
- **Policy on Legislative Vacancies (§2 and 3)**
- **Policy on Vacancies on the Central Committee (§2)**
- **Policy on Ballot Questions (§9 and 10)**

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<sup>1</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on October 6, 1971, December 17, 1975, and July 27, 1977.

<sup>2</sup> The January 12, 1999 amendment amended §§ 5 and 7 by replacing "January" with February".

## Organizations Chartered by the Montgomery County Democratic Central Committee

Organization	Date Chartered
African American Democratic Club of Montgomery County	May 14, 2002
Bethesda-Chevy Chase Democratic Breakfast Club	before 1995
Central County Democratic Club	September 14, 1993
Coalition of Asian Pacific American Democrats of Maryland	December 14, 1999
Coalition of High School Democrats	September 12, 2000
District 14 Democratic Club	before 1995
District 15 Democratic Caucus <sup>1</sup>	June 8, 2004
District 16 Democratic Caucus	October 9, 2001
District 17 Democratic Club <sup>2</sup>	September 14, 1999
District 18 Democratic Caucus	September 14, 1999
District 19 Democratic Club	before 1995
District 20 Democratic Caucus	October 9, 2001
District 39 Democratic Caucus	May 11, 1999
District 39 Democratic Club	December 14, 2004
Germantown Democratic Club	November 10, 2020
Greater Silver Spring Democratic Club	March 9, 2004
Hispanic Democratic Club	November 14, 1995 <sup>3</sup>
Leisure World Democratic Club	1973
Montgomery County Green Democrats	May 16, 1990
Montgomery County Young Democrats	August 8, 1995
Northern Montgomery Women's Democratic Club	before 1995
Paint Branch High School Young Democrats	August 8, 1995
Rockville High School College Democrats	March 14, 1995
Rockville/Mid-County Democratic Breakfast Club	before 1995
Seneca Potomac Democratic Club	before 1995
Stonewall Democratic Club	May 12, 1998
20 <sup>th</sup> District Democratic Breakfast Club	before 1995
Women's Suburban Democratic Club	September 12, 2000 <sup>4</sup>

### Chartered Organizations that have disbanded

Organization	Date Chartered	Date Disbanded
District 15 Democratic Club	December 9, 1997	January 2008 (merged into the District 15 Democratic Caucus)
Maryland Deaf and Hard of Hearing Democratic Club	October 9, 2001	c. January 2006
Montgomery County Democratic Action Group (MCDAC)	before 1995	c. January 2000
Montgomery County Lawyers Club	January 14, 1993	c. 1998
Montgomery County New Democrats	December 10, 1996	August 2007

<sup>1</sup> The District 15 Democratic Club merged into the District 15 Democratic Caucus in January of 2008.

<sup>2</sup> Originally, the District 17 Democratic Caucus

<sup>3</sup> The Hispanic Democratic Club was previously chartered in 1985.

<sup>4</sup> The Women's Suburban Democratic Club was established in 1957.

## Committees

The following are permanent committees of the Montgomery County Democratic Party, as modified by MCDCC on October 27, 2015:

<b>Committee</b>	<b>Membership<sup>1</sup></b>	<b>Source</b>
Annual County Brunch Committee	- - -	Rule on Annual County Brunch, adopted by the MCDCC, December 10, 2019
Ballot Questions Advisory Committee	Montgomery County Democrats selected by the Central Committee, a majority of whom must be members of the Precinct Organization <sup>2</sup>	Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, § E(2)(d)(ii); also Ballot Questions Policy adopted by the MCDCC, November 13, 2007
Budget and Finance Committee	- - -	World Wide Web Site Policy § 6, adopted by the MCDCC, December 12, 1995
Central Committee	24 elected voting members (2 by the Democratic voters of each legislative district that is entirely within Montgomery County, plus 1 by the Democratic voters of each legislative district partially in Montgomery County, with the balance being elected by the Democratic voters county-wide): not more than two members at large may reside in the same legislative district; plus 2 non-voting student members (one male and one female); plus as many additional non-voting members has an equal number of men and women	Maryland Constitution, article III, § 13; Maryland Election Code § 4-203(f); Maryland Democratic Party Constitution, article III(2); Montgomery County Democratic Central Committee By-Laws

<sup>1</sup> Article V, § 1 of the Montgomery County Democratic Central Committee By-Laws provides that “The Chair shall ... appoint sub-committees with the consent of the Committee and serve as ex-officio member of such sub-committees ...” Article IX, § 1 of the Central Committee By-Laws provides that, “The Chair shall appoint standing committees as may be deemed necessary.” Article IX, § 2 of the Central Committee By-Laws provides that, “The Chair shall name the membership of all standing committees and will designate the member who will be chair. Membership on standing committees need not be restricted to members of the Democratic Central Committee.” The By-Laws do not define “sub-committees” or “standing committees”. During the 1994-1998 session of the Central Committee, the Rules Committee attempted to draft an amendment to the By-laws to clarify how committee chairs and members of the committee should be selected and removed. The Committee, however, was not able to come to a consensus on the issue and no action was taken by the full Central Committee.

*Robert’s Rules of Order, Newly Revised* (10<sup>th</sup> edition, p. 440) provides that “In some organizations the president is responsible for appointing, and is ex-officio member of, all committees (except the nominating committee, which should be expressly excluded from such a provision); but only when he is so authorized by the by-laws—or in individual cases, by vote of the assembly—does he have this authority and status. As an ex-officio member of a committee, the president has the same rights as other committee members, but is not obligated to attend meetings of the committee, and is not counted in determining if a quorum is present.” (Article VII, § 9 of the By-Laws of the Montgomery County Democratic Central Committee, provides that “The rules contained in the current edition of Robert’s Rules of Order will govern the Committee in all cases in which they are not inconsistent with these by-laws or any special rules of order the Committee might adopt.”)

<sup>2</sup> In selecting the members of the Advisory Committee, the Central Committee is to “strive for geographical and ideological balance”.

Committee	Membership	Source
Communications <ul style="list-style-type: none"> <li>• Computer Needs</li> <li>• Internet Services Committee</li> <li>• Website</li> </ul>	- - -	Computer policy adopted by the MCDCC, March 17, 1971 World Wide Web Site policy adopted by the MCDCC, December 12, 1995
Community Service  County Fair Committee	- - -	County Fair policy adopted by the MCDCC, August 8, 1995
Dollars Drive [Committee]	- - -	Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, § C(2)(d); also Dollars Drive policy, adopted by the MCDCC, June 30, 1976
Voter Engagement Committee <ul style="list-style-type: none"> <li>• Early Voting</li> <li>• GOTV</li> <li>• Voter engagement</li> </ul>	- - -	Duties of the Assistant Secretary, § 9, adopted by the MCDCC, April 13, 1999
Executive Committee	Chair, Vice Chair, Treasurer, Secretary, Assistant Treasurer and Assistant Secretary	MCDCC By-Laws, article IV, § 1; also Personnel Procedures adopted by the MCDCC, September 12, 1995; Policy on Ballot Inspections, adopted by the MCDCC, October 2, 2002; amended, March 10, 2015
Fundraising <ul style="list-style-type: none"> <li>• Democratic Forum</li> <li>• <i>Also see: Dollars Drive</i></li> </ul>	- -  Sponsors (\$300), Benefactors (\$500), and Patrons (\$1,000)	Policies on distribution of Plowman and Fisherman and Democratic Forum membership lists adopted by the MCDCC, February 9, 1977, and January 21, 1988 Democratic Forums Membership Programs policy adopted by the MCDCC, February 7, 1995; amended, 2014
Issues Committee	- - -	legislative Issues policy adopted by the MCDCC, March 11, 1997

<b>Committee</b>	<b>Membership</b>	<b>Source</b>
Labor Advisory Committee	“rank and file, local and international trade union members of the Democratic Party (residing in Montgomery County) together with labor oriented members of the Montgomery County Democratic Central Committee acting as a liaison to the Advisory Committee” <sup>1</sup>	Labor Advisory Committee policy adopted by the MCDCC, December 14, 1977
Liaison Committee  Newsletter Committee	Arranges for Liaison II Meetings, in cooperation with the Chair	Newsletter policies adopted by the MCDCC, December 9, 1997, and January 21, 1998
Personnel  Diversity and Political Inclusion <sup>2</sup>		Originally designated as a permanent committee April 11, 1995 by Central Committee By-Laws article XI § 2(c). Permanent status withdrawn July 13, 1999 by the adoption of the general revision of article XI.
Precinct Operations Account Audit Committee	one member of the Precinct Organization from each state senatorial district, elected by the members of the Precinct Organization from that district	Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, § C(4)
Precinct Organization	all Precinct Chairpersons, Precinct Vice Chairpersons, and Area Coordinators	Precinct Officials
Precinct Organization Committee	- - -	Precinct Chair and Vice Chair Removal and Suspension policy adopted by the MCDCC, September 20, 1978; Ballot Questions policy adopted by the MCDCC, October 6, 1994; Policy on Filling Precinct Chair and Vice Chair Vacancies adopted by the

<sup>1</sup> In addition to the Chairperson, the advisory Committee also is to have a Vice Chairperson, a Secretary, and a Treasurer.

<sup>2</sup> Differentiate from Clubs and Caucuses Committee

		MCDCC, May 9, 1995 <sup>1</sup> ; Policy on Legislative Redistricting and Party Organization, adopted by the MCDCC, May 14, 2002, and amended June 11, 2002, and March 14, 2006
Rules Committee	---	§ 3 of the policy on Chartering Democratic Clubs and Caucuses, adopted by the MCDCC, April 7, 1998 <sup>2</sup>
Spring Ball Committee <ul style="list-style-type: none"> <li>• Planning</li> <li>• Auction</li> <li>• Ad Book</li> <li>• Videos</li> </ul>	---	Policy on Funds of the Central Committee, adopted by the MCDCC, March 23, 1982; Policy on Spring Ball and Annual County Brunch Tickets, adopted by the MCDCC, September 20, 2001
Student Club Organizing Committee	Chair of the Central Committee to appoint the chair and vice chair from members of the Central Committee, with the chair being one of the student members of the Central Committee	MCDCC By-Laws, article XI; Policy on Student Membership on the Central Committee (§§ 2 and 5), adopted by the MCDCC, July 13, 1999
Student Volunteer Mobilization Committee	Chair of the Central Committee to appoint the chair and vice chair from members of the Central Committee, with the chair being one of the student members of the Central Committee	MCDCC By-Laws, article XI; Policy on Student Membership on the Central Committee (§§ 2 and 5), adopted by the MCDCC, July 13, 1999
Sunshine Committee	---	Policy on Expressions of Sympathy and Recognitions of Achievements, § 6, adopted by the MCDCC, September 14, 1999
Trustees Group	all former Montgomery County Democratic elected officials	Organization of the Montgomery County Democratic Trustees Group, adopted by the MCDCC, December 8, 2003 <sup>3</sup>
Voter Engagement Committee	---	
Voter Protection Committee		
Voter Registration Committee		Precinct Officials

<sup>1</sup> Originally designated as a permanent committee by the Procedural Methods to be Followed in selecting Precinct officials for appointment, adopted by the Montgomery County Democratic Central Committee, January 15, 1975. The Procedural Methods were superseded by the policy on filling precinct vacancies adopted by the Montgomery County Democratic Central Committee, May 9, 1995.

<sup>2</sup> Originally designated as a permanent committee in article XI, § 2(c) of the Montgomery County Democratic central Committee By-Laws, adopted April 11, 1995. The reference to the Rules Committee was eliminated in the general revision of article XI adopted by the Montgomery County Democratic Central Committee on July 13, 1999.

<sup>3</sup> Superseded the Lucille Maurer Award policy adopted by the MCDCC, March 11, 1997.

Former permanent committees of the Montgomery County Democratic Party:

<b>Committee</b>	<b>Membership</b>	<b>Source</b>
Networking Committee	- - -	Originally designated as a permanent committee April 11, 1995 by Central Committee By-Laws article XI §§ 1(b) and 2(b). Permanent status withdrawn July 13, 1999 by the adoption of the general revision of article XI.
	- - -	
Student Club and Engagement Committee (including interns and student members)	Secretary of the Central Committee and two members each of the Networking Committee, the Political Inclusion Effort Committee, and the Rules Committee	Originally designated as a permanent committee April 11, 1995 by Central Committee By-Laws article XI §§ 1(b) and 2(b). Permanent status withdrawn July 13, 1999 by the adoption of the general revision of article XI.
Young Democratic Leadership Council	One representative from each high school and/or collegiate Democratic club chartered by the Central Committee <sup>1</sup>	Originally designated as a permanent committee April 11, 1995 by Central Committee By-Laws article XI § 1. Permanent status withdrawn July 13, 1999 by the adoption of the general revision of article XI.

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<sup>1</sup> The former article XI, § 2 of the Central Committee By-Laws allowed Central Committee District Liaisons to appoint members of the Young Democratic Leadership Council in certain circumstances.

## **Contributions to the Central Committee**

(see also Funds of the Central Committee; Treasurer of the Central Committee)

### **Maryland Election Code § 13-226(c): Contributions other than transfers –**

c) Special limit for central committees.

- 1) Notwithstanding subsection (b) of this section, a central committee of a political party or legislative party caucus committee may make aggregate in-kind contributions to a single candidate during an election cycle that are not in excess of:
  - i. for a State central committee or legislative party caucus committee, \$ 1 for every two registered voters in the State; and
  - ii. for a local central committee, \$ 1 for every two registered voters in the county.
- 2) For the purposes of paragraph (1) of this subsection, the number of registered voters is determined, regardless of party affiliation, as of the first day of the election cycle.

Maryland Election Code § 13-226 (c) [2014 ed.]

### **Maryland Election Code § 13-247. Disposition of surplus funds**

After all campaign expenditures have been made and before filing a final campaign finance report under Subtitle 3 of this title, any remaining balance in the account of a campaign finance entity shall be returned pro rata to the contributors or paid to:

- 1) if the campaign finance entity is a personal treasurer or a political committee formed to support a candidate or act for a political party:
  - i. the State central committee of the political party:
    1. of which the candidate is a member; or
    2. for which the political committee is acting;
  - ii. the local central committee of the political party:
    1. of which the candidate is a member in a county in which the candidate resides or which the candidate seeks to represent; or
    2. for which the political committee is acting;

Maryland Election Code § 13-247 (1)(i)(ii) [2014 ed.]

## County Council Redistricting Commission

### **SECTION 104. Redistricting Procedure**

The boundaries of Council districts shall be reviewed in 1972 and every tenth year thereafter. Whenever district boundaries are to be reviewed, the Council shall appoint, not later than February 1 of the year before the year in which redistricting is to take effect, a commission on redistricting. The Commission shall be composed of four members from each political party chosen from a list of eight individuals submitted by the central committee of each political party which polled at least fifteen percent of the total vote cast for all candidates for the Council in the last preceding regular election. Each list shall include at least one individual who resides in each Council district, and the number of members of the Commission who reside in the same Council district shall not exceed the number of political parties which submitted a list to the Council. The Commission shall, at its first meeting, select one of its members to serve as its chair. No person who holds any elected office<sup>1</sup> shall be eligible for appointment to the Commission.

By November 15 of the year before the year in which redistricting is to take effect, the Commission shall present a plan of Council districts, together with a report explaining it, to the Council. Within thirty days after receiving the plan of the Commission, the Council shall hold a public hearing on the plan. If within ninety days after the presentation of the Commission's plan no other law reestablishing the boundaries of the Council districts has been enacted, then the plan, as submitted, shall become law.

Montgomery County Charter, § 104,  
as amended November 2, 1982, and November 3, 1998

A regulated lobbyist may not:

- (14) if serving on the State or a local central committee of a political party, participate:
  - (iii) in actions related to filling a vacancy in a public office.

Maryland Code (state Government) § 15-713(14)(iii) [2002]

### **Procedures for Selecting the Central Committee's Nominees to the County Council Redistricting Commission:**

[1] The candidates will be invited alphabetically to address the Central Committee for up to one minute each. A representative may speak for any candidate who is not present.

[2] Once all the candidates have had an opportunity to speak, the members of the Committee may question the candidates in open session.

[3] After the questioning (if any) is completed, a motion may be made to go into executive session to discuss the selection as a personnel matter.

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<sup>1</sup> The November 14, 2000, minutes of the Montgomery County Democratic Central Committee state that "Mark Friedman asked what constitutes an 'elected office,' since § 104 of the County Charter prohibits any 'person who holds an elected office' from serving on the Commission. The Secretary responded that the office of the President of the County Council had been contacted on that question and that the office's position was that the voting members of the Central Committee were holder of 'elected office', but that the non-voting members of the Central Committee do not hold 'elected office'. The Charter does not make a distinction between elected public office holders and elected party office holders."

[4] If no motion to go into executive session is made or adopted (or, alternatively, after the completion of the executive session), the Central Committee will elect its nominees by secret ballot.

[5] For balloting, the candidates will be divided into Council Districts, and one person will be elected as the Central Committee's nominee from each Council District. Each member of the Central Committee may cast up to one vote for each Council District.

[6] To be elected as the Central Committee's nominee, a candidate must receive at least an absolute majority of the votes cast. In the event that no candidate from a particular District receives an absolute majority of the ballots cast, then any candidates who received no votes and the candidate in that District who received the least number of votes over zero, will be dropped from the ballot and a new ballot will be held. This will continue until one person is elected as the Central Committee's nominee from each Council District.

[7] After the balloting for the five Council Districts positions has been completed, all of the candidates who were not successful will be considered for three at large seats. Balloting for the at large seats will begin immediately after the completion of the selection of the five Council District nominees. Each member of the Central Committee may cast up to as many votes as there are positions remaining to be filled.

[8] To be elected as the Central Committee's nominee, a candidate must receive at least an absolute majority of the ballots cast. In the event that fewer candidates receive an absolute majority of the ballots cast, then there are positions remaining,

- Any candidate who did receive an absolute majority of the ballots cast will be declared one of the Central Committee's nominees, and
- Any candidates who received no votes and the candidate who received the least number of votes over zero, will be dropped from the ballot and a new ballot will be held.

This will continue until one person has been elected as the Central Committee's nominee for each position.

[9] The Assistant Secretary will collect all ballots and the Secretary and Assistant Secretary will tally the ballots. Each candidate may designate one observer to watch the tallying of the ballots. Proxies must be presented to the Secretary before any ballots are put into the ballot box.

Procedures for Selecting the Central Committee's Nominees to the  
County Council Redistricting Commission,  
adopted by the Montgomery County Democratic Central Committee, November 14, 2000

## County Council Vacancies

(see also: Candidate Vacancies)

### SECTION 106. Vacancies

A vacancy shall occur when any member of the Council shall, before the expiration of the term for which the member was elected, die, resign the office, become disqualified for membership on the Council, or be removed from office. Unless the Council has provided by law for filling a vacancy by special election, the following process for filling a vacancy shall apply. When a vacancy has occurred, a majority of the remaining members of the Council shall appoint a person to fill the vacancy within thirty days. An appointee to fill a vacancy, when succeeding a party member, shall be a member of the same political party as the person elected to such office at the time of election. If the Council has not acted within thirty days, the County Executive shall appoint a person to fill the vacancy within ten days thereafter. If a person having held the vacant position was a member of a political party at the time of election, the person appointed by the County Executive shall be the nominee of the County Central Committee of that party. An appointee shall serve for the unexpired term of the previous member.

Any member appointed to fill a vacancy shall meet the same qualifications and residence requirements as the previous member.

Montgomery County Charter, § 106,  
as amended November 2, 1982, November 8, 1988, and November 3, 1998

Filling vacant Elective Offices – From time to time a local Democratic Central Committee may be empowered or required by law of the Constitution and By-laws of the Maryland Central Committee to fill vacant elective office. In such an event, the local Democratic Central Committee shall insure that reasonable public notice is given concerning the vacancy, the procedure for filling the vacancy, and the qualifications and requirements for candidates to fill the vacancy. Meetings held by a local Democratic Central Committee for the purpose of filling such a vacancy shall be open to the public, and votes for the purpose of filling the vacancy shall be conducted by roll call.

Maryland Democratic Party By-Laws, article IX, § 6

## **County Executive Vacancies**

(see also: Candidate Vacancies)

### **SECTION 205. Vacancy**

A vacancy in the office of the County Executive shall exist upon the death, resignation, disqualification, or removal of the County Executive. The Council, by a vote of not less than five members, shall appoint a successor to fill the vacancy within forty-five days of the vacancy. An appointee to fill the vacancy, when succeeding a party member, shall be a member of the same political party as the person elected to such office at the time of election. If the Council has not made an appointment within forty-five days, the Council shall appoint within fifteen days thereafter the nominee of the County Central Committee of the political party, if any, of the person elected to such office. The Chief Administrative Officer shall act as the County Executive and perform all duties of that office until such time as the vacancy has been filled.

Montgomery County Charter, § 205

Filling vacant Elective Offices – From time to time a local Democratic Central Committee may be empowered or required by law of the Constitution and By-laws of the Maryland Central Committee to fill vacant elective office. In such an event, the local Democratic Central Committee shall insure that reasonable public notice is given concerning the vacancy, the procedure for filling the vacancy, and the qualifications and requirements for candidates to fill the vacancy. Meetings held by a local Democratic Central Committee for the purpose of filling such a vacancy shall be open to the public, and votes for the purpose of filling the vacancy shall be conducted by roll call.

Maryland Democratic Party By-Laws, article IX, § 6

## County Fair

Each district is to take one day at the fair to work the tent.

Adopted by the Montgomery County Democratic Central Committee, July 11, 1979

The facilities and property of the Democratic Central Committee are to be used exclusively to further the interests of the Democratic Party and are not available for use in non-partisan elections. This includes, but is not limited to ... the Democratic tent at the Montgomery County Fair ...

The Executive Secretary has the authority and the responsibility to determine the nature of any request to utilize MCDCC facilities and to reject any inappropriate use as described above. The Committee retains final authority in situations in which questions arise.

Adopted by the Montgomery County Democratic Central Committee, September 16, 1987

Any organization chartered by the Central Committee can put whatever material the organization wants to in the Democratic tent [at the County Fair], provided that the material contains a disclaimer and provided the material is in good taste. The Co-Chairs of the County Fair Committee will be in charge of seeing to it that all material in the tent from chartered organizations meets these criteria.

Adopted by the Montgomery County Democratic Central Committee, August 8, 1995

Each organization chartered by the Montgomery County Democratic Central Committee is entitled to the following benefits (at the organization's request). Organizations not chartered by the Central Committee will not be entitled to these benefits.

1. May have literature displayed in the Democratic Party tent at the Montgomery County Fair and/or other public events in which the MCDCC participates.
2. ...

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

School Board [campaign] literature may not be displayed in the Democratic tent.

Adopted by the Montgomery County Democratic Central Committee, August 11, 1998

## **Data and Records Custody**

### **1. Examination of Records**

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County. Individuals may request an appointment during the regular office hours and under the supervision of the Secretary, Assistant Secretary or other Executive Officer.

### **2. Policy Regarding Collection of Data**

1. All personal contact information collected by the Party will be used for Party business only. Authorized uses of data resources include Party business, support of endorsed campaigns and nominated Democratic candidates, organizing for Party building, notifications of official Party events, and as part of coordinated Democratic campaigns.
2. Any form, email, or other means of collecting personal contact information will be accompanied with a notice stating the following: “Personal contact information is for official business of the Montgomery County Democratic Party. It may not be used for any other purposes.”

### **3. Policy Regarding Release of Data**

1. Voter information may be obtained through VAN. For more information, see Rule on VoteBuilder – VAN (Voter Access Network) Access Guidelines.
2. Donor information may be obtained online through various sources. The Committee is not obligated to release any donor information; however, may do so at the discretion of the Committee Chairperson
3. Precinct organization information will be made available at no charge (up to two times per year) in electronic format to precinct chairs, vice chairs, area coordinators, elected officials or any Democratic candidate, incumbent or non-incumbent. Bona Fide Democratic campaign chairs or treasurers may also request a copy of the precinct directory on behalf of a national or statewide Democratic candidate, incumbent or non-incumbent.
4. The Committee will not release personal information, including e-mail address, of the Committee’s online newsletter subscribers. Candidates, Precinct Officials and Clubs/Caucuses will be encouraged to submit material for distribution through the newsletter editors.

### **4. Unauthorized Use of Committee Data**

1. Unauthorized use of Party data resources, including the Voter File and other confidential or proprietary resource information, will result in immediate cancellation of access to such resources until reviewed by the Executive Committee, which will decide if the affected user will retain access to the resources.

## Democratic Forum

A list of new Democratic Forum members is to be made available on the table at each MCDCC meeting, along with the Plowman and Fisherman list. A financial accounting of the Forum will be provided, as well.

Adopted by the Montgomery County Democratic Central Committee, January 21, 1988

### PATRONS

- Four complimentary tickets to the Montgomery County Democratic Spring Ball.
- Two complimentary tickets to the annual State of the County Brunch<sup>1</sup>.
- Reservations for member and guest to a Capitol Hill reception with members of Maryland's Congressional Delegation.
- Reservations for member and a guest to a reception at the Governor['s] mansion.
- Attend private meetings with prominent national leaders at homes of local Forum members.
- Subscription to the monthly Democratic newsletter, The Montgomery Democrat.
- Member's name prominently displayed at various Democratic events and in Party publications.

Annual Dues: \$1,000

### BENEFACTORS

- Two complimentary tickets to the Montgomery County Democratic Spring Ball.
- Two complimentary tickets to the annual State of the County Brunch<sup>2</sup>.
- Reservations for member and guest to a Capitol Hill reception with members of Maryland's Congressional Delegation.
- Reservations for member and a guest to a reception at the Governor['s] mansion.
- Attend private meetings with prominent national leaders at homes of local Forum members.
- Subscription to the monthly Democratic newsletter, The Montgomery Democrat.
- Member's name prominently displayed at various Democratic events and in Party publications.

Annual Dues: \$500

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<sup>1</sup> This event was originally known as the "State of the County Brunch", but became the "Annual County Brunch" starting in 1999, at the request of the County Executive; see the December 8, 1998, and the January 12, 1999 minutes of the Montgomery County Democratic Central Committee.

<sup>2</sup> See footnote 1.

## SPONSORS

- One complimentary ticket to the Montgomery County Democratic Spring Ball.
- One complimentary ticket to the annual State of the County Brunch<sup>1</sup>.
- Reservations for member and guest to a reception with members of Maryland's Congressional Delegation.
- Reservations for member and a guest to a reception at the Governor's mansion.
- Attend private meetings with prominent national leaders at homes of local Forum members.
- Subscription to the monthly Democratic newsletter, The Montgomery Democrat.

Annual Dues: \$300

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995

The Legal Counsel [of the central Committee] will be a Sponsor member of the Democratic Forum and will be exempt from paying dues for that membership...

Policy on the Legal Counsel, § 2,  
adopted by the Montgomery County Democratic Central Committee, September 20, 2001

All trustees are encouraged to be active in ... Democratic Forum ... activities and operations.

Organization of the Montgomery County Democratic Trustees Group, § 4,  
adopted by the Montgomery County Democratic Central Committee, December 8, 2003

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<sup>1</sup> This event was originally known as the "State of the County Brunch", but became the "Annual County Brunch" starting in 1999, at the request of the County Executive; see the December 8, 1998, and the January 12, 1999 minutes of the Montgomery County Democratic Central Committee.

## District Liaisons<sup>1, 2</sup>

(see also Liaison I, Liaison II, and District Meetings)

Beginning with the 1995-96 Dollars Drive, each precinct's goal is to raise a minimum of 25 cents for each registered Democrat in their precinct (with a target goal of 41 per Democrat). For those precincts with fewer than 400 registered Democrats, the precinct chair and the District Liaison shall agree upon a goal. Precincts will be credited, after Dollars Drive expenses are deducted, 10% of funds up to the goal and 20% of the net funds raised above the goal.

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995<sup>3</sup>  
amended by the Montgomery County Democratic Central Committee, March 13, 1995

The Assistant Secretary shall: ...

9. Notify the Montgomery County Board of elections of the names and addresses of the district liaisons and the Chair of the Elections Procedures Committee, each time any of those positions are newly filled, and request that the Board of Elections notify the Chair of the Elections Procedures Committee and the appropriate district liaison each time that the Board or its staff is studying a change of precinct boundaries, voting locations, permissible campaigning locations at a polling site, or any similar issue.

Duties of the Assistant Secretary, § 9,  
adopted by the Montgomery County Democratic Central Committee, April 13, 1999

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<sup>1</sup> Neither the By-Laws nor the Rules of the Montgomery County Democratic Central Committee specify how the district liaisons are to be designated. Traditionally, the district liaisons have been appointed by the Chair of the Central Committee from among the members of the Central Committee who were elected by district (or who filled a district seat vacancy). Also, it has been traditional that there was only one district Liaison per state senatorial district. From 1994 to 1998, however, all of the members of the Central Committee elected by district (or who filled a district vacancy) served as district liaisons.

<sup>2</sup> Article XI, § 1(b) of the By-Laws of the Montgomery County Democratic Central Committee, as adopted on April 11, 1995, provided that "if a public or private high school or college in Montgomery County does not have a Democratic club chartered by the Central Committee, the District Liaison(s) for the district in which the school building exists may appoint a temporary representative for that school to the [Young Democratic] Leadership Council. Before making such an appointment, the District Liaison(s) must consult with the Chair of the Networking Committee. Anyone appointed under this provision is charged with the responsibility of organizing a Democratic club in their school (and submitted a proposed charter to the Central Committee) within one year of their appointment." The references to District Liaison were deleted from the section as part of the general revision of article XI adopted July 13, 1999.

<sup>3</sup> This superseded the policies adopted by the Democratic State Central Committee for Montgomery County, September 21, 1966, and by the Montgomery County Democratic Central Committee, May 14, 1969 ("An Equitable and Effective Quota System" and "Allocation of Funds to Precincts" sections), which did not provide a role for the district liaisons.

## Dollars Drive

Duties of the Precinct Chair – The Chair shall be the Chief Executive Officer of the Precinct. The Chair shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

...

- d. Organizing and directing the Dollars for Democrats drive and promptly delivering funds and receipts to the MCDCC.

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

Loans up to \$50, subject to the approval of the Party Chairperson or his designee, are authorized to those precinct[s] which make written request for money to carry on precinct activities. Money will be repaid out of Dollars Drive receipts.

Adopted by the Montgomery County Democratic Central Committee, August 27, 1975

Program [OF THE Labor Advisory Committee]:

1. ...
2. ...
3. ...
4. Assist in Dollars for Democrats drive whenever needed.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

Separate repayment is required of advances (transfers out) by the Dollars Drive and any other fund-raising activity which establishes a separate account.

Adopted by the Montgomery County Democratic Central Committee, August 15, 1979

Beginning with the 1995-96 Dollars Drive, each precinct's goal is to raise a minimum of 25 cents for each registered Democrat in their precinct (with a target goal of \$1 per Democrat). For those precincts with fewer than 400 registered Democrats, the precinct chair and the District liaison shall agree upon a goal. Precincts will be credited, after Dollars Drive expenses are deducted, 10% of funds up to the goal and 20% of net funds raised above the goal.

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995<sup>1</sup>

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<sup>1</sup> This superseded the policies adopted by the Democratic State Central Committee, September 21, 1966, and by the Montgomery County Democratic Central Committee, May 14, 1969 ("An Equitable and Effective Quota System" and "Allocation for Funds to Precincts" sections). The September 21, 1966 policy stated that the "new formula for distribution of dollars giving precinct chairmen as an incentive [is:] 10% of all money raised to quota [will] ... be returned to precinct treasuries. 80% of money collected over quota [will] ... also be returned."

The May 14, 1969 policy stated that:

An Equitable and Effective Quota System ...

1. Each year the performance of each precinct is determined by getting the Annual Precinct Performance Percentage. This is done by dividing the dollars collected by the precinct by the dollars collected by all precincts for the year.
2. The Precinct Percentage Quota for the new year is calculated for a precinct by averaging the precinct's Annual Performance Percentages for the three previous years. However, no past year in which a precinct's Annual performance fell below 3/10 of 1% is used in computing the average, and no Precinct Percentage Quota will be set at less than 3/10 of 1%.
3. The Precinct Dollars Quota for the new year is computed by multiplying the Percentage Quota by the total County Drive Quota for the new year. ...

Allocation of Funds to Precincts ...

The Kominers Cup is to be awarded jointly to the precinct that raises the largest amount of money in the Dollars Drive and the precinct that raises the largest amount of money per registered Democrat in the precinct in the Dollars Drive.

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998<sup>1</sup>

Certificates of Appreciation are to be awarded at the Holiday Party (rather than at the Spring Ball) with an emphasis on Dollars Drive performance (though not exclusively).

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

## **Dollars Drive Accounting**

### **§ 1. Fiscal Year.**

The Dollars Drive for each year will include all funds raised for the Drive from July 1 to June 30.

### **§ 2. Annual Report.**

The treasurer of the Central Committee (with the assistance of the Assistant Treasurer of the Central Committee) will compile an annual Dollars Drive accounting report that will be presented to the Central Committee at its regular August meeting. The annual report will indicate how much money (net) was raised by each precinct in the Dollars Drive, how much money was allocated to each precinct as a result of the money they raised in the Dollars Drive, and how much money is on each precinct's account in the Precinct operations account (formerly the Precinct Trust Fund). The report will also indicate which precinct raised the largest amount of money (net) in the Dollars Drive and which precinct raised the largest amount of money (net) per registered Democratic voter in the Dollars Drive.

### **§ 3. August 2003 Report.**

In addition to the information required in § 2, the annual report to be submitted at the August 2003 meeting of the Central Committee should also indicate:

- a) For the 2001-2002 Dollars Drive which precinct raised the largest amount of money (net) and which precinct raised the largest amount of money (net) per registered voter; and

- 
1. In preparing the County Dollars Drive goal for a year, 10% to 15% of the total goal will be scheduled for allocation to precincts based on the number of registered Democrats. This will be announced when Dollars Drive information is given to precinct officials, in the form of how many cents will be made available (e.g., 1 ½ cents per registered Democrat as of November 1968).
  2. Ten percent of what a precinct collects up to its quota will be allocated to that precinct in addition to the registered voter allocation.
  3. Fifty percent of the money a precinct raises over its quota will also be refunded to the precinct.
  4. To claim Registered Voter Allocation, however, a precinct must collect over 50% of its quota or twice the amount of its Registered Voter Allocation, whichever the higher.

<sup>1</sup> This superseded the policy adopted by the Montgomery County Democratic central Committee, May 14, 1969 ("Recognition of Outstanding Performance" section). The May 14, 1969 policy stated that:

1. Greatest Improvement Award – this award [will] ... be given to the precinct showing the greatest degree of improvement over its own past performance. ...[T]his award [will] be in the form of a certificate plus cash.
2. Participation Award – this award [will] ... go to the precinct which had the largest number of contributors. ...[T]his award [will] be in the form of a certificate plus cash.
3. Top Dollar Award – this award [will] go to the precinct which collected the largest percentage of its quota. ...[T]his award [will] be in the form of the Ward Caddington Cup since the winner of this award will be receiving extra money under the allocation formula. It is understood that the donor of the cup designated that it be used for this purpose.

- b) For the 2000-2001 Dollars Drive which precinct raised the largest amount of money (net) and which precinct raised the largest amount of money (net) per registered voter.

**§ 4. Superseded Provisions.**

This policy supersedes the policy starting the Dollars Drive, adopted by the Central Committee, June 30, 1976.<sup>1</sup>

Dollars Drive Accounting Policy,  
adopted by the Montgomery County Democratic Central Committee, march 11, 2003

All Trustees are encouraged to be active in ... Dollars Drive campaign ... activities and operations.

Organization of the Montgomery County Democratic Trustees Group, § 4,  
adopted by the Montgomery County Democratic Central Committee, December 8, 2003

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<sup>1</sup> The policy of June 30, 1976, provided that “The date of the start of the Dollars Drive is to be established by the Chairperson of the Central Committee, the Dollars Drive Chairperson, and the Dollars Drive liaison.”

## **Duplicating Services<sup>1</sup>**

Use of the copier machine will be charged at 15 cents per copy.

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982

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<sup>1</sup> On October 21, 1970 the Montgomery County Democratic central Committee adopted a schedule of fees for the use of mimeograph paper, stencils, the mimeograph machine, and the folding machine. This policy has been omitted because the Central Committee no longer has a mimeograph machine or a folding machine.

## **Election Judges**

... Precinct Chairs, Vice Chairs, and Area Coordinators may not serve as an election judge or registration officer on election day.

Duties of the Precinct Chair – The Chair shall be the Chief Executive Officer of the Precinct. The Chair shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

- ...
- d. Recommending to the Board of Elections individuals to serve as election judges for the precinct.

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

## **Emeritus Positions**

### **§ 1. General.**

When the Central Committee wishes to honor a precinct official who has served the party long and well and/or who has previously received one of the primary awards of the Party, the Central Committee may designate them as a Precinct Official Emeritus.

### **§ 2. Selection.**

The Central Committee will select Precinct Officials Emeritus in executive session. Voting will be by hand vote. A two-thirds majority of the votes cast for an award is needed for a nominee to win an award.

### **§ 4. Term of Appointment.**

Any person who has been designated Precinct Official Emeritus shall have that title for life.

### **§ 5. Minutes.**

Any reports concerning the nominations and selection of Precinct Officials Emeritus will not list the nominees or nominators, or the number of votes received by any nominee. The reports include the minutes of the Central Committee and the confidential summary of the Central Committee executive sessions.

### **§ 6. Publication.**

The Spring Ball ad book and the Party's web site will also include a list of all persons who have been designated as a Precinct Official, Emeritus.

### **§ 7. *Montgomery Democrat* subscription.**

Each Precinct Official Emeritus shall receive a complimentary subscription to the *Montgomery Democrat*.

### **§ 8. Definitions.**

For purposes of this policy, the "primary awards of the Party" include the

- Jack Dean-Helen Peacock Precinct Official Award
- Rita Morgan-Bruce Jerney Community Service Award
- Democrat of the Year Award
- Rosalie Reilly Lifetime Service Award
- Kelsey Cooke Volunteer of the Year Award
- Lucille Maurer Award for Continuing Service by a former Elected Official
- Esther and Odell Kominers Cup
- Col. Ward Caddington Award
- Reginald H. Zalles Award

Precinct Official Emeritus Policy,  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003

## 1. Proposed Policy for Designating Central Committee Members Emeritus

### **§ 1. General.**

When the Central Committee wishes to honor a former Central Committee member who was elected by the voters but who was not able to complete their current term, but who has worked hard for the Party, the Central Committee may designate them as central Committee Emeritus.

### **§ 2. Selection.**

The Central Committee will select Central Committee Members Emeritus in executive session. Voting will be by hand vote. A two-thirds majority of the votes cast for an award is needed for a nominee to win an award.

### **§ 4. Term of Appointment.**

Any person who has been designated as a Central Committee Member Emeritus shall have that title for what would have been the remainder of their term as a member of the Central Committee.

### **§ 5. Minutes.**

Any reports concerning the nominations and selection of Central Committee Members Emeritus will not list the nominees or nominators, or the number of votes received by any nominee. The reports include the minutes of the Central Committee and the confidential summary of the Central Committee executive sessions.

### **§ 6. *Montgomery Democrat* subscription.**

Each Central Committee Member Emeritus shall receive a complimentary subscription to the *Montgomery Democrat*.

### **§ 7. Meetings.**

Each Central Committee member Emeritus shall have the same rights at meetings of the County Central Committee as non-voting members of the Committee.

The motion was discussed and approved by voice vote, without objection by the Montgomery County Democratic Central Committee, April 14, 2009

## 2. Central Committee Member Emeritus

- Odell Kominers ?/?/01
- Lynne Bradley 5/15/07
- Yvonne Wang (sp.?) 6/8/10

Policy on Emeritus Positions,  
adopted by the Montgomery County Democratic Central Committee, April 14, 2009

## **Executive Committee**

Prior to every primary and general election, the Chair of the Central Committee (or the Chair's representative) will inspect the proposed ballot faces prepared by the Montgomery County Board of Elections, as soon as the ballot faces are available for public inspection. If, in the opinion of the Executive Committee, the ballots should be challenged, the Executive Committee may make such a challenge on behalf of the Central Committee. The Central Committee reserves the right to modify any position taken on its behalf.

Policy on Ballot Inspection,  
adopted by the Montgomery County Democratic Central Committee, October 8, 2002

## Finance Law Opinion

“In our opinion, if a campaign finance entity were to make a contribution (i.e. transfer) to a political party with the proviso that it could *only* be devoted to the party’s ongoing administrative expenses unrelated to any particular election, that expenditure would be for a nonelectoral purpose and would not be a permissible expenditure by the campaign finance entity under Campaign Finance Law.”

Letter to Jared DeMarinis, from Attorney General Douglas F. Gansler, dated August 6, 2007  
92 Op. Att’y Gen. 92, 105-106

## **Funds of the Central Committee<sup>1</sup>**

(see also: Assistant Treasurer of the Central Committee; Contributions to the Central Committee; Payments; and Treasurer of the Central Committee)

The Secretary and Treasurer each are authorized to approve up to \$50 per quarter in unusual expenditures without asking for Central Committee authorization.

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County. Individuals may request an appointment during the regular office hours and under the supervision of the Secretary, Assistant Secretary or other Executive Officer.

Policy on Data and Records Custody, December 10, 2020

The Central Committee will prepare its financial reports on a fiscal year basis (July 1 to June 30).

Adopted by the Montgomery County Democratic Central Committee, September 7, 1977<sup>2</sup>

Separate repayment is required of advances (transfers out) by the Dollars Drive and any other fund-raising activity which establishes a separate account.

Adopted by the Montgomery County Democratic Central Committee, August 15, 1979

One individual is to be appointed to be responsible for each fund-raising activity and that person is requested to prepare a report after the activity detailing the sources of income, categories of expenditure, statement of net income and recommendations for future similar events.

Adopted by the Montgomery County Democratic Central Committee, August 15, 1979

There is established a separate category for direct Central Committee campaign expenses during any campaign year.

Adopted by the Montgomery County Democratic Central Committee, August 15, 1979

(1) A debt caused by the use of Central Committee services is to be paid at the time of pick-up by candidates during a primary campaign; (2) clubs with more than 3 months in arrears on a debt to the Central Committee must pay at time of pick-up; [and] (3) individuals and non-Democratic clubs are to pay cash on delivery.

Adopted by the Montgomery County Democratic Central Committee, February 20, 1980

The Spring Ball Committee is allowed to accept advertising from cable-TV firms. Cable-TV ad book revenue is to be segregated and those funds are only to be used for office overhead expenses.

Adopted by the Montgomery County Democratic Central Committee, March 23, 1982

New expenditures over \$100.00 require [Central] Committee approval, unless previously approved by the Committee. A voucher system will be used for this accountability.

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<sup>1</sup> See also §§ 13-202 to 13-206, 13-209, 13-212, 13-213, 13-401, and 15-103(a) of the Maryland Election Code article V § 4, and article VI of the By-Laws of the Montgomery County Democratic Central Committee.

<sup>2</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee, March 1, 1967 (establishing an "April to April" fiscal year).

Adopted by the Montgomery County Democratic Central Committee, April 12, 1989

The Chairman and Treasurer are authorized to sign checks. All checks of \$2,000 or more are to be signed by both the Chairman and the Treasurer, except routine recurring checks (e.g., payroll and rent) need only one signature.

Adopted by the Montgomery County Democratic Central Committee, September 19, 1994,  
amended by the Montgomery County Democratic Central Committee, October 19, 1994  
amended by the Montgomery County Democratic Central Committee, July 14, 2020

The Treasurer is authorized to establish two money market accounts for funds in excess of what ... [the Central Committee] need[s] on a daily basis.

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999

[A] money market account [is to] be established with Sun Trust Bank and ... any expenditure from the account over \$500 must be approved by the Chair.

Adopted by the Montgomery County Democratic Central Committee, May 13, 2003

## Funds of the Precincts

Duties of the Precinct Chair – The Chair shall be the Chief Executive Officer of the Precinct. The Chair shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

...

g. Supervising the expenditures of precinct funds in fulfillment of the duties and responsibilities of the office.

When the new precinct officials take office, all precinct records, including financial records, shall be transferred to the new officials.

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

The precinct officials of each state senatorial district will meet at least once each year and elect one of their members to serve as a member of the Precinct Operations Account Audit Committee. Each precinct will have an entry in the Precinct Operations Account. The Montgomery County Democratic Central Committee will maintain all account records and file all legally required reports. The Precinct Operations Account Audit Committee will have access to all records concerning the Operations Account. Money in each precinct's entry in the Precinct Operations Account may be spent only for: (1) education and communication with voters in the precinct; (2) the precinct's fund raising for the Montgomery County Democratic Party; (3) support of Democratic candidates in general elections; or (4) events sponsored by the Montgomery County Democratic Central Committee. All expenses must be documented by a written receipt and expenditure approved by the Precinct Chair (in writing) and submitted to the Treasurer of the Central Committee. No person may incur a debt on behalf of the Central Committee without the approval of the Central Committee (or by approval of officials authorized by the Central Committee). A reserve of the lesser of:

- 1) \$5,000; or
- 2) The total of all the entries in the Precinct Operations Account

will be maintained by the Central Committee to pay all of the expenditures authorized by this subsection.

MCDCC Rules on Audit

When an existing precinct is divided to form two or more precincts, the amount of money in the precinct treasury shall be divided among the new precincts in proportion to the number of registered Democrats in each, subject to an appeal by any precinct involved to the Central Committee for a different percentage allocation based on unusual circumstances. The same procedures shall be followed if three or more new precincts are created from two or more precincts.

Adopted by the Montgomery County Democratic Central Committee, January 25, 1978<sup>1</sup>

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<sup>1</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee, March 11, 1970, which provided that "the treasury of a split precinct be divided equally between the two new precincts if both Chairmen agree this is an equitable measure, or that the treasury be divided on a formula of the number of registered Democrats in the two new precincts if this is thought more equitable by the two Chairmen."

Separate bank accounts for the precinct trust fund moneys should be discontinued and the funds transferred to the appropriate Federal or non-Federal bank account. The name “Precinct Trust Fund” should be dropped and book entries only be maintained of precinct accounts. These accounts will be called “Precinct Operations Accounts”.

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995,  
amended by the Montgomery County Democratic Central Committee, March 13, 1995

- 1) It is the policy of the Central Committee to encourage precincts to hold fundraisers, particularly when several precincts in the same area hold them jointly.
- 2) If one or more precincts request more money than they have in their entry in the Precinct Operations Account, and they have requested the money for the purpose of doing fundraising, the Chair and Treasurer of the Central Committee may jointly approve the loan of the funds provided that the request is made in writing by the Chair(s) of the precincts requesting the loan and includes a detailed description of the fundraising activity.
- 3) Before approving a loan, the Chair and Treasurer of the Central Committee must have a reasonable expectation that the fundraising activity will show a profit.
- 4) All expenses that the loan is used for must be documented by a written receipt and expenditure approved by the appropriate Precinct Chair (in writing) and submitted to the Treasurer of the Central Committee.
- 5) The total amount of funds loaned to precincts may not exceed 20% of the total of the Precinct Operations Account. The Treasurer will provide the Central Committee with a monthly written report listing all outstanding loans and their status. No loans may be forgiven without approval of the Central Committee.
- 6) This policy supersedes the policy on loans to precincts adopted by the Central Committee on August 27, 1975<sup>1</sup>.

Policy on Providing Seed Money to Precincts,  
adopted by the Montgomery County Democratic Central Committee, April 11, 2001

The Treasurer of the Central Committee (with the assistance of the Assistant Treasurer of the Central Committee) will compile an annual Dollars Drive accounting report that will be presented to the Central Committee at its regular August meeting. The annual report will indicate how much money (net) was raised by each precinct in the Dollars Drive, how much money was allocated to each precinct as a result of the money that they raised in the Dollars Drive, and how much money is in each precinct’s account in the Precinct’s Operations Account (formerly known as the Precinct Trust Fund). The report will also indicate which precinct raised the largest amount of money (net) in the Dollars Drive and which precinct raised the largest amount of money (net) per registered Democratic voter in the Dollars Drive.

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<sup>1</sup> The policy of August 27, 1975 provided that “Loans of up to \$50, subject to the approval of the Party Chairperson or his designee, are authorized to those precinct[s] which make written requests for money to carry out precinct activities. Money will be repaid out of Dollars Drive receipts.”

Dollars Drive Accounting Policy, § 2,  
adopted by the Montgomery County Democratic Central Committee, March 11, 2003

## **Headquarters Volunteer Corps**

[There is] establish[ed] a Headquarters Volunteer Corps with policies and procedures to be submitted to the Central Committee.

Adopted by the Montgomery County Democratic Central Committee, July 13, 1999

## **Holiday Observances**

... the scheduling of Democratic Party affairs at all levels shall consider the presence of any religious minorities of significant numbers of concentration whose level of participation would be affected.

Charter of the Democratic Party of the United States, article 1, § 4

Whereas the Montgomery County Democratic Party celebrates the richness and diversity of its members throughout the County;

and is inclusive regardless of race, religion, natural origin, sexual orientation, or disability;

and invites all persons to Democratic activities and works to make them feel welcome;

Therefore, in consideration of the fact that many days of the year coincide with celebrations which hold meanings for various cultural, ethnic and religious groups;

Be it RESOLVED that, when any observance coincides with a scheduled Montgomery County Democratic Central Committee event, that the Montgomery County Democratic Central Committee intends to recognize that observance, on that day, in some manner, the details of which shall be determined by the duly appointed organizers of said event to emphasize inclusiveness and to avoid any slight.

Adopted by the Montgomery County Democratic Central Committee, March 13, 2001

## **Holiday Party**

Certificates of appreciation are to be awarded at the Holiday Party (rather than at the Spring Ball) with an emphasis on Dollars Drive performance (though not exclusively).

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

## **Incorporation**

### § 4-205. Prohibited practices

(a) Prohibition on incorporation. – A political party in the State may not incorporate under the general laws of the State providing for the formation of a corporation.

(b) Exclusive authority of party central committee. – Unless it is the party State central committee, an organization may not represent that it is the official organization or governing body of any political party.

(c) Penalty. – A person who violates this section shall be guilty of a misdemeanor and shall be subject to the penalties provided in Title 16 of this article.

Maryland Election Code § 4-205 [2014]

## Judicial Elections<sup>1, 2</sup>

(see also: Ballot Questions)

Judicial candidates are prohibited from using the [Montgomery County Democratic Central Committee] office [during the primary campaign].

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982

Judicial county-wide forums (i.e., non-fundraising events) may be placed in News & Notes<sup>3</sup> upon request.

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982<sup>4</sup>

WHEREAS, over the past forty years Montgomery County's legal community, both parties' Central Committees and the general public have worked to achieve and strengthen a sound and independent judiciary; and

WHEREAS, in Maryland, the governor makes appointments to fill judicial vacancies from a short list of persons who have applied and who have been found to be fully qualified by a judicial selection commission consisting of lawyers and laymen. The governor must select from these lists. The judges serve at least one year then, if they wish to continue for the full 15 year term, they must stand for election at the next primary and general election occurring at least 1 year after their appointment; and

WHEREAS, this procedure for appointment and subsequent election provides lawyers and the public the opportunity to observe our Sitting Judges during the actual performance of their judicial duties. Sitting Judges are then able to run for office on the basis of their records and to be elected based on their qualifications, experience and competence as demonstrated through performance of their duties; and

WHEREAS, for over 20 years, both the Republican and Democratic Central Committees formally on a bipartisan basis have endorsed the principle of retaining sitting judges (the "Sitting Judge Principle"), except where a Sitting Judge has demonstrated through the performance of his or her duties that such Sitting Judge is not qualified to continue in office; and

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<sup>1</sup> At its October 8, 1996 meeting, the Montgomery County Democratic central Committee voted to endorse all of the sitting judges on the General Election Democratic Sample Ballot. It was also generally agreed that, starting with the 1998 election, endorsements of judges by the County Democratic Party will be done in the same manner as ballot questions.

<sup>2</sup> "Since the 1960's ... we had an agreement with the Republicans [i.e., the Montgomery County Republican Central Committee] known as the 'sitting judge principle'. We had actually agreed to endorse the election of all sitting judges unless there was some extraordinary reason not to do so. In such an event, the parties had agreed to consult with one another. This did not happen [in 1998, when the Republican sample ballot urged voters to vote "no" on one of the sitting judges.]" December 7, 1998 letter from former Montgomery County Democratic Central Committee Chair Stan Gildenhorn to sitting Montgomery County Democratic Central Committee Chair George Leventhal, (the letter is part of attachment #12 of the January 12, 1999 minutes of the Montgomery County Democratic Central Committee).

<sup>3</sup> Now *The Montgomery Democrat*.

<sup>4</sup> As originally adopted, this also covered School Board forums. That provision, however, was superseded by the policy adopted by the Central Committee September 16, 1987, which provided that the official newsletter was not to be available for use in School Board campaigns.

WHEREAS, it has been the longstanding policy of the Montgomery County Democratic Central Committee to subscribe to the Sitting Judge Principle while entrusting to the precinct organization the matter of endorsing specific judges for the General Election Democratic Sample Ballot in the same manner as the ballot questions; and

WHEREAS, experience has shown that the "Sitting Judge Principle" is a successful way to guarantee an independent judiciary based upon proven performance;

NOW THEREFORE, BE IT HEREBY RESOLVED THAT

The Montgomery County Democratic Central Committee hereby reaffirms its longstanding endorsement of the Sitting Judge Principle.

Resolution of Endorsement for the Principle of retaining Sitting Judges,  
adopted by the Montgomery County Democratic Central Committee, November 13, 2001  
(printed in the minutes of May 14, 2002)

## **Labor Advisory Committee**

### **A. STRUCTURE**

1. The Montgomery County Democratic Labor Advisory Committee operates under the supervision of the Montgomery County Democratic Central Committee.
2. The Montgomery County Democratic Central Committee, the ultimate authority, will be fully informed of the Advisory Committee's activities, and will be called upon in an 'advise and consent' capacity at all times.
3. The Advisory Committee will be made up from rank and file, local and international trade union members who are members of the Democratic Party (residing in Montgomery County) together with labor oriented members of the Montgomery County Democratic Central Committee acting as liaison to the Advisory Committee.
4. Officers of the Advisory Committee shall be:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Secretary
  - d) Treasurer

### **B. FUNCTION**

1. Broaden the Democratic Party labor base in Montgomery County in party involvement at all levels in order to assure the election of as many Democrats as possible.
2. To seek qualified trade union members and encourage their participation in the affairs of the Democratic Party, especially at the precinct level.
3. To further encourage trade union members to serve not only as precinct officials, but poll workers, task force members, volunteer workers and to assist in fund raising activities for the Democratic Party.
4. Encourage "Plowman and Fisherman" membership.

### **C. OPERATIONS**

1. Financial
  - a) Self-sufficient – raise its own funds for operational purposes. (Meeting expenses, printing expenses, etc.)
2. Meetings and Location
  - a) Called at the discretion of the advisory Committee at designated locations as decided by the Advisory Committee.
3. Communications (Mailing, phone, etc.)
  - a) At the discretion of the Chairperson of the Advisory Committee.
4. Interest Matters
  - a) The Advisory Committee is interested in union members residing in Montgomery County and are members of the Democratic Party. (well over 7,000 are on the C.O.P.E. list, more than 3,000 more are independent unaffiliated union members residing in Montgomery County. The 20,000 as noted, together with their families, represent more than 50,000 voters in Montgomery County.)

### **D. PROGRAM**

1. Assist the Precinct Organization Committee members in terms of filling vacancies (existing and new ones).
2. Develop volunteers for assistance when called upon for work such as:
  - a) Central Committee Office (Mailings, envelope stuffing, distributing material, etc.)
3. Assist in registration drives where needed.
4. Assist in Dollars Drive whenever needed.
5. Involve local Montgomery County unions in Democratic affairs by encouraging meetings when needed so as to provide a forum for discussion on County matters which affect their working conditions and their negotiations with the county.

#### SUMMARY

The Montgomery County Democratic Labor Advisory Committee is dedicated to maximizing trade unionist participation in the Democratic Party.

1. Financially
2. Volunteer workers
3. Getting out the vote of Democrats

The advisory Committee activities will encourage the assistance of International Unions through the International Unions Officers living in Montgomery County and identifying the activist trade unionists who also reside in Montgomery County who are staffers or rank and file members to help Democrats.

The Montgomery County Democratic Labor Advisory Committee will promote an informal working relationship with Montgomery County COPE sharing wherever possible information concerning who's who – and working together and lending assistance when called upon providing the same Democratic candidates are endorsed by both COPE and the Advisory Committee.<sup>1</sup>

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

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<sup>1</sup> In accordance with §§ A(1) and A(2) of this policy, the Advisory Committee is not authorized to endorse or support slates or individual candidates (1) in the Democratic primary other than those without opposition (adopted by the Central Committee July 14, 1982), (2) in municipal non-partisan elections (adopted by the Central Committee October 23, 1985 and April 21, 1993), (3) in School Board elections (adopted by the Central Committee September 16, 1987), or (4) who are not Democrats (article II, § 1 of the Central Committee By-Laws).

## **Legal Counsel**

### **Section 1. Selection and term.**

The Central Committee will select the Legal Counsel for the County Democratic Party. The Legal Counsel will serve at the pleasure of the Central Committee.

### **Section 2. Compensation and status.**

The Legal Counsel will be a Sponsor member of the Democratic Forum and will be exempt from paying dues for membership. The Legal Counsel is not a member of the staff of the Central Committee and is therefore not covered by the portion of article VIII, § 2 of the Central Committee By-Laws that provides that “No member of the staff of the Committee shall be permitted to participate in any Democratic party primary on behalf of any candidate or slate of candidates.”

### **Section 3. Assistant Legal Counsels.**

The Central Committee may select assistant legal counsels in the same manner (and for the same term) as provided for in § 1 of this policy. Assistant legal counsels are not entitled to complimentary membership in the Democratic Forum.

Policy on the Legal Counsel,  
adopted by the Montgomery County Democratic Central Committee, September 20, 2001

## Legislative Issues

### 1. Consideration by the Central Committee

(1) To be considered at an MCDCC meeting, a resolution request should be submitted to the office on or before the first of the month, so the Chair can enclose a copy with the agenda to be mailed to the MCDCC.

(2) At the meeting, the MCDCC will either support, oppose or refer the resolution to the Issues Committee for study. If so referred, the Issues Committee would then report its recommendation to the MCDCC at the next MCDCC meeting. A simple majority vote (of the members present) carries the day for these votes. (In other words, the first vote would be whether to refer to the Issues Committee – a “NO” vote means the MCDCC will discuss and vote on the issue directly – a “YES” vote means the MCDCC will vote the following month, after receiving the Issues Committee report and recommendation.)

### 2. Consideration of the Precinct Organization

Consultation on National, State and Local Legislative Matters – Meetings [of the Precinct Organization] shall be considered proper forums for receiving formal recommendations and expressions of opinion from Precinct Chairpersons, Vice Chairpersons and Area Coordinators on national, state and local legislative matters, provided only that such items of business are properly before the body in accordance with Item 1 [of Section E of the Rules Governing Qualifications, Elections, and Meetings of the Democratic Precinct Officials of Montgomery County, Maryland]. Whenever possible, the Democratic Central Committee shall elicit such recommendations and expressions of opinion, it being understood, however, that said Committee is not bound by the vote of the Precinct Chairpersons, Vice Chairpersons and Area Coordinators.

Adopted by the Montgomery County Democratic Central Committee, March 11, 1997<sup>1</sup>

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<sup>1</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on April 4, 1973, December 12, 1979, February 20, 1991, and March 20, 1991.

The April 4, 1973 policy provided that “a Central Committee position on any issue requires a minimum of nine of the Central Committee members in support of that position. However, the results of all Central Committee votes, without regard to the number of votes, will be transmitted to those interested.”

The guidelines for Taking Positions on Issues adopted December 12, 1979, provided that:

1. A Public Comments period will be included at the beginning of the agenda of every Central Committee meeting.
2. Democrats may appear, without advance notice, before the Central Committee during the Public Comments portion of the agenda to present views on topic not otherwise covered in the agenda. Comments on any given subject by one or more speakers may not exceed ten minutes. Committee members may ask questions of the speakers but no substantive motions will be in order at that time.
3. Any Democrat, organization, or Central Committee member who wishes the Committee to take a position on an issue not automatically considered within the purview of the Committee (i.e., election laws, ballot questions, or issues related to the political process) shall notify the Central Committee Chairperson 10 days prior to a regularly-scheduled meeting so it can be placed on the agenda.
4. Background information on the issue shall be provided by that person or organization to each member of the Central Committee for receipt within 3 days prior to the meeting. Such information will include an objective explanation of the issue, its pros and cons, copies or summaries of relevant legislation, if appropriate, and a recommendation on a position to the Committee.

At the beginning of each new term of the Central Committee, the Secretary will provide the members of the Committee with a list of positions on legislative issues that have been approved by the Central Committee and are still in effect. The current Central Committee may amend or repeal any previously approved position.

Adopted by the Montgomery County Democratic Central Committee, October 14, 2003

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5. Before discussing the issue itself, the Committee shall determine by majority vote of those present whether the issue is appropriate for consideration.
  6. Issues may be presented to the Committee for consideration of a position without the foregoing process if an emergency situation exists and/or official action and Central Committee time frames do not coincide. In such cases, the Committee shall decide by a majority vote of those present if the issue is appropriate for consideration before discussing the issue itself.

The February 20, 1991 Procedure for Adopting Policy Resolutions on Public issues provided that “for the adoption of public policy resolutions by the MCDCC:

1. A member of the MCDCC may propose that the MCDCC adopt a position on a public policy question by submitting a written resolution.
2. Such a resolution should be no greater in length than two double-spaced typewritten pages.
3. The Chairman may entertain a sponsor's motion to propose consideration of a policy resolution during any meeting of the MCDCC. This motion must be seconded in order for debate on the resolution to be in order. Such a motion will be considered on the MCDCC meeting agenda under New Business.
4. In seconded, the Chairman will make the initial determination if the resolution concerns a position of a public policy question. Such a determination may be subject to being overturned by an appeal of the decision of the Chairman under Robert's Rules. If determined to be a resolution on a public policy question, debate would proceed as follows. The sponsor will be granted 3 minutes to explain the purpose of the resolution. An opponent of the resolution will be granted 3 minutes to speak against the resolution.
5. No further debate on the proposed resolution shall occur at the meeting during which the resolution was introduced, but members may indicate the type of information they need to vote on the resolution.
6. No later than 5 days following its introduction, the proposed resolution will be circulated to all Democratic elected officials and any MCDCC member not present at the meeting at which the resolution was proposed, along with a letter naming the sponsor(s) of the proposed resolution and the date when the next regularly scheduled meeting of the MCDCC will be held during which the resolution will be considered. Other objective information may be included in the letter at the discretion of the Chairman.
7. When possible, similar information shall be included in the next issue of News and Notes in order to solicit comments from interested Democratic precinct officials and other activists.
8. Adoption of the proposed resolution shall not be considered until the next regularly scheduled meeting of the MCDCC unless by a vote of at least two-thirds of the members voting, a motion is passed to have the resolution considered earlier due to exigent circumstances with respect to the subject matter of the resolution. However, in no event shall it be in order for a resolution to be voted on in the same meeting at which the resolution was first introduced. A special meeting for the purpose of debating and voting on the on the resolution may not be held prior to one week after the introduction of the resolution.
9. Written comments from the elected officials, precinct officials and other activists on the proposed resolution or a synopsis thereof will, if possible, be circulated to MCDCC members in advance of the MCDCC meeting during which a public policy resolution is to be adopted. At such meeting, the Chairman will establish the initial limits on debate. These limits may be extended for a specific amount of time by a majority vote of the Committee. A motion to extend time for debate will require a second, but will not be debatable. Any proposed resolution may be amended by majority vote if so moved and seconded. The policy resolution is adopted upon approval by a two-thirds vote of the members of the MCDCC voting.
10. If the proposed resolution is adopted, the Secretary of the MCDCC shall circulate the final text to the recipients listed in #6 and, at the discretion of the Chair, to the media and other interested parties. The adoption of the resolution shall be reported in the next edition of News and Notes.

The March 20, 1991, amendment to the February 20, 1991, Procedure for Adopting Policy Resolutions on Public Issues provided that the Central Committee has “an option of no position”.

## Legislative Vacancies

(see also: Candidate Vacancies)

(a)(1) In the case of death, disqualification, resignation, refusal to act, expulsion, or removal from the county or city for which he shall have been elected, of any person who shall have been chosen as a Delegate or Senator, or in the case of a tie between two or more such qualified persons, the Governor shall appoint a person to fill such a vacancy from a person whose name shall be submitted to him in writing, within thirty days after the occurrence of the vacancy, by the Central Committee of the political party, if any, with which the Delegate or Senator, so vacating, had been affiliated, at the time of the last election or appointment of the vacating Senator or Delegate, in the County or District from which he or she was appointed or elected, provided that the appointee shall be of the same political party, if any, as was that of the Delegate or Senator, whose office is to be filled, at the time of the last election or appointment of the vacating Delegate or Senator, and it shall be the duty of the Governor to make said appointment within fifteen days after the submission thereof to him.<sup>1</sup>

(2) If a name is not submitted by the Central Committee within thirty days after the occurrence of the vacancy, the Governor, within another period of fifteen days shall appoint a person, who shall be affiliated with the same political party, if any, as was that of the Delegate or Senator, whose office is to be filled, at the time of the last election or appointment of the vacating Delegate or Senator, and who is otherwise properly qualified, to hold the office of Delegate or Senator in the District or County.

(3) in the event there is no Central Committee in the County or District from which said vacancy is to be filled, the Governor shall within fifteen days after the occurrence of such vacancy appoint a person, from the same political party, if any, as that of the vacating Delegate or Senator, at the time of the last election or appointment of the vacating Senator or Delegate, who is otherwise properly qualified to hold the office of Delegate or Senator in such District or County.

(4) In every case when any person is so appointed by the Governor, his appointment shall be deemed to be for the unexpired term of the person whose office has become vacant.

(b) In addition, and in submitting a name to the Governor to fill a vacancy in a Legislative or Delegate district, as the case may be, in any of the twenty-three counties of Maryland, the Central Committee or committees shall follow these provisions:

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<sup>1</sup> Letter to Hon. Agnes Welch from Maryland Attorney General J. Joseph Curran, Jr., February 11, 1998 (83 Op. Att’y Gen. 109, 112-113) notes that:

To be sure, under Article III, § 13, the Governor is usually bound to appoint the person selected by the Central Committee. *See 62 Opinions of the Attorney General* 241, 244 (1977). This mandate, however, must be construed as an obligation to appoint a person “otherwise properly qualified to hold office.” *See* Article III, § 13(a). For example, the governor could not ratify the Central Committee’s nomination of an underaged person or one refusing to relinquish a second office...

[Where a member of the general assembly, through expulsion,] is disqualified from serving the remainder of his unexpired term in the Senate, the Governor may not appoint him to fill this vacancy, and the Central Committee’s nomination of him would be legally ineffective ...

(1) If the vacancy occurs in a district having the same boundaries as the county, the Central Committee of the county shall submit the name of a resident of the district.

(2) If the vacancy occurs in a district which has boundaries comprising a portion of one county, the Central Committee of the county shall submit the name of a resident of the district.

(3) If the vacancy occurs in a district which has boundaries comprising a portion or all of two or more counties, the Central Committee of each county involved shall have one vote for submitting the name of a resident of the district; and if there is a tie vote between or among the Central Committees, the list of names there proposed shall be submitted to the Governor, and he shall make an appointment from the list.

Maryland State Constitution, article III, § 13

A regulated lobbyist may not:

- (14) if serving on the State or local central committee of a political party, participate
  - (iii) in actions related to filling a vacancy in a public office.

Maryland State Government Code, § 15-713 (14)(iii) [2008]

We must conclude that it is inappropriate for a judge to have the Central Committee consider his name for appointment to [a] ... legislative vacancy without first resigning from his judicial position.

Maryland Judicial Ethics Committee Opinion 1983-04, October 28, 1983

Filling Vacant Elective Offices – From time to time a local Democratic Central Committee may be empowered or required by law or by the Constitution and By-Laws of the Maryland Central Committee to fill vacant elective office. In such an event, the local Democratic Central Committee shall insure that reasonable public notice is given concerning the vacancy, the procedure for filling the vacancy, and the qualifications and requirements for candidates to fill the vacancy. Meetings held by a local Democratic Central Committee for the purpose of filling such a vacancy shall be open to the public, and votes for the purpose of filling the vacancy shall be conducted by roll call.

Maryland Democratic Party By-Laws, article IX, § 6

## **Policy on Legislative Vacancies**

### **Section 1. Purpose.**

Article III, § 13 of the Maryland State Constitution provides that when a vacancy occurs in the State Legislature, the Central Committee of the party and county that the legislator was elected from is to designate a person to fill the vacancy within thirty days of the seat becoming vacant. The following policy will govern the selection process when there is a vacancy in a seat in the Legislature originally held by a Democrat from Montgomery County.

### **Section 2. Announcement of Vacancy.**

When a Montgomery County Democratic seat in the Legislature becomes vacant, an announcement will:

- a) Be sent by electronic mail to all the following persons that the Central Committee has an electronic mail address for:
  - 1) All precinct chairs, vice chairs, and area coordinators;
  - 2) All elected public officials who are elected as Democrats and represent all or part of Montgomery County;
  - 3) All members of the Central Committee; and
  - 4) The President of each Democratic organization chartered by the Central Committee;
- b) Be sent to local news media; and
- c) Be posted on the Party's web site.

The announcements will indicate the deadline and address for applying to fill the vacancy.

### **Section 3. District organizations.**

(a) If there is a chartered Democratic organization(s) for the legislative district with the vacancy, the Secretary will contact the president of that organization(s) and request that the organization(s) provide recommendations on filling the vacancy. The Secretary will also request that the organization(s) hold a public forum where the candidates may present themselves to the Democrats of the district. The Central Committee will give due consideration to any such recommendation, though the central Committee will make the final decision in filling legislative vacancies.

(b) Subsection (a) of this section is not intended to authorize an organization to endorse a candidate(s) if the by-laws or other rules governing the organization prohibit the organization from endorsing a candidate(s). Likewise, if the by-laws or other rules governing the organization specify the procedure that is to be followed before the organization can endorse a candidate(s), subsection (a) of this section is not intended to supersede those by-laws or rules.<sup>1</sup>

### **Section 4. Schedule and applications.**

A vacancy will be filled at the regular Central Committee meeting following the publication of the announcement provided in § 2(a) of this policy, unless such a meeting would be more than 29 days after the seat became vacant. If the next regular meeting of the Central Committee is more than 29 days after the seat became vacant, then the Central Committee will hold a special meeting on or before the 29<sup>th</sup> day to fill the vacancy. The deadline for submitting applications will be 5 p.m. of the day before the meeting. The application must be submitted to the Montgomery County Democratic Headquarters. The application should consist of a resume and a cover letter.

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<sup>1</sup> The current language for § 3 was adopted November 13, 2007. The original language read:

If there is a chartered Democratic organization(s) for the legislative district with the vacancy, the Secretary will contact the president of that organization(s) and request that the organization(s) provide recommendations on filling the vacancy. The Central Committee will give due consideration to any such recommendation, though the Central Committee will make the final decision in filling legislative vacancies.

#### **Section 4A. Exceptions to schedule.<sup>1</sup>**

Notwithstanding § 4 of this policy:

- a) If the six officers of the Central Committee unanimously agree that it would be in the public interest to fill the vacancy at a later date and/or in a larger meeting space, they may specify a new meeting time or place, provided that:
  - i. No less than seven calendar days before the meeting, notice of the time and place of the meeting is provided to the candidates and is announced as provided for in § 2 of this Policy; and
  - ii. The meeting is scheduled to take place no more than 29 days after the seat became vacant.
- b) If no date has been set pursuant to § 4A(a) of this policy and the next regular meeting of the Central Committee is either
  - i. Less than seven calendar days after the vacancy after the seat became vacant, or
  - ii. Scheduled to take place outside of Montgomery County

The Central Committee shall set the date and place for a special meeting to fill the vacancy, provided that:

- i. No less than seven calendar days before the meeting, notice of the time and place of the meeting is provided to the candidates and is announced as provided for in § 2 of this Policy; and
- ii. The meeting is scheduled to take place no more than 29 days after the seat became vacant.

#### **Section 5. Manner of filling vacancies.**

At the meeting to fill the vacancy,

- a) Each of the candidates will be invited to address the Central Committee, in public session, for five minutes each, in alphabetical order.
- b) After all the candidates have had the opportunity to speak, the members of the Central Committee will have the opportunity, in open session, to question the candidates collectively;
- c) Once the questioning has been completed, the Central Committee may publicly discuss the candidates and/or retire into executive session to discuss the candidates (as a personnel matter) – no votes may be taken during executive session, except to end the executive session;
- d) Voting will be conducted by a written ballot including the name of the voting member and will be disclosed after all the ballots have been received;<sup>2</sup>

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<sup>1</sup> Section 4A was adopted April 14, 2009.

<sup>2</sup> The current language was adopted November 13, 2007. As originally adopted, § 5(d) read “voting will be conducted in public session by secret ballot”. The secret ballot provision was the subject of an October 16, 2007 letter to Del. Saqib Ali from Assistant Attorney General Sandra Benson Brantley, which held that “there is no basis under law to challenge the use of a secret ballot by the Montgomery County Democratic Central Committee to elect persons whose names were forwarded to the Governor to fill vacancies in the Maryland General assembly.” The letter went on to state:

When the Montgomery County Democratic Central Committee met and voted [on August 14 and September 11, 2007] for persons to fill vacancies, it used a secret ballot. That is, a roll was called to determine which committee members were present, but the individual votes that each member cast was not disclosed publicly. ... Despite that the by-laws of the party’s State Central Committee arguable require an open roll call vote, the County’s by-laws clearly give notice that the “voting will be conducted in public session by secret ballot.” ...[N]othing in State or federal law prohibits a central committee from using a secret ballot. Whether the Montgomery County Central Committee must use an open roll call for future nomination votes is a matter for the Maryland Democratic Party to decide.

- e) All proxy ballots must be provided to the Secretary before the start of balloting;
- f) The Secretary will collect the ballots in the ballot box;
- g) The Secretary and Assistant Secretary will count the ballots;
- h) Each candidate may designate one person to observe the counting of the ballots;
- i) An absolute majority of the ballots cast is needed to win the seat;
- j) If no candidate receives an absolute majority of the ballots cast, another ballot will be held after eliminating any candidate who received no votes and the remaining candidate who received the fewest votes; this process shall continue until a candidate receives an absolute majority of the ballots cast.
- k) If, after eliminating the candidate(s) who received no votes and elimination the candidate(s) who received the fewest votes, there are four or fewer candidates remaining, then the Central Committee may discuss the candidates (or ask further questions of the candidates) for at least five minutes;
- l) Notwithstanding subsections (i) and (j) of this section, if at the end of a ballot no candidate received an absolute majority of the ballots cast and (on that ballot) a tie occurs among the remaining candidates with the fewest votes where removal of all the tied candidates would result in only one candidate (or no candidates) remaining (e.g., if one candidate receives 9 votes and the two remaining candidates receive 7 votes each), then no candidate will be eliminated as a result of that ballot and one final ballot will be held using a weighted preferential voting system. The weighted preferential voting system will work as follows:
  - 1) The Secretary will call the roll as provided in subsections (f) and (g) of this section.
  - 2) When each Central Committee member's name is called, that member will rank all the remaining candidates in order of preference.
  - 3) The candidate that is the member's first preference will receive a number of votes equal to the number of candidates remaining. The candidate that is the member's second choice will receive a number of votes equal to the number of candidates remaining minus one; and so on. If for instance, there were three candidates remaining, and a Central Committee member chose Abercrombie as their first choice, Baker as their second, and Carter as their third; Then Abercrombie would get 3 votes, Baker 2, and Carter 1.
  - 4) Whichever candidate receives the most votes on this ballot will win the seat (if there is a tie for first place then there will be another ballot between just the candidates tied for first place).<sup>1</sup>

## **§ 5A. Gubernatorial Election Year Vacancies.<sup>2</sup>**

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The letter further cites a November 23, 1993 letter to Speaker Clayton Mitchell, Jr., from Assistant Attorney General Robert A. Zarnoch, "advising that because no State law prevented local Central Committees from voting using a secret ballot to fill vacancies in the General assembly, 'while the party rules establish a roll call vote requirement ... it remains unclear to what extent a court could or would enforce such an obligation'".

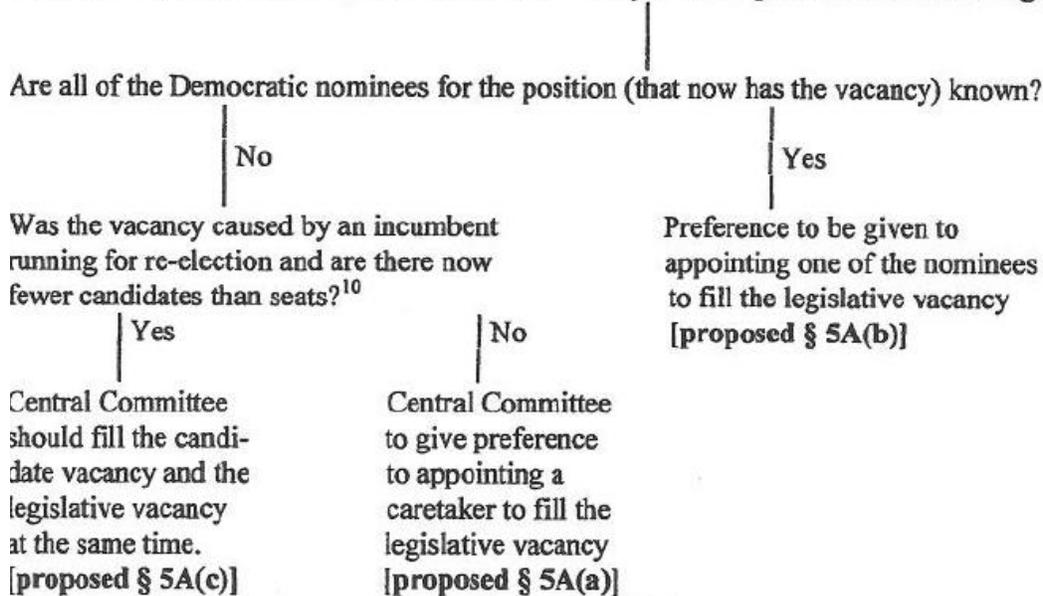
<sup>1</sup> Section 5(k) and (l) were added November 13, 2007.

<sup>2</sup> Section 5A was adopted April 13, 2010. The report of the Rules Committee recommending adoption of the section contained the following simplified flowchart explaining the application of § 5A (original footnotes omitted:

This section deals with special situations caused by vacancies occurring in the last year of a legislative term.

- a) If the meeting called for in §§ 4 or 4A of this Policy is to take place between
  - i. The last day of the regular session of the legislature in a gubernatorial election year; and
  - ii. The day of the gubernatorial primary election, then the Central Committee will give preference to selecting a person who has publicly agree not to run as a candidate for any public office<sup>1</sup> in the upcoming primary election.
- b) If
  - i. The vacancy takes place after the deadline for filing as a candidate for a seat in the Legislature; and
  - ii. The legislator who caused the vacancy was at the time a candidate for re-election; and

**A vacancy occurs in the Legislature during a gubernatorial election year and the meeting of the Central Committee to fill the vacancy occurs after the last day of the regular session of the Legislature.**



- iii. Section 4(c) of the Policy on Filling Candidate Vacancies for Positions Elected Entirely Within Montgomery County<sup>2</sup> provides an earlier day than §§ 4 and 4A of the Policy on Legislative Vacancies; then

<sup>1</sup> The Maryland Court of Appeals, in *Usilton v. Bramble*, 117 Md. 10, 82 A. 661 (1911) held that seats on a party central committee are not “public offices”.

<sup>2</sup> Section 4(c) of the Policy on Filling Candidate Vacancies for Positions Elected Entirely Within Montgomery County states that:

- (c) If the Democratic nominee for an office specified in § 2 of this Policy
  - Dies,
  - Declines the nomination, or
  - Is disqualified,

The Central Committee shall meet to designate the democratic nominee, no later than the later of

- 1) Forty-one days before the General Election; or
- 2) The fourth day after the death, declination, or disqualification of the nominee.

the meeting to fill the legislative vacancy will be held on the date specified in section 4(c) of the Policy on Filling candidate vacancies for Positions Elected Entirely Within Montgomery County.

**Section 6. Notification of the Governor.**

The Central Committee will designate one person to notify the Governor of its decision. The Governor must be notified no later than thirty days after the seat became vacant.

**Section 7. Superseded provisions.**

This policy supersedes the Procedures for Filling Vacancies in the State Legislature or the Central Committee, adopted by the Central Committee on June 30, 1976 (as it applies to Legislative vacancies)<sup>1</sup>.

Policy on Legislative Vacancies,  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001;  
amended by the Montgomery County Democratic Central Committee, November 13, 2007;  
amended by the Montgomery County Democratic Central Committee, April 14, 2009; and  
amended by the Montgomery County Democratic Central Committee, April, 2010

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<sup>1</sup> The legislative vacancies provisions of the Procedures for Filling Vacancies in the State Legislature or the Central Committee provided:

PROCEDURES FOR FILLING VACANCIES IN THE STATE LEGISLATURE ... by the Democratic Central Committee of Montgomery County

- 1) Send out notice of vacancy stating qualifications of office and invite applicants to submit resume(s) not longer than two letter-size pages to the Central Committee by a specified deadline (allow three weeks minimum). The notice is sent to the "Active Democrats" mailing list (and civic organizations in the case of state legislature vacancies). News release with the above information is sent to D.C. and County newspapers.
- 2) Schedule a date for interviews by the Central Committee after the filing deadline (this date to also be published in the initial notice). This meeting shall be open to the public, except those waiting to be interviewed, and subject to such rules and procedures as the Committee may adopt prior to the meeting. Any correspondence to the Central Committee concerning the candidates shall be open for public inspection during working hours.
- 3) The interviews shall be limited to those submitting applications prior to the deadline. After the interviews, the Central Committee shall meet in Executive Session to discuss the qualifications of the candidates.
- 4) The vote to fill the vacancy shall be by a majority of those votes cast in open session by roll call vote on the same day as the interviews, unless deferred by majority vote. In the event after two ballots, no one candidate has the majority, the candidate with the least number of votes shall be dropped from the balloting. This process shall continue until a candidate receives a majority.

## **Open Meetings Compliance Board**

### ***B. Public Officials at a Political Party Meeting – The Ajamian Case***

In *Ajamian v. Montgomery County*, 99 Md. App. 665, *cert. denied*, 334 Md. 63 (1994), a legislative issue — whether to accept a redistricting plan proposed by a non-partisan commission or whether to amend the plan — was before the Montgomery County Council. At County Council meetings, various members had announced their intentions to amend the plan, and bills to do so were before the County Council.

In midst of this legislative process, a quorum of the County Council, all of whom were Democratic members, attended a meeting called by the County Democratic Central Committee. Discussion at the meeting covered both party issues and redistricting. The Council President “was asked to brief those at the meeting on the various councilmanic redistricting plans before the County Council. When this briefing was ended, there was discussion of how the plans met the objectives of the [Central Committee] ... . Apart from [this] introductory briefing ... , there was no evidence that any member of the Council joined in this discussion.” 99 Md. App. at 71. The Central Committee then voted to support the redistricting plan that had been proposed by the Commission.

When the plan ultimately adopted was later challenged, one ground for the challenge was an alleged violation of the Open Meetings Act through the participation of the Democratic members of the County Council (a quorum) in this closed meeting of the Central Committee. Both the trial court and the Court of Special Appeals rejected this challenge. The appellate court noted “unrebutted testimony that the decision to vote on this issue was made spontaneously during the meeting and that the meeting had not been called for the purpose of informing Council members of the [Central Committee’s] views on redistricting or for the purpose of taking any vote on a redistricting plan. There was no evidence that any Council member participated in the vote on the redistricting proposal.” 99 Md. App. at 672. In addition, the appellate court cited the conclusion of the trial court judge as follows: “There was no deliberation among the County Council members. There is no evidence that any County Council members spoke to any other County Council member. There is no evidence that any County Council member took a position that would have been known by anyone there, much less one of the other County Council members. I find that this was not a subterfuge. That this was not a meeting to deliberate and decide.” 99 Md. App. at 676-677. Consequently, the courts held that the presence of the County Council members at the Central Committee meeting amounted to a “chance encounter, social gathering or other occasion that is not intended to circumvent [the Act]” and to which the Act “does not apply.” §10-503(a)(2).

### ***C. Applying Ajamian to this Complaint***

#### **1. Discussion of appointments**

In our opinion, the reasoning of *Ajamian* applies to the portion of the meeting that involved the Central Committee’s question about the selection of more Republicans to appointed positions. This issue of patronage, and the Commissioners’ response about it, appear to us to be the kind of

political expression of views in an explicitly partisan setting that *Ajamian* held to be beyond the scope of the Open Meetings Act. In addition, the discussion concerned appointments made by the Board of County Commissioners itself. The making of an appointment is an executive function excluded from the scope of the Act. Compliance Board Opinion 97-14 (August 22, 1997) reprinted in *1 Official Opinions of the Maryland Open Meetings Compliance Board* 252; Opinion 95-5 (October 18, 1995), reprinted in *1 Official Opinions of the Open Meetings Compliance Board* 123. Hence, even if the four Commissioners are viewed as having “convened” for the consideration of this topic, the discussion was not a violation of the Act.

## **2. Discussion of ordinance amendment**

The second topic, possible amendment of an ordinance on vacancies in the office of County Commissioner, is unquestionably a legislative function. Moreover, if the Board of County Commissioners engages in a legislative process, the whole of the process, from beginning to end, is subject to the Act. *City of New Carrollton v. Rogers*, 287 Md. 56, 72 (1980).<sup>1</sup>

We are concerned that this situation may have differed from the salient facts in *Ajamian*. For one thing, in *Ajamian* the redistricting issue was brought up by the central committee, not the County Council President. Here, by contrast, Commissioner Cassell apparently raised the matter himself. This action by the Board’s presiding officer opened the door to a discussion involving the Commissioners.

Whether, in the setting of this political gathering, the Commissioners actively participated may be a determinative fact. *Ajamian* suggests that the Act did not become applicable merely because members of the Central Committee might have responded to Commissioner Cassell’s invitation to present their views about the background to the ordinance. This is not significantly different from the expression of views by the Montgomery County Central Committee, in the presence of a quorum of County Council members, about the redistricting question.

In *Ajamian*, the facts were that, apart from the briefing, no member of the County Council participated in the discussion or vote about the redistricting issue. The Council members were simply interested observers as the Central Committee members expressed their views. With respect to the March 12 meeting of the Republican Central Committee for Queen Anne’s County, we have no information about the participation of Commissioners other than Commissioner Cassell. If the other Commissioners did not participate, as in *Ajamian*, then the Act did not apply. If, however, other Commissioners did participate, then the situation was outside the reasoning of *Ajamian* and would have been a meeting subject to the Act and violative of it, because of the failure to comply with the Act’s various obligations. On this point, we lack sufficient information to render an opinion.<sup>2</sup>

## **3. Discussion of tax matters**

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<sup>1</sup>We here assume, as the response of the Commissioners implied, that the Board of County Commissioners has authority to amend this public local law.

<sup>2</sup>The Act recognizes situations in which the Compliance Board will be unable to resolve an aspect of the complaint. §10-502.5(f)(2).

Finally, as to the third topic, we see no indication that the Commissioners convened a meeting to discuss tax revenues or a tax increase. If the recollection of the Commissioners is correct, a few passing comments about property tax assessments while people were leaving does not amount to the potential for interaction among the members of the public body implied by the term “convened.” Indeed, because the Commissioners have no authority over the tax assessment process, which is a State function, it is all the less likely that they convened as a public body to discuss it in this setting.

### III

#### Conclusion

In summary, the Open Meetings Compliance Board finds that the four County Commissioners for Queen Anne’s County, who met with the Republican State Central Committee for Queen Anne’s County on March 12, 2003, did not violate the Open Meetings Act in connection with a discussion of two of the three topics identified in the complaint. The Compliance Board is unable to state an opinion whether a discussion related to a potential amendment of the law governing vacancies in the office of Commissioner violated the Act.

#### OPEN MEETINGS COMPLIANCE BOARD

*Walter Sondheim, Jr.*  
*Courtney McKeldin*  
*Tyler G. Webb*

<http://www.oag.state.md.us/Opinions/Open2003/om03-6.pdf>

## **Liaison I, Liaison II, and District Meetings**

Liaison II consists of the members (voting and non-voting) of the Montgomery County Democratic Central Committee and all the following officials who are Democrats: (1) members of the U.S. House of Representatives whose districts include part of Montgomery County, (2) members of the Maryland General Assembly whose districts include part of Montgomery County, (3) the County Executive of Montgomery County, (4) the members of the Montgomery County Council, (5) the Clerk of the Court of Montgomery County, (6) Register of Wills of Montgomery County, (7) the Sheriff of Montgomery County, and (8) the State's attorney of Montgomery County.

Adopted by the Montgomery County Democratic Central Committee, February 9, 1999

### **§ 1. Purpose.**

The purpose of this policy is to provide for on-going meetings between the members of the Central Committee and the Democratic elected public officials of Montgomery County – and thereby promote communication, coordination, and harmony within the party.

### **§ 2. Liaison I.<sup>1</sup>**

The Chair of the Central Committee will organize and convene at least one meeting of Liaison I every calendar year.

### **§ 3. Liaison II.**

The Chair of the Central Committee will organize and convene at least one meeting of Liaison II every calendar year. For purposes of Article XII of the By-Laws of the Central Committee, meetings of Liaison II (after September 12, 2006) will be treated as if they were meetings of the Central Committee.

### **§ 4. District meetings.**

The members of the Central Committee from each legislative district will designate one of their members to arrange quarterly meetings between the central Committee members from that district and the state legislators from that district.

Policy on Liaison I, Liaison II, and District Meetings,

Adopted by the Montgomery County Democratic Central Committee, February 9, 1999

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<sup>1</sup> Though the composition of the Liaison I is not set out in the By-Laws or Rules of the Montgomery County Democratic Central Committee, Liaison I has traditionally consisted of the following officials when they are Democrats:

- Chair and Vice Chair of the Montgomery County delegation to the Maryland Senate.
- Chair and Vice Chair of the Montgomery County Delegation to the Maryland House of Delegates.
- County Executive of Montgomery County
- President and Vice President of the Montgomery County Council
- Chair and Vice Chair of the Montgomery County Democratic Central Committee.

Liaison I has also sometimes included Montgomery County Democratic members of leadership of the State Legislature (e.g., the Majority Leader and chairs of permanent committees of the Legislature).

## **Lobbyists**

See Maryland State Government Code § 15-713 (14)

Note: §§ 15-701 to 15-715. Lobbying – Repealed by Acts 2014, ch. 94, § 1, effective October 1, 2014.

## Mail Services

There is a one cent per piece charge for piggy-back mailing.

Adopted by the Montgomery County Democratic Central Committee, March 24, 1976<sup>1</sup>

Use of the Central Committee bulk rate mail permit is restricted to the Central Committee, Precinct Organization, individual precincts and Democratic Clubs<sup>2</sup>, with such exceptions as the officers may recommend.<sup>3</sup>

Adopted by the Montgomery County Democratic Central Committee, December 7, 1976<sup>4</sup>

The bulk permit will not be available to use by any primary candidate.

Adopted by the Montgomery County Democratic Central Committee, August 7, 1985

### 8. Benefits of Chartered Organizations

Each organization chartered by the Montgomery County Democratic Central Committee is entitled to the following benefits (at the organization's request). Organizations not chartered by the Central Committee will not be entitled to these benefits.

1. ...
2. ...
3. May use the Central Committee's bulk rate postage permit, provided that the organization pays the Central Committee all postage costs in advance of using the permit.

Adopted by the Montgomery County Democratic Central Committee, August 7, 1998<sup>5</sup>

[At] the June 7 [, 2003] Precinct Organization meeting ... the Precinct Organization [approved] ... using electronic mail to transmit Party documents.

Minutes of the Montgomery County Democratic Central Committee, June 10, 2003

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<sup>1</sup> This policy was superseded with respect to piggy-back mailings with *The Montgomery Democrat* by the Newsletter Advertising Policy adopted by the Montgomery County Democratic Central Committee, May 13, 1997.

<sup>2</sup> With respect to Democratic Clubs, this policy was superseded by the policy on Chartering Democratic Clubs and Caucuses, § 8(3), adopted by the Montgomery County Democratic Central Committee, April 7, 1998.

<sup>3</sup> The Montgomery County Democratic Central Committee minutes of December 7, 1976 indicate that the previous practice was to also permit "primary candidates and individuals" to use the bulk rate permit. The policy adopted on December 7 was intended to eliminate this practice.

<sup>4</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee, March 15, 1972, which provided that "the Democratic Central Committee [will] permit use of the bulk rate mailing permit by any officially established Democratic committee, club or precinct subject to proper control by the office manager to make sure that it will not create any financial obligation to the Central Committee."

<sup>5</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on October 6, 1971, and December 12, 1975. The October 6, 1971 Guidelines for Continuing Assistance to Democratic Clubs, provided in part that "One flyer will be allowed to piggy-back major Central Committee mailings when feasible. This one flyer may include many different notices." The December 17, 1975 policy provided that the Central Committee "will continue to piggy-back flyers for club functions, but all clubs must be responsible for mailing, postage, etc., of newsletters."

## Meetings of the Central Committee<sup>1</sup>

(see also: Attendance at Central Committee Meetings,  
Open Meetings Compliance Board Opinion 03-6)

- When a vote count is taken, the minutes should reflect the count.
- When the Central Committee meets as a Campaign Committee, it will have closed meetings.
- The Campaign Committee minutes should not appear with Central Committee minutes.
- It is the General Policy of the Democratic Central Committee of Montgomery County that all meetings are open to the public.
- The agenda [of Central Committee meetings] should be sent to members of the press and other organizations before all meetings, upon request.

Adopted by the Montgomery County Democratic Central Committee, October 7, 1970

### Guidelines for Meetings of the Democratic Central Committee

#### I. Regular Meetings.

- A. Shall be announced in advance, with notice to the public, to be held at party headquarters or other public place, with advance Agendas. All discussions and votes in open unless motion is made to move into executive session and is passed by a majority.

#### II. Executive Meetings.

- A. Shall be announced in advance to all committee members, in writing (by letter, telegram or mailgram), and to public and party members where time permits. Existence of a meeting and location shall be a matter of public record and the fact that an executive meeting was held shall appear in minutes of next regular meeting.
- B. Committee members shall be notified in advance of general subjects and topics that will be discussed with as much specificity as is possible.
- C. Such meetings shall only be called for the purpose of discussing matters appropriate to executive sessions, including appointments & personnel. The Chairman may make the initial decision that a matter is appropriate for executive session, but any member who feels that a matter is appropriate for an open session may object and at least require that a vote be taken.
- D. A summary of actions taken at executive session shall be provided by the Secretary or Assistant Secretary to each Committee member. Such summary shall be kept confidential by the Committee member and shall be available only to committee members.
- E. Executive Sessions shall be used sparingly and with discretion, with the presumption being that all meetings shall be open and party business is to be conducted in open meetings, with executive meetings being used only where compelling reasons exist.

#### III. Informal Gatherings

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<sup>1</sup> See also article 2, § 11(c) to (e) of the By-Laws of the Democratic Party of the United States; article IX(4) of the By-Laws of the Maryland Democratic Party; and articles III (§4), IV (§2), V, VII, and XII (§2) of the By-Laws of the Montgomery County Democratic Central Committee.

The Central Committee may call informal gatherings to discuss general philosophy of the party among themselves and with elected officials. However, no votes, formal or informal shall be taken nor any discussion held of matters traditionally conducted at official party meetings.

Adopted by the Montgomery County Democratic Central Committee, May 6, 1975

In the interest of maintaining public confidence, all future meetings of the Montgomery County Democratic Central Committee [are to] be held in public places, with a published agenda, with reasonable advance notice.

Adopted by the Montgomery County Democratic Central Committee, May 28, 1975

Tapes of Central Committee meetings are not to be made available to anyone. Tapes of Central Committee meetings are to be erased 24 hours after the minutes of that meeting are approved.

Adopted by the Montgomery County Democratic Central Committee, July 21, 1976

Notice of all special meetings is to be sent by letter to each Central Committee member one week before the meeting.<sup>1</sup>

Adopted by the Montgomery County Democratic Central Committee, August 25, 1976

A period of ½ hour as early in the meetings as feasible will be set aside at each regular Central Committee meeting for the public to address the Committee and add items to the agenda for further consideration.

Adopted by the Montgomery County Democratic Central Committee, December 7, 1976

A brief summary of each month's Central Committee meeting will be placed in News and Notes<sup>2</sup> to provide more timely information of important items to a greater number of people.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

Full copies of the approved [Central Committee] minutes will be made available to all interested Democrats at party headquarters and these will be handed out at precinct official meetings.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

No smoking [is] ... allowed during MCDCC meetings.

Adopted by the Montgomery County Democratic Central Committee, September 26, 1990

“[A]ll voting and non-voting members of the Central Committee are entitled to participate in the Committee's executive sessions and ... all discussions in executive session are to be treated as confidential by the members of the Committee.”

Minutes of the Montgomery County Democratic Central Committee, February 17, 1998<sup>3</sup>

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<sup>1</sup> See also, article VII, § 3, of the By-Laws of the Montgomery County Democratic Central Committee.

<sup>2</sup> Now *The Montgomery Democrat*.

<sup>3</sup> Robert's Rules of Order, Newly Revised (10<sup>th</sup> edition, page 17) provide that “In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were by a rule of order ... if there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by majority vote, agrees to do otherwise.”

4. An Open Party ...  
B. ...

- 1) All public meetings at all levels of the Democratic Party in each state should be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status or physical disability (hereinafter collectively referred to as “status”).
- 2) ...
- 3) The time and place for all public meetings of the Democratic Party on all levels should be publicized fully and in such manner as to insure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.

Adopted by the Democratic National Committee, May 9, 1998

The Central Committee will meet on the second Tuesday of every month at 7:30 p.m., at County Democratic Headquarters.<sup>1</sup>

Adopted by the Montgomery County Democratic Central Committee, September 23, 1998<sup>2</sup>

The Assistant Secretary shall: ...

4. after their approval, file a copy of the minutes of the Montgomery County Democratic Central Committee with the Maryland State Democratic Central Committee, as required by article IX, § 4 of the Maryland Democratic Party by-Laws;

Duties of the Assistant Secretary, § 4,

adopted by the Montgomery County Democratic Central Committee, April 13, 1999

When setting the agenda for Central Committee meetings, the reports of the Student Volunteer Mobilization Committee and the Student Club Organizing Committee should be early in the meeting.

Policy on Student Membership on the Central Committee, § 2,

adopted by the Montgomery County Democratic Central Committee, July 13, 1999

#### **§ 4-202. Composition of local central committees of principal political parties – Generally.**

(a) Election of members of county central committee.

(1) A principal political party shall elect the members of the county central committee at a primary election.

(2) Except as otherwise provided in this section or § 4-203 of this subtitle, the central committee

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<sup>1</sup> On January 9, 1996, and March 9, 1999, the Chair of the Central Committee canceled that night’s Central Committee meeting due to inclement weather. On September 11, 2001 the Chair of the Central Committee cancelled that night’s Central Committee meeting due to the terrorist attacks on the World trade Center. In each instance, Montgomery County Public Schools had cancelled all public school activities for the rest of the day and the Chair consulted with the senior officers (i.e., the Vice Chair, Secretary, and Treasurer).

<sup>2</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on March 15, 1972, and April 27, 1977. The policy of March 15, 1972 provided that” the Central Committee [will] meet once every calendar quarter in a public place in a different geographical region of the county in an effort to encourage attendance at its meetings.” The policy of April 27, 1977, provided that Central Committee meet once per month.

for a county shall consist of the number of members determined by the party's constitution.

(b) Selection of chairman.

(1) Except as provided in paragraph (2) of this subsection, the party central committee for each county shall select the chairman of that county's party central committee.

(2) In Baltimore County, the Chairman of the Republican Party Central Committee shall be elected by the members of the central committee from among its members and in accordance with its bylaws.

(c) Residency of members.

(1) An individual elected to serve as a member of a party central committee shall be a resident of the county in which that central committee is located.

(2) (i) An individual elected from a county who ceases to reside in that county shall be considered to have resigned and may not continue to serve on the central committee.

(ii) An individual elected from a specific legislative district who ceases to reside in that district shall be considered to have resigned and may not continue to serve on the central committee.

(d) Residency of member selected to fill vacancy.

(1) (i) An individual selected to fill a vacancy in a party central committee shall be a resident of the county in which that central committee is located.

(ii) An individual selected to fill a vacancy of a member elected from a specific legislative district in a party central committee shall be a resident of that legislative district.

(2) Upon relinquishing residency in the county or legislative district in which a member of a party central committee was selected to fill a vacancy, the member shall be considered to have resigned.

(e) Filling of vacancies.

(1) Except as provided in paragraph (2) of this subsection, a vacancy in the party central committee for a county, or for a legislative district of Baltimore City, Anne Arundel County, or Baltimore County, shall be filled by the remaining members of the committee elected from that county or legislative district.

(2) If a political party does not have county central committees or central committees for legislative districts, vacancies shall be filled in accordance with party rules.

(f) Tenure of members.

(1) Except as provided in paragraph (2) of this subsection, the tenure in office of a member of the central committee of any political party shall:

(i) begin at the time the results of that election are certified; and

(ii) continue to the extent of any extension in time between primary elections by reason of any change in the date of holding primary elections by a political party in the State.

(2) The tenure in office of a member of the Republican Party Central Committee shall begin on the 14<sup>th</sup> day following the gubernatorial general election.

(3) For purposes of this subsection, upon relinquishing residency in the county, a member of a party central committee shall be considered to have resigned.

Md. Election Law Code Ann. § 4-202 [2014]

#### **§ 4-203. Composition of central committees – Local provisions.**

(f) Montgomery County. --

(1) In Montgomery County, for the Democratic Party Central Committee:

(i) two members are elected from each of the legislative districts that lie wholly within Montgomery County;

(ii) one member is elected from the Montgomery County part of each legislative district that is partially within Montgomery County; and

(iii) members shall be elected at large equal to the number of legislative districts that lie wholly within Montgomery County, except that not more than two members at large may reside in the same legislative district.

(2) Any vacancy in a seat on the Democratic Party Central Committee held initially by a member elected from a legislative district shall be filled by a person residing in that district.

(3) Any reference to the Democratic Party Central Committee for Montgomery County or any portion of it means the entire membership of the Montgomery County Democratic Party Central Committee, and in no event do the members of the Central Committee elected from a district comprise a separate central committee.

Md. Election Law Code Ann. § 4-203 [2014]

## **Municipal Elections**

The Democratic Central Committee reaffirms its neutrality and non-participation in all non-partisan municipal elections. We disapprove of any effort to involve the Democratic Party in such non-partisan races ... [including] listing a notice of a candidate's fundraiser in our ... newsletter. The Democratic Party does not endorse any candidate in municipal elections.

Adopted by the Montgomery County Democratic Central Committee, October 23, 1985

In municipal non-partisan elections, no assistance should be extended [by the Party].

Adopted by the Montgomery County Democratic Central Committee, April 21, 1993

## Newsletter

(see also Payments; and Publications of the Party)

### 1. Content<sup>1</sup>

A brief summary of each month's Central Committee meeting will be placed in News and Notes<sup>2</sup> to provide more timely information of important items to a greater number of people.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

Judicial county-wide forums (i.e., non-fundraising events) may be placed in News and Notes<sup>3</sup> upon request.

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982<sup>4</sup>

The Democratic Central Committee reaffirms its neutrality and non-participation in all non-partisan municipal elections. We disapprove of any effort to involve the Democratic Party in such non-partisan races ... [including] listing a notice of a candidate's fundraiser in our ... newsletter.

Adopted by the Montgomery County Democratic Central Committee, October 23, 1985

1. The deadline for all articles to be submitted to the Newsletter Committee for consideration to be published will be the Thursday following the regular meeting of the Central Committee.<sup>5</sup> This must become a firm deadline in the future. Consideration will be given each month to include space for the following: club news, MCDCC events and information, calendar events, and opinion pieces.

2. The Committee members will review in whatever manor possible all the articles submitted to the Newsletter Committee. Committee members may request the articles to be faxed, e-mailed, (when possible), mailed, or reviewed in person at MCDCC. This is to be done by the 14<sup>th</sup> of each month. Should any member of the Committee express concern about the text/content of any submitted article, they will contact the Committee Chair as soon as possible. The Chair will then attempt to work out a solution to the expressed concern with the individual who has written the article. Any Committee member may request the full Committee to meet to review an issue. The Chair will make the effort for the Committee to meet as soon as possible.

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<sup>1</sup> The Procedure for Adopting Policy Resolutions on Public Issues adopted by the Montgomery County Democratic Central Committee, February 20, 1991 provided (in § 7) that "Whenever possible, similar information [i.e., the name of the resolution's sponsor(s), the date when it will be considered by the Central Committee, and other objective information about the resolution] shall be included in the next issue of News and Notes in order to solicit comments from interested Democratic precinct officials and other activists." The Procedure (in § 10) also provided that "If the proposed resolution is adopted, the ... adoption of the resolution shall be reported in the next edition of News and Notes." The February 20, 1991, Procedure was superseded by the Central Committee's policy on legislative issues adopted March 11, 1997, which eliminated all references to the newsletter.

<sup>2</sup> Now *The Montgomery Democrat*.

<sup>3</sup> Now *The Montgomery Democrat*.

<sup>4</sup> As originally adopted, this also covered School Board forums. That provision, however, was superseded by the policy adopted by the Central Committee, September 16, 1987, which provided that the official newsletter was not to be available for use in School Board campaigns.

<sup>5</sup> Revised by the Montgomery County Democratic Central Committee, September 13, 2007. Originally language provided that "the 12<sup>th</sup> of each month".

3. The Newsletter Committee will determine the number of pages, editing of articles, and consideration of all articles submitted to the newsletter. Efforts will be made to work with all individuals who submit articles to the Committee to insure they are printed—subject to these guidelines:

THE MONTGOMERY DEMOCRAT, the official publication of the Montgomery County Democratic Central Committee, is published for all Montgomery County Democratic precinct officials, elected officials and other interested Democrats. The editorial policy of THE MONTGOMERY DEMOCRAT is to promote the interests of the Democratic Party. Consistent with this policy, the Editorial Group considers for publication:

- i. Articles and features on legislative, political and public policy issues of concern to Democrats in Montgomery County;
- ii. News items of interest to Montgomery County Democrats; and
- iii. Notices and flyers announcing activities, special events, fundraisers, and campaign events that are sponsored by groups chartered by the Montgomery County Democratic Central Committee, precinct officials, area coordinators, filed candidates for county, state or national public or party office, elected Democratic officials, and the Montgomery County Democratic central Committee.

4. The Central Committee may change the deadlines and retains final authority over the newsletter.

Adopted by the Montgomery County Democratic Central Committee, January 16, 1997<sup>1</sup>

Each organization chartered by the Montgomery County Democratic Central Committee is entitled to the following benefits (at the organization’s request). Organizations not chartered by the Central Committee will not be entitled to these benefits.

1. ...
2. ...
3. ...
4. Club events may be included at no charge in the schedule of events in the *Montgomery County Democratic Party e-Newsletter*.
- 5.
6. ...
7. ...
8. ...
9. ...

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

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<sup>1</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee on September 7, 1977, that “The Council, delegation, and Court House are allowed to fill the Elected Officials columns in NEWS AND NOTES [now *The Montgomery Democrat*] as they see fit.

... the April and May issues of The Montgomery Democrat will include an announcement encouraging students to apply for the student seats [on the Central Committee].

Policy on Student Membership on the Central Committee, § 3, adopted by the Montgomery County Democratic Central Committee, July 13, 1999, and amended by the Montgomery County Democratic Central Committee, March 11, 2003<sup>1</sup>

### Section 1. Bereavements

a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current

- Precinct Chair
- Precinct Vice Chair
- Area Coordinator
- Member of the Central Committee (voting or non-voting)
- Elected Democratic official representing at least part of Montgomery County
- Trustee
- Committee Chair or Vice Chair appointed by the Chair of the Central Committee
- Employee hired by the Central Committee
- Legal counsel of the County democratic Party
- Editor of the County Democratic Party's Web site
- Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
- President of any Democratic organization chartered by the Central Committee
- Democratic member of the Montgomery County Board of elections; or
- Member of Plowman/Fisherman or the Democratic Forum;

Or any former long-term member of the Precinct Organization;

- i. ...
- ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site, and
- iii. ...

b) In the event that (after the Secretary has compiled a list of the winners of

the following awards<sup>2</sup>) the Montgomery County Democratic Headquarters learns of the death of any current or former winner of the

- Jack Dean-Helen Peacock Precinct official Award (or the Jack Dean Precinct Official Award)
- Rita Morgan-Bruce Jerney Community Service Award

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<sup>1</sup> The amendment of March 11, 2003, replaced "May and June" with "April and May".

<sup>2</sup> The November 9, 1999 minutes of the Montgomery County Democratic central Committee state that the Secretary presented the list required by this section at that meeting of the Central Committee.

- Democrat of the Year Award
- Rosalie Reilly Lifetime Service Award
- Kelsey Cooke Volunteer of the Year Award (or Volunteer of the Year Award)
- Lucille Maurer Award for Continuing Service by a Former Elected Official
- Reginald Zalles Award (Most Improved Precinct in Dollar Drive)
- Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
- Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)

i. ...

ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site, and

iii. ...

c) In the event that the Montgomery County Democratic Headquarters learns of the death of a:

- Parent
- Grandparent
- Sibling
- Spouse (or significant other)
- In-law
- Child, or
- Grandchild

Of any of the persons listed in section 1(a) or (b):

i. ...

ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.

d) In the event that the Montgomery County Democratic Headquarters learns of the serious illness of the persons listed in section 1(a), (b), or (c):

i. ...

ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 2. Congratulations**

a) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a), (b), or (c) has given birth, gotten married, or received a

degree, notices will be published in *The Montgomery Democrat* and on the Party's Web site.

- b) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a) or (b) has received a significant award, notices will be published in *The Montgomery Democrat* and on the Party's Web site.

### **Section 3. Retirements**

In the event that any person listed in section 1(a) retires from their political office:

- i. ...
- ii. Notices will be published in *The Montgomery Democrat* and on the Party's Web site.

### **Section 6. Sunshine Committee**

The Chair of the Central Committee shall appoint a Sunshine Committee. The Sunshine Committee will (a) monitor local newspapers and other publications to attempt to identify individuals and events that should be recognized under this policy and (b) otherwise assist in the administration of this policy.

Policy on Expressions of Sympathy and Recognitions of Achievements, §§ 1-3 & 6,  
adopted by the Montgomery County Democratic Central Committee, September 14, 1999

### **Effective April 2002**

The following policies will apply with regards to publishing free candidate news articles:

1. Candidate news may not exceed 120 words or one column length (including pictures) whichever is greater.
2. Articles longer than described above will only be accepted as a paid advertisement and must be accompanied with a check for the appropriate size ad.
3. The MCDCC reserves the right to limit such articles from all candidates to 8 per month, on a first come, first serve basis.
4. Once a candidate has had 2 or more articles in *The Montgomery Democrat*, preference will be given to candidates who have not had articles appear.
5. No article will be accepted by the MCDCC for publication after the Friday following the monthly Central Committee meeting (normally the second Tuesday of the month).

As in the past, the Central Committee reserves the right not to publish any article that challenges, attacks, or in the opinion of the Central Committee, is offensive to other Democratic candidates.

Policy adopted by the Newsletter Committee,  
published in *The Montgomery Democrat*, March 2002, pp. 6-7

## **Notification of Prospective Candidates**

In the November and December issues of *The Montgomery Democrat* issued prior to the election of the Executive Board of the Trustees group,<sup>1</sup> a notice will be published soliciting candidates for the positions. Additionally, on the first Friday of November, a copy of the notice will be sent by electronic mail to all members of the Trustees Group that the Central Committee has a current electronic mail address. The notices will indicate the deadline and address for applying for the positions.

Organization of the Montgomery County Democratic Trustees Group, § 3(b),  
adopted by the Montgomery County Democratic Central Committee, December 8, 2003

## **Notice in *The Montgomery Democrat*.**

In the July and August issues of *The Montgomery Democrat* (during Presidential election years) there will be a notice inviting candidates to be Presidential electors from Montgomery County to submit an application.

Policy on Presidential Electors, § 2,  
adopted by the Montgomery County Democratic Central Committee, June 4, 2006

## **2. Advertising Rates and Advertising Policy**

No limit is to be placed on the number of flyers attached to News and Notes<sup>2</sup>.

Adopted by the Montgomery County Democratic Central Committee, June 28, 1978

Non-democratic party groups are not permitted to piggyback<sup>3</sup> in News and Notes<sup>4</sup>.

Adopted by the Montgomery County Democratic Central Committee, September 26, 1979

The Montgomery County Democratic Central Committee welcomes advertisers who wish to communicate with approximately 1,000 well-educated, active Montgomery County Community leaders who subscribe to our newsletter, *The Montgomery Democrat*.

The advertising rates for *The Montgomery Democrat* shall be \$180 for a full page, \$90 for a half page, and \$45 for a quarter page. Ad copy and payment must be submitted by *The Montgomery Democrat* deadline, which is the 12<sup>th</sup> of every month, in order to be included in next month's issue. Flyers will be accepted for mailing with the newsletter, at a cost of \$125, plus a firm requirement that the sponsor of the flyer provide an adequate number of flyers, plus at least two volunteers to assist in mailing the newsletter.

We reserve the right to reject, or edit any ad submitted that in our judgment does not serve the interests of the Montgomery County Democratic Party. Specifically, we will not accept ads from candidates who are not registered Democrats. Also, we will not accept ads that, in our judgment, disparage any Democrat. Also, we will not accept ads which promote by name a candidate for office other than a Democratic candidate, or which promote by name an incumbent elected official other than incumbent Democratic elected official(s). We will accept ads from individual

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<sup>1</sup> Section 3(a) of the Organization of the Montgomery County Democratic Trustees Group provides that elections are to take place annually.

<sup>2</sup> Now *The Montgomery Democrat*.

<sup>3</sup> i.e., include flyers with the mailing.

<sup>4</sup> Now *The Montgomery Democrat*.

candidates in a Democratic primary, but to minimize intra-party disputes, those ads may not mention the name of any candidate other than the candidate or candidates that sponsored the ad. (Advertisements are not prohibited, however, from including a list of candidates who support the candidate(s) featured in the ad.)

We welcome ads from businesses that seek to advertise their services to our readers.

All ads must clearly identify the sponsor of the ad, including the name of the treasurer, if the ad is placed by a candidate. We encourage all ad sponsors to include the phrase “Paid Advertisement”. If this phrase is not included when the ad is submitted, it will be added by the newsletter editor.

Adopted by the Montgomery County Democratic Central Committee, May 13, 1997  
amended by the Montgomery County Democratic Central Committee, August 11, 1998,<sup>1</sup>  
December 14, 1999,<sup>2</sup> September 12, 2000,<sup>3</sup> and December 13, 2005<sup>4</sup>

Effective with the August 1998 issue, the advertising sizes for regular issues of *The Montgomery Democrat* shall be limited to one quarter page, one half page, an one page and all advertisements must be accompanied by payment. The accounts must be current from the sponsor of an advertisement before it will be accepted.

Adopted by the Montgomery County Democratic Central Committee, July 21, 1998

### 3. Distribution and Subscriptions

[members of the Democratic Forum are to receive a] subscription to the monthly Democratic newsletter, *The Montgomery Democrat*, [as part of their Forum dues].

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995

The subscription rate for *The Montgomery Democrat* is \$25 per year.

Adopted by the Montgomery County Democratic Central Committee, December 9, 1997

Subscriptions of resigning precinct officials to *The Montgomery Democrat* are to be extended to the end of the calendar year in which they resign, or until the next election, whichever comes first.

Adopted by the Montgomery County Democratic Central Committee, August 11, 1998

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<sup>1</sup> The August 11, 1998 amendment added “Advertisements are not prohibited, however, from including a list of candidates who support the candidate(s) featured in the ad.”

<sup>2</sup> Prior to the December 14, 1999 amendment, the first sentence of the second paragraph read, “During 1997, advertising rates for *The Montgomery Democrat* are as follows: \$25 for a quarter-page ad; \$50 for a half-page ad; and \$100 for a full-page ad.” And the following paragraph read “Ad rates may increase in 1998.”

<sup>3</sup> The September 12, 2000 amendment added (in the “we reserve the right” [paragraph), “Also, we will not accept ads which promote by name a candidate for office other than a Democratic candidate, or which promote by name an incumbent elected official other than an incumbent Democratic elected official(s).”

<sup>4</sup> Prior to the December 13, 2005 amendment, the first sentence of the second paragraph read, “Effective with the February 2000 edition, the advertising rates for *The Montgomery Democrat* shall be \$120 for a full-page, \$60 for a half-page, and \$30 for a quarter-page ad.”

It has been the longstanding practice of the Central Committee to give all Trustees a free subscription to *The Montgomery Democrat*.<sup>1</sup>

Minutes of the Montgomery County Democratic Central Committee, July 10, 2001

Any member in good standing of a high school Democratic club in Montgomery County [is entitled to] receive a free subscription to *The Montgomery Democrat* while in high school.

Minutes of the Montgomery County Democratic Central Committee, July 10, 2001

Each precinct Official Emeritus shall receive a complimentary subscription to *The Montgomery Democrat*.

Precinct Official Emeritus Policy, § 7,  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003

#### **4. Unpublished Material**

Material submitted to the Newsletter Committee that is not published is not [to] be distributed by Newsletter Committee members beyond the Newsletter Committee.

Adopted by the Montgomery County Democratic Central Committee, December 9, 1997

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<sup>1</sup> *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> edition, page 17) provides that "In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed by a rule of order ... If there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by majority vote, agrees to do otherwise."

**Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator<sup>1, 2</sup>**

(see also: Personnel Procedures)

Staff: The Committee may employ a full-time executive secretary and/or such other staff as the Committee shall deem necessary, and who shall perform such duties as are assigned to him/her/them. No member of the staff of the Committee shall be permitted to participate in any Democratic primary on behalf of any candidate or slate of candidates.

By-Laws of the Montgomery County Democratic Central Committee,  
Article VIII, § 2

The Chairperson, Vice-Chairperson, Asst. Secretary and Comptroller are to be bonded ... [as are] the Treasurer, Asst. Treasurer, Secretary and Office Secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County. Individuals may request an appointment during the regular office hours and under the supervision of the Secretary, Assistant Secretary or other Executive Officer.

Adopted by the Montgomery County Democratic Central Committee, March 23, 1977, and  
Amended by the Montgomery County Democratic Central Committee, December 8, 2020

The following list indicates the services which will be made available by the Montgomery County Democratic Central Committee to all Democratic Primary Election candidates and the conditions which must be met to obtain those services:

1. ...
2. ...
3. ...
4. ...
5. ...
6. Access to public information in the files of the MCDCC shall be available for copying in the office only after it has been obtained through the Office Manager or appropriate Central Committee member.
7. ...

Items not covered by this or other policy will be determined by the Central Committee as a whole or the officers of the Central Committee as time and conditions allow.

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<sup>1</sup> On January 17, 1997 the Central Committee voted to stop funding all previously existing staff positions, effective February 14, 1997. At its February 11, 1997 meeting, the Central Committee approved the hiring of an Office Manager/Database Administrator. That position became vacant in July 1997 and was not subsequently filled. On October 14, 1997, the Central Committee approved hiring an Information Systems Manager and made adjustments to the compensation of that position on December 11, 2001, December 8, 2003, December 14, 2004, and December 13, 2005. On March 14, 2000, the Central Committee approved hiring a Campaign Coordinator and set the compensation and hours.

<sup>2</sup> The Guidelines for Continuing Assistance to Democratic Clubs adopted by the Montgomery County Democratic Central Committee, October 6, 1971, provided in part that "All work [in Party headquarters for Democratic clubs] must be scheduled with the Office Manager at least 3-4 days in advance and will be scheduled at the convenience of the headquarters." The October 6, 1971 Guidelines were superseded by the policy for Chartering Democratic Clubs and Caucuses, adopted by the Central Committee April 7, 1998, which does not refer to the Office Manager.

Adopted by the Montgomery County Democratic Central Committee, August 7, 1985<sup>1</sup>

The Montgomery County Democratic Central Committee (MCDCC) reaffirms its neutrality in all non-partisan elections, including, but not limited to municipal and school board elections.

MCDCC strongly disapproves of any effort to involve the Democratic Party in such non-partisan races.

Democratic Central Committee members, precinct officials and area coordinators are permitted to participate in non-partisan elections; however, they are reminded that they do not represent the Democratic Party when they do so and cannot use their party titles in these elections.

The facilities and property of the Democratic Central Committee are to be used exclusively to further the interest of the Democratic Party and are not available for use in non-partisan elections. This includes, but is not limited to, voter registration lists, Democratic Party publications (*News and Notes*<sup>2,3</sup>, precinct or club newsletters<sup>4</sup>), the Democratic tent at the Montgomery County Fair or any other material kept within the Central Committee office.

The Executive Secretary has the authority and the responsibility to determine the nature of any request to utilize MCDCC facilities and to reject any inappropriate use as described above. The Committee retains final authority in situations in which questions arise.

Adopted by the Montgomery County Democratic Central Committee, September 16, 1987

The Treasurer [is] ... authorized to expand the hours of the Information Systems Manager from three days per week to four days per week, on a week-to-week basis.

Adopted by the Montgomery County Democratic Central Committee, March 14, 2000

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<sup>1</sup> This superseded § 4 of the Policy on Services Available to Democratic Primary Candidates adopted by the Central Committee on January 26, 1977, (which was the same as the current rule except that it used “the office secretary” instead of “the Office Manager”).

<sup>2</sup> Now *The Montgomery Democrat*.

<sup>3</sup> This superseded the policy adopted by the Central Committee May 12, 1982 that “School Board ... county-wide forums (i.e., non-fundraising events) may be placed in News and Notes upon request.”

<sup>4</sup> The applicability of this policy to Democratic club newsletters was superseded by § 2 of the Policy on Chartering Democratic Clubs and Caucuses adopted by the Montgomery County Democratic Central Committee, April 7, 1998.

## Officers of the Central Committee

(see also: Assistant Secretary of the Central Committee, Assistant Treasurer of the Central Committee, Chair of the Central Committee, Secretary of the Central Committee, Treasurer of the Central Committee, Vice-Chair of the Central Committee)

... the party Central Committee for each county shall select the chairman of that county's party central committee.

Maryland Election Code, § 4-202(b)(1)<sup>1</sup> [2002]

The Democratic Party in each state should publicize fully and in such manner as to assume notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party officers and representatives at all levels. Publication of these procedures should be done in such a fashion that all prospective and current members of each state Democratic party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party organization.

Delegate Selection Rules for the 2000 Democratic National Convention, § 4(B)(5)

Section 1. Officers: Officers of the Committee shall be elected from its membership and shall be a Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer elected by a majority of the full membership.

Section 2. Election of Officers: Officers will be elected at the meeting of the Committee to be convened at the party headquarters on (1) the first Tuesday after the Gubernatorial Primary Election following the date of certification of election of all voting members of the Committee and (2) the second Tuesday in December following the Presidential General Election. The officers will assume duty immediately and serve until their successors are elected and qualified. Any officers of the Committee may be relieved of duties by a two-thirds (2/3<sup>rd</sup>) vote of the total memberships of the Committee, taken at a meeting specifically called for such purpose upon not less than ten (10) days' notice.

Section 3. Vacancies: Resignations by Committee members must be given by written notice (including electronic Communications) and will be effective at the beginning of roll call at the next Committee meeting. After learning of any vacancy, the Secretary will promptly notify the members.

By-Laws of the Montgomery County Democratic Central Committee, article IV

[Since the 1996] election ... of the officer positions within the Central Committee ..., the following process was followed:

Any member of the Central Committee may make a nomination. Nominators are permitted (though not required) to say a few words in support of the person they are nominating.

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<sup>1</sup> Section 4-101 of the Maryland Election Code, however, provides that "Except as to a matter of compelling State interest, any provision of this title [i.e., §§ 4-101 to 4-205] relating to party governance conflicts with the constitution and by-laws of a political party, the constitution and by-laws shall apply to the extent of the conflict."

Nominations may be seconded (though they are not required to be seconded). Seconders are also permitted to (though are not required to) say an additional few words in support of the person whose nomination they are seconding.

Each candidate will be given five minutes to address the Committee (with the order of speaking to be determined by the flip of a coin).

Immediately after the conclusion of the speeches, [if there is more than one candidate for a position,] voting will be conducted by secret ballot.

Before the ballot box is circulated, the Secretary will ask that any proxies be given to the Secretary.

Once the proxies have been received and each member of the Central Committee who is present has had an opportunity to cast their ballot into the ballot box, the Secretary will count the ballots. Each candidate may designate up to two poll watchers to watch the counting of ballots.

Once the counting of the ballots is complete, the Secretary will inform the Chair and the Central Committee of the vote totals. In accordance with Article IV, § 1 of the Central Committee By-Laws, a candidate must receive a vote equal to a majority of the full membership of the Central Committee in order to be elected.

This process was also substantially followed the previous time that officers were elected (September 14, 1994).

Minutes of the Montgomery County Democratic Central Committee, September 23, 1998<sup>1</sup>

The Assistant Secretary shall: ...

2. promptly after the election of any of the officers of the Central Committee (as defined by article IV, § 1 of the Central Committee's By-Laws), notify the State Board of Elections of the name, position and address of that officer, as required by § 13-202(a) of the Maryland Election Code, and provide the same information to the Maryland State Democratic central Committee and to the Montgomery County Board of Elections;

Duties of the Assistant Secretary, § 2,  
adopted by the Montgomery County Democratic Central Committee, April 13, 1999

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<sup>1</sup> *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> edition, page 17) provides that "In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed by a rule of order ... If there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by majority vote, agrees to do otherwise."

## **Payments**

Requests for goods or services (including advertisements in Party publications and tickets to Party events) must be accompanied by payment. No goods or services may be reserved without the reservation being accompanied with full payment.

Policy on Payments,  
adopted by the Montgomery County Democratic Central Committee, June 8, 2004

## **Personnel Procedures<sup>1</sup>**

(see also: Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator)

### **Medical and Health Insurance**

At the present time, no coverage is provided.

### **Annual Leave**

After six months of employment, the MCDCC Staff [Persons are] eligible to use 5 days of paid leave. Should a Staff Person work less than six months, he/she/they will not be paid for any annual leave. After one year, each Staff Person will earn 10 days of paid annual leave per year. Leave is pro-rated on a yearly basis.

Leave must be approved in advance by the Chair and is subject to the needs of the committee.

### **Holidays**

The MCDCC Staff will be paid for holidays which occur on days when the MCDCC office is closed.

### **Sick Leave**

No sick leave is provided.

However, at the discretion of the Officers of the MCDCC, the Staff may be compensated for medical related problems not to exceed 10 days per year. The Staff will not be paid for any sick days during the first 90 days of employment.

Staff persons may be required to provide a doctor's certificate after missing three consecutive days of work. However, the MCDCC reserves the right to request a doctor's certificate at any time if the majority of officers believe it is appropriate.

### **Overtime/Weekends**

The MCDCC Staff persons may be required to work evenings, weekends or on holidays. There will be no provision for overtime or holiday pay.

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<sup>1</sup> See also, article VII, § 2, of the Montgomery County Democratic Central Committee By-Laws.

## **Terms and Conditions of Employment**

MCDCC Staff persons are employees at will and are subject to termination at any time. The MCDCC will make every reasonable effort to counsel staff persons prior to termination and to provide two weeks notice prior to termination.

Staff persons are required to give two weeks notice prior to resigning.

## **Removal of Staff Persons**

A Staff person may be terminated in the following manner:

- 1) When a member of the MCDCC requests that the Chair or the Officers call a special meeting to discuss removal.
- 2) When a majority of the members of the MCDCC vote to remove a staff person(s).

Staffers may be suspended by the Chair of the Central Committee (or, in the absence of the Chair, by the Vice Chair).

## **Grounds for Removal**

A Staff person may be removed for any reasons without prior notice.

Adopted by the Montgomery County Democratic Central Committee, September 12, 1995

## **Plowman and Fisherman**

The list of Plowman and Fisherman members is not to be given out by the Central Committee.

Adopted by the Montgomery County Democratic Central Committee, February 9, 1977

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County. Individuals may request an appointment during the regular office hours and under the supervision of the Secretary, Assistant Secretary or other Executive Officer.

Adopted by the Montgomery County Democratic Central Committee, March 23, 1977, and  
Amended by the Montgomery County Democratic Central Committee, December 8, 2020

FUNCTION[S of the Labor Advisory Committee]:

1. ...
2. ...
3. ...
4. Encourage “Plowman and Fisherman” membership.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

A list of new Democratic Forum members is to be made available on the table at each MCDCC meeting, along with Plowman and Fisherman list.

Adopted by the Montgomery County Democratic Central Committee, January 21, 1988

All Trustees are encouraged to be active in Plowman and Fisherman ...

Organization of the Montgomery County Democratic Trustees Group, § 4,  
adopted by the Montgomery County Democratic Central Committee, December 8, 2003

## Precinct Boundaries and Redistricting

(see also: County Council Redistricting Commission)

When an existing precinct is divided to form two or more precincts, the amount of money in the precinct treasury shall be divided among the new precincts in proportion to the number of registered Democrats in each, subject to an appeal by any precinct involved to the Central Committee for a different percentage allocation based on unusual circumstances. The same procedures shall be followed if three or more new precincts are created from two or more precincts.

Adopted by the Montgomery County Democratic Central Committee, January 25, 1978<sup>1</sup>

### § 1. Purpose.

This policy will govern reorganization of the Montgomery County Democratic Party resulting from redistricting of the Maryland General assembly that occurs every ten years after the national census; as well as other precinct boundary changes that take place between decennial reapportionments.

### § 2, Implementation Date of New Legislative Districts.

The Precinct Organization will remain organized under the previous election's legislative districts until the second Tuesday in August of the first year that state legislators will be elected using the new districts. (For instance, since the first election of state legislators to take place after the redistricting from the 2000 census is in November 2002, the Precinct Organization would use the 1990 census legislative districts until August 12, 2002 and then switch over to the new legislative districts on August 13, 2002)

### § 3. Definitions.

For purposes of this policy:

- a) "Redistricting Years" means the years specified in § 2 of this policy;
- b) "Old legislative districts" means the legislative districts that were in effect before the Redistricting Year;
- c) "New legislative districts" means the legislative districts that were in effect starting with the Redistricting Year;
- d) "Precinct Organization Rules" means the "rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland";
- e) "Permanent Chair" is a Precinct Chair who is neither a Provisional Chair or a campaign appointment Chair;
- f) "Permanent Vice Chair" is a Precinct Vice Chair who is neither a Provisional Vice Chair or a campaign appointment Vice Chair.

### §4. Term of Office of Precinct Chairs and Vice Chairs.

This policy does not change the terms of office of Precinct Chairs or Vice Chairs, as those terms are set by the Precinct Organization Rules.

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<sup>1</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee, March 11, 1970, which provided that "the treasury of a split precinct be divided equally between the two new precincts if both Chairmen agree this is an equitable measure, or that the treasury be divided on a formula of the number of registered Democrats in the two new precincts if this is thought more equitable by the two Chairmen."

**§ 5. Term of Office of Area Coordinators.**

Area Coordinators serve at the pleasure of the Central Committee. In Redistricting Years, the term of office of all Area Coordinators will expire on the second Tuesday of August. In other years, the term of office for all of the Area Coordinators in a particular legislative district will end at the start of the third regular monthly meeting of the Central Committee held after the Montgomery County Board of Elections changes the number of precincts for that legislative district.

**§ 6. Nomination of New Area Coordinators.**

- a) No later than August 1 of each Redistricting Year, the members of the Central Committee will meet according to the new legislative district that each resides in and will draw up a list of person to be nominated as Area Coordinators, effective the second Tuesday in August. The lists will designate which precincts each Area Coordinator will be responsible for coordinating. (As required by § B of the Precinct Organization Rules, each Area Coordinator is to be responsible for no fewer than five precincts and no more than ten precincts. Precincts with no registered voter will not be assigned to any Area Coordinator.) Each delegation should promptly send their list to the Chair of the Precinct Organization Committee, who will include them in the Circulation List for the August Central Committee Meeting.
- b) When the Board of Elections changes the number of precincts in a legislative district in a non-Redistricting Year, no later than the week before the terms of the Area Coordinators from that district are scheduled to expire, the members of the Central Committee from that legislative district will meet and will draw up a list of persons to be nominated as Area Coordinators, effective the next regular meeting of the Central Committee. The list will designate which precincts each Area Coordinator will be responsible for coordinating. (As required by § B of the Precinct Organization Rules, each Area Coordinator is to be responsible for no fewer than five precincts and no more than ten precincts. Precincts with no registered voter will not be assigned to any Area Coordinator.) Each affected delegation should promptly send it list to the Chair of the Precinct Organization Committee, which will include the delegation's list in the Circulation List for the Next Central Committee meeting.

**§ 7. Approval of New Area Coordinators.**

At the Central Committee meeting when the Area Coordinator's positions are to expire, the Central Committee will vote on the approval of the Area Coordinators as part of the normal process of approving the Circulation List.

**§ 8. Multi-district Precincts.**

If, after the Board of Elections has finalized the precinct boundaries for the next election, a precinct is still split between two or more new legislative districts, the precinct will be considered (for purposes of Party organization) to be in the district that contains most of the registered Democrats in that precinct.

**§ 9. Split Precincts.**

If a precinct is split into two or more new precincts, (or three or more precincts are created from two or more precincts), the current Chair(s) and Vice Chair(s) of the precinct(s) will continue to serve in those capacities in the precinct that they reside in according to the new boundaries. If this results in a Vice Chair being in a precinct without a Chair, the Vice Chair will become the Chair of that precinct (subject to § C(2)(b) of the Precinct Organization Rules). If a precinct is split, the Precinct Operations Account for that precinct will be divided as provided for in the Central Committee's policy on split precincts adopted January 25, 1978.<sup>1</sup>

#### **§ 10. Partially Merged Precincts.**

If part of an existing precinct is merged into another existing precinct, and as a result, a Chair or Vice Chair is no longer residing in their original precinct, they shall automatically become Provisional Chair or Provisional Vice Chair, respectively, of their original precinct. This provision shall not prohibit any resident of a precinct with a Provisional Chair or Provisional Vice Chair from applying for the Permanent Chair or Permanent Vice Chair position.

#### **§ 11. Completely Merged Precincts.**

- a) If a precinct is completely merged into one or more other precincts, and the Permanent Chair of the precinct that was abolished is now residing in a precinct that has no Permanent Chair, that person shall automatically become Chair of the precinct where they are now residing.
- b) If a precinct is completely merged into one or more other precincts and the Permanent Chair of the precinct that was abolished is now residing in a precinct that has a Permanent Chair but no Permanent Vice Chair, that person shall automatically become Vice Chair of the precinct where they are now residing.
- c) If a precinct is completely merged into one or more other precincts and the Permanent Vice Chair of the precinct that was abolished is now residing in a precinct that has no Permanent Vice Chair, that person shall automatically become Vice Chair of the precinct where they are now residing; and is entitled to become Chair if the position of Chair is vacant in accordance with § C(2)(b) of the Precinct Organization Rules.
- d) If a precinct is completely merged into one or more other precincts and the Permanent Chair and/or Permanent Vice Chair of the precinct that was abolished is now residing in a precinct that already has a Permanent Chair and a Permanent Vice Chair, that person(s) shall automatically become Co-Vice Chair of the precinct where they are now residing.
- e) If subsections (b) and (c) both apply to the same precinct, then subsection (d) will govern the situation.

#### **§ 12. Circulation List.**

Any changes in the status of any member of the Precinct Organization caused by §§ 9, 10, or 11 of this policy will be recorded (for informational purposes) in the Circulation List.

Policy on Legislative Redistricting and Party Organization,  
adopted by the Montgomery County Democratic Central Committee, May 14, 2002,  
amended by the Montgomery County Democratic Central Committee, June 11, 2002 and March 14, 2006

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<sup>1</sup> The text of the January 25, 1978 policy is set out above.

## **Precinct Organization – Formerly Rules Governing Organization, Qualifications, Functions and Duties, Appointments of, and Meetings of the Montgomery County Democratic Precinct Organization**

(see also: Ballot Questions; Legislative Issues; Precinct Boundaries and Redistricting)

### **Background**

Volunteer Democratic precinct officials—area coordinators, chairs and vice chairs—are an integral part of the leadership structure of the Montgomery County Democratic Party. Collectively, the precinct officials are part of the precinct organization. The role of the precinct organization is to assist the Central Committee at the grass-roots level. Specifically, the precinct organization will

- Engage in continuing outreach and community organizing
- Attract new voters and retain established ones
- Encourage voters to participate in democracy
- Support the party’s efforts to raise funds
- Elect Democratic candidates

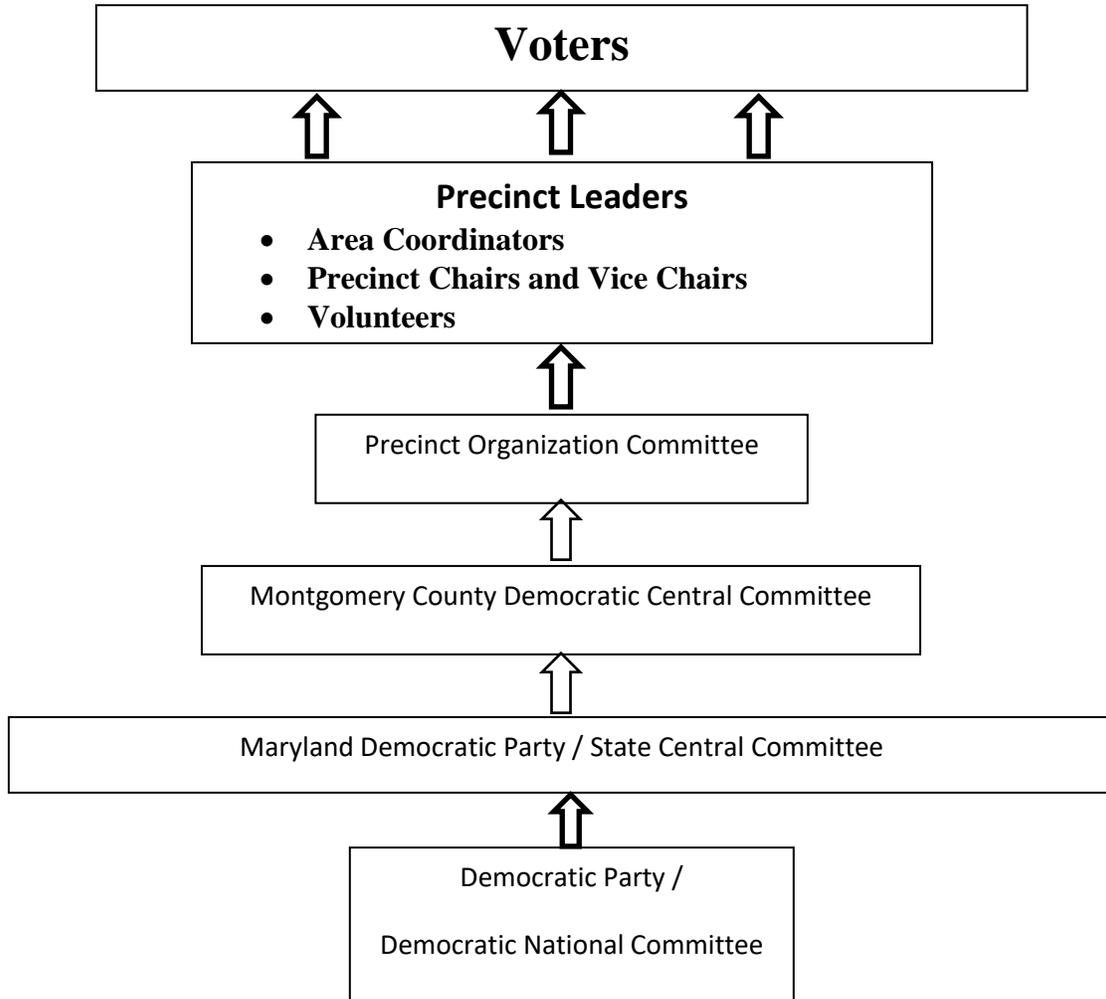
#### **1. Definitions:**

*Precinct:* A precinct is the smallest geographical unit used by the Maryland State Board of Elections to organize its voter rolls. Montgomery County has 258 election precincts of varying sizes. A precinct can contain anywhere from a few hundred voters to more than two thousand voters. Each precinct has a single designated polling location on Election Day.

*Precinct Officials:* Registered Democrats, known by titles such as Precinct Chair, Precinct Vice Chair, Provisional Precinct Chair, Provisional Precinct Vice-Chair, and Area Coordinator are appointed by the Montgomery County Democratic Central Committee (MCDCC), to represent precinct residents in every level of the party operations. The precinct officials represent how the voters in a precinct feel about candidates and issues, and encourage people to vote. Note: the MCDCC will allow more than one precinct vice chair in any precinct with the caveat that no more than two votes may be cast per precinct in official matters of the precinct organization.

*Precinct Organization Committee:* The precinct organization committee is a standing committee of the MCDCC. It may be composed of MCDCC members and non-members, provided that at least one of the chair(s) must be an MCDCC member.

## 2. Organization



### 3. Eligibility Criteria of Precinct Officials

Precinct officials must be registered to vote as a Democrat, reside in their precinct (though “provisional” officials may be appointed until a resident is identified), and, within their official role, remain “uncommitted” in all Democratic Primary elections. A precinct official must also support Democratic nominees in the general election.

### 4. Functions and Duties of Precinct Officials

- a. Duties of the Precinct Chair – The Chair shall be the Chief Executive Officer of the Precinct. The Chair shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:
  - a. Providing a table on primary election day for their designated precinct polling place on which all Democratic candidates shall be allowed to place their literature. The Precinct Chair or the Chair’s designee shall be available continuously while the polls are open on primary election day to ensure that literature on the table is undisturbed and electioneering for Democratic

- candidates runs smoothly.
- b. Actively supporting and directing the campaign within the precinct for the entire Democratic ticket during the general election. This includes providing for a table display of Democratic literature and assuring continuous poll coverage and electioneering while the polls are open on general election day.
  - c. Assisting precinct residents in gaining political information and access to their Democratic elected officials.
  - d. Organizing and directing the Dollars for Democrats drive and promptly delivering funds and receipts to the MCDCC.
  - e. Recommending to the Board of Elections individuals to serve as election judges for the precinct.
  - f. Maintaining contact with precinct residents and expanding the Democratic voter base by recruitment of precinct volunteers, by conducting voter registration drives, and/or by publication of precinct newsletters.
  - g. Supervising the expenditures of precinct funds in fulfillment of the duties and responsibilities of the office.
  - h. Attending meetings duly called by the MCDCC or by the Precinct Organization Committee. A precinct official may be excused from attending a meeting if, prior to the meeting, the precinct official provides their Central Committee district liaison with a reasonable excuse. If a precinct official misses a meeting of the Precinct Organization Committee or the MCDCC schedules a make-up informational meeting, the precinct official will be expected to attend the make-up meeting.
  - i. Conducting such campaign activities in the precinct as designated by the MCDCC, e.g., voter identification, newsletters, canvassing, Get Out The Vote, and such other duties as are assigned by the MCDCC.
  - j. Recruiting volunteers to expand the volunteer base, support voter engagement activities, and help at polling centers during election days.
- b. Vice Chair – The Vice Chairperson shall assist the Precinct Chair by performing any of the functions described above and/or as assigned by the Precinct Chair. The Vice Chair, in the event of vacancy in the Chair position, shall assume responsibility for precinct functions, and shall, if he/she desires, may be appointed as Chair. The Vice Chairperson shall attend meetings of precinct officials duly called by the MCDCC.
  - c. Provisional Chair – In the event that there is no chair in the precinct and no permanently appointed Vice Chair is willing to serve, the MCDCC may appoint a Provisional Chair from outside the Precinct provided they are a Montgomery County resident. The Provisional Chair may be removed by majority of the MCDCC at any time. The Provisional Chair shall perform as many of the duties of a duly appointed Chair as possible and shall exercise the rights of a duly appointed Chair. In no event shall the number of Provisional Chairs exceed ten percent (10%) of the number of precincts.
  - d. Provisional Precinct Vice Chair – In the event that there is no Vice Chair in the precinct, the MCDCC may appoint a Provisional Vice Chair from outside the Precinct provided they are a Montgomery County resident. The Provisional Vice Chair may be removed by majority of the MCDCC at any time. The Provisional Vice Chair shall perform as many of the duties of a duly appointed Vice Chair as possible and shall

exercise the rights of a duly appointed Vice Chair. In no event shall the number of Provisional Vice Chairs exceed ten percent (10%) of the number of precincts.

- e. Area Coordinator – An Area Coordinator shall be appointed by and be responsible to the MCDCC. They shall be responsible for coordinating the activities of no less than five and no more than ten precincts. Area Coordinators shall maintain regular contact with precinct officials in those precincts for which they are responsible. They will be expected to coordinate activities between precincts and the MCDCC regarding meetings, dollar drives, general elections, and other party activities. They shall also assist in recruiting precinct leaders for precincts with vacancies within their region, training new precinct officials, and assisting new officials in organizing their precincts.
  
- f. Primary Election Requirements – Precinct Chairs, Vice Chairs and Area Coordinators (including provisional) may not become involved in their official capacity on behalf of any candidate or slate of candidates in the primary election. Precinct officials, in their official capacity may:
  - 1. Take a position of non-involvement, other than to perform the normal duties and responsibilities of their office.
  - 2. Take a position of neutrality which could include all or any of the following:
    - a. Create presentations in newsletters of objective information about all candidates, such as biographical information, headquarters' locations, personal appearance dates, positions on issues, names of authorized delegates (in Presidential primaries) or slate formations (in local elections).
    - b. Call meetings on behalf of the candidates. The use of precinct funds, precinct mastheads and MCDCC facilities may be used for the aforementioned, provided that the above activities are applied equally to all candidates running in the primary.
  - 3. Take a position in favor of a particular candidate, or slate of candidates, on a personal basis only. In this case, the following rules would apply:
    - a. Official precinct masthead or designation may not be used in any newsletter or communication to precinct voters.
    - b. Precinct funds may not be used on behalf of any candidate or slate, or for the printing of any newsletter or communication which included an endorsement of a candidate or slate.
    - c. Official titles, such as Precinct Chairperson, Vice Chairperson, and Area Coordinator may not be used in any communication to voters. However, a notation must be included that the endorsement of that particular candidate or slate is not the official Democratic Party position, and that neither precinct nor Democratic Party funds were used for printing or mailing of the communication.

All normal duties of precinct officials must still be performed during a Primary campaign. Access to a list of all registered Democrats in the precinct must be made available to representatives of all candidates or slates on a reasonable basis.

## 5. Precinct Organization Member Appointment and Removal Processes, Term of Office

1. Precinct Organization Membership List – The Precinct Organization Committee Chair(s) will be responsible for maintaining the electronic master list of all precincts, including information of all precinct officials and vacancies, and will distribute updated information to the Central Committee members quarterly.
2. Appointment Process - Democrats wishing to apply for Chair or Vice Chair (including provisional) vacancies must submit an application form to the Central Committee's Precinct Organization Committee. All applications will be reviewed by the Precinct Organization Committee to ensure that candidates meet the qualifications required. Following validation of qualifications, the name, address, e-mail, phone number and precinct information of each applicant will be forwarded to all Central Committee members and members of the Maryland State Delegation corresponding to the precinct vacancy being applied for. At the instance of transmittal, the application will be date/time stamped. All applications will have a two-week review period in which any Central Committee member or State legislator may raise an objection (in which the basis for the objection is stated—see process under 3 below) to an appointment of a candidate. If after the two-week review period expires and no objections are introduced, the Precinct Organization Committee may contact the applicant with notification of confirmation their appointment as a precinct organization officer. Each month, the Precinct Organization Committee chair shall provide a report to the Committee at the regular meeting on new appointments (and changes in assignment and/or resignations).

Democrats wishing to apply for Area Coordinator shall be appointed by vote of the Montgomery County Democratic Central Committee. Applicants should be current precinct Chairs or have other similar experience that qualifies them for the role of Area Coordinator and must reside in the District for which they are applying. Area Coordinator applications received each month will be presented to the Central Committee at its next meeting. If no objections are received, (in which the basis for the objection is stated), the applicant will be confirmed as an Area Coordinator appointment.

3. Objections to Candidates - If an MCDCC member or elected official raises an objection, the precinct official applicant will be entitled to meet with a review committee consisting of the Chair(s) of the Precinct Organization Committee, the Central Committee members elected from that district, the area coordinator for that precinct, and (in the case of precinct vice chair applicants) the precinct chair of the precinct, where the applicant can answer any objections. The invitation to the applicant will include the text of the objection. The applicant may bring an advisor to the review committee meeting who may advise and/or speak on the applicant's behalf. The objector may attend the meeting. Where the review committee overrides the objection, the candidate will be confirmed for appointment. In the case of an objection that is not overridden, the applicant shall have the right to appeal the decision of the review committee to the full Central Committee.

#### 4. Campaign Appointments

- a) **Definitions** - “Campaign appointments” are appointments of Acting Area Coordinators, Acting Precinct Chairs, and Acting Precinct Vice Chairs. “Next election” is the next general election, primary election, special general election, or special primary election.
- b) **Appointments by the Central Committee** - Campaign appointments may be made by the Central Committee at its last regular meeting prior to the next election. If possible, a list of proposed campaign appointments should be included in that meeting’s agenda and materials packet.
- c) **Appointments by the Chair of the Central Committee** - Campaign appointments may be made by the Chair of the Central Committee provided that all of the voting Central Committee members who live in that legislative district agree to the appointment.
- d) **Notification** - The Precinct Organization Committee will see to it that a notification of any campaign appointment is promptly made (by electronic mail) to: (a) all Central Committee members and all elected Democratic public office holders (elected as Democrats) representing all or part of Montgomery County, (b) the precinct chair, if any, and (c) the precinct vice chair, if any.
- e) **Rights and Responsibilities** – Campaign Appointed Acting Precinct Chairs (and Acting Precinct Vice Chairs) will have the same rights and responsibilities as regular Precinct Chairs (and Vice Chairs), except (1) Acting Precinct Chairs (and Acting Precinct Vice Chairs) will serve at the pleasure of the Central Committee, and (2) Acting Precinct Chairs (and Acting Precinct Vice Chairs) will be entitled to participate in debate – but not vote – in meetings of the Precinct Organization.
- f) **Expiration of Term of Office** – Each appointment of an Acting Precinct Chair or an Acting Precinct Vice Chair will expire at the end of the day of the next general election held in that precinct. Each appointment of an Acting Area Coordinator will expire at the end of the day of the next election held in any of the precincts within the Acting Area Coordinator’s area.

#### **Removal Process**

Removal from Office – Precinct Chairs and Vice Chairs may be removed from office by the Democratic Central Committee for noncompliance or failure with any of associated duties or functions of the office. Removal by the Democratic Central Committee may occur if removal proceedings are instituted within one year of the aforesaid noncompliance or failure. The removal process will begin by the Secretary of the Central Committee providing written notice to the Chairperson or Vice Chairperson in question. This notice will contain date, time, and location

of a hearing by a Precinct Review Committee appointed by the Democratic Central Committee composed of at least three (3) Precinct Chairpersons who shall consult with the appropriate Area Coordinators, and other appropriate persons.

### **Term of Office**

Each Precinct Official will serve in their official capacity until:

- d) The Precinct Official resigns
- e) The Precinct Official is removed from office by the Central Committee
- f) The Precinct Official no longer meets the qualifications for a Precinct Official

A Precinct Chair or Vice Chair will be deemed to have moved out of their precinct (and therefore to have resigned) if the Central Committee receives a letter certifying that the Precinct official has moved out of their precinct signed by either (1) two District Liaisons from that district or (2) the Area Coordinator for that precinct and one District Liaison for that district. Additionally, a letter must be sent to the precinct official's last known address in the precinct (endorsed "Do Not Forward") and that letter must have been returned.

Adopted by the Montgomery County Democratic Central Committee, June 9, 1998

Every March, in even numbered years, the Precinct Organization shall reach out to all precinct officials and verify that each incumbent recommits to continue to serve in their capacity. Such Precinct Officials that do not wish to continue or that do not respond (to reasonable attempts to contact them) will be considered to have resigned and will be informed as such.

## **6. Precinct Official Directories**

(see also: Data and Records Custody; Publications of the Party)

### **Policy regarding the release of Precinct Official data**

1. ....
2. ....
3. Precinct organization information will be made available at no charge (up to two times per year) in electronic format to precinct chairs, vice chairs, area coordinators, elected officials or any Democratic candidate, incumbent or non-incumbent. Bona Fide Democratic campaign chairs or treasurers may also request a copy of the precinct directory on behalf of a national or statewide Democratic candidate, incumbent or non-incumbent.
4. The Committee will not release personal information, including e-mail address, of the Committee's online newsletter subscribers. Candidates, Precinct Officials and Clubs/Caucuses will be encouraged to submit material for distribution through the newsletter editors.

### **Notification to the Montgomery County Board of Elections**

1. The Assistant Secretary shall provide the Montgomery County Board of Elections with a copy of the precinct directory produced annually in accordance with the Policy Regarding Release of Data.

### **7. Precinct Newsletter**

The Precinct Chair and/or Vice Chair should conduct community outreach and campaign activities in the precinct as designated by the Democratic Central Committee. Maintaining contact with precinct residents and expanding the Democratic voter base may be accomplished through direct recruitment of precinct volunteers, by conducting voter registration drives, and/or by publication of precinct newsletters.

- a) Newsletters
  - i. Precinct chairs may accept advertisements for Democratic primary or general election candidates in precinct newsletters provided that: (1) all candidates are charged the same rate for that newsletter, (2) all such advertisements must be clearly labeled as paid advertisements (having the “by authority of” line is not sufficient), (3) somewhere in the newsletter there must be a list of all of the Democratic candidates running for the office that was featured in the advertisement, and (4) the Treasurer of the Central Committee must be notified in advance that the precinct will be accepting advertisements.
  - ii. Copies of Precinct Newsletters should be provided to the Secretary of the Central Committee.

### **8. Fund Raising by Precinct Officials**

Precincts, precinct officials, and other precinct volunteers may only raise money on behalf of the Central Committee.

- a) All funds collected by precinct officials within any precinct are due and payable to the Central Committee. Checks may be made out to MCDCC. Cash contributions are limited to \$100.
- b) No precinct official may use the name of the Democratic Party to solicit funds without the express permission of the Central Committee.
- c) No funds may be raised or retained for or by any precinct, precinct official, or precinct volunteer.
- d) No funds may be raised or accepted at any polling place during early voting or on election day.
- e) All funds collected by precincts, precinct officials, or other precinct volunteers shall be clearly receipted in compliance with Maryland and U.S. FEC regulations.
- f) No funds may be accepted without provision of proper two-part receipt with one part going to the contributor and the second part being retained for Central Committee records.

- g) All funds raised and collected must be delivered along with proper documentation to the Central Committee office within fourteen (14) calendar days of their collection.

## **9. Precinct Records**

All precinct records and Precinct Organization Committee records are the property of the Central Committee. When a new precinct official takes office, all precinct records shall be transferred from the former precinct official to the new official. If there should be no new precinct official for that precinct, the records shall be transferred to the Central Committee's office until such time as there is a precinct official qualified and able to take possession of the records.

## Presidential Electors

### § 1. Purpose.

On May 19, 2004, the Maryland State Democratic Central Committee amended its By-Laws to provide that each county central committee may nominate individuals to serve as members of the Electoral College from the congressional districts within that central committee's county. Nominations are to be made to the Chairman of the Maryland State Democratic Central Committee and are to be made after Democratic Presidential Nominating Convention and no later than September 15 of that year. The purpose of this policy is to implement, in Montgomery County, that provision of the State By-Laws.

### § 2. Notice in *The Montgomery Democrat*.

In the July and August issues of *The Montgomery Democrat* (during Presidential election years) there will be a notice inviting candidates to be Presidential electors from Montgomery County to submit an application.

#### § 2.1. Eligibility.

To be eligible, an applicant must be a registered Democrat voter in Montgomery County and must have served at least four years as an elected Democratic public office holder and/or as a Democratic party position holder (as specified in § 3(e)).

### § 3. Contents of an Application.

The application shall include the following:

- a) Name and contact information of the applicant;
- b) Congressional district in which the applicant is a registered Democratic voter;
- c) Statement that the applicant is a registered Democratic voter and that if appointed, as an elector, the applicant will vote in the Electoral College for the Democratic nominee for the President of the United States;
- d) List of any public offices held, the years those offices were held, whether the offices were partisan or non-partisan, and (if partisan) what political party the applicant was elected from;
- e) List of any positions held within the Montgomery County Democratic Party (including positions held within organizations chartered by the Montgomery County Democratic central Committee), the Maryland State Democratic central Committee, or the Democratic national Committee. The list should include the years that those positions were held;
- f) List of other political or volunteer positions held. The list should include the years that those positions were held;
- g) Two sentences as to why they want to be an elector;
- h) Statement as to whether the applicant has ever previously served as a Presidential Elector from any state;
- i) Signature of the applicant.

#### **§ 4. Deadline.**

All applications must arrive at Montgomery County Democratic Party Headquarters no later than 5:00 p.m. on September 1. In the event that September 1 falls on a weekend (or on Labor Day), the deadline will be the next day that is not on a weekend (or Labor Day).

#### **§ 5. Preparation.**

Applications will be separated by congressional district. Applicants who have served as Presidential Electors in the past will be separated from applicants who have not. One slip of paper with the applicants name will be prepared from each applicant for each year the applicant has served as an elected Democratic public office holder and/or as a Democratic Party position holder (as specified in § 3(e)). A year where multiple offices and/or positions were held will only be counted as one year.

#### **§ 6. Selection.**

At the September meeting of the Montgomery County Democratic Central Committee, one name will be randomly selected from all the slips for each congressional district of Montgomery County, from among those applicants who have not previously served as a Presidential Elector. In the event there is no applicant from a congressional district of Montgomery County who has not previously served as a Presidential Elector, then a name will be randomly selected from all the slips of the congressional district who have previously serve as a Presidential Elector. The person named on the randomly selected slips will be the nominees of the Montgomery County Democratic Central Committee, as provided for in the By-Laws of the Maryland State Democratic Party. If there are no applicants from a particular congressional district, then the County Democratic Central Committee will have no nominee for that position.

#### **§ 7. Communication to the State Party**

The Montgomery County Democratic Central Committee will designate one person to notify the Chairman of the Maryland State Democratic Party of its decisions. The Chairman of the State Party must be notified no later than September 15. In the event that the County Central Committee does not designate a person to notify the State Chairman, the Assistant secretary shall be responsible for notifying the State Chairman.

Policy on Presidential Electors,  
adopted by the Montgomery County Democratic Central Committee, June 8, 2004,  
and amended by the Montgomery County Democratic Central Committee, October 12, 2004<sup>1</sup>

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<sup>1</sup> The amendment of October 12, 2004:

- Added § 2.1;
- Replaced “Congressional district that the applicant is a registered Democratic voter in” with “ Congressional district in which the applicant is a registered Democratic voter”, in § 3(b);
- Redesignated § 3(f) and (g) as § 3(h) and (i), and added new text for § 3(f) and (g);
- Replaced “who has served for one to five years” with “for each year the applicant has served”, in § 5; and
- Deleted “two slips of paper with the applicant’s name will be prepared from each applicant who has served six to ten years as an elected Democratic public office holder and/or as a Democratic Party position holder (as specified in § 3(e)). Three slips of paper with the applicant’s name will be prepared from each applicant who has served eleven to fifteen years as an elected Democratic public office holder and/or as a Democratic party position holder (as specified in § 3(e)); and so on.”, from § 5.

## Primary Elections

(see also: Ballot Inspections; and Data and Records Custody)

### 1. Endorsements<sup>1</sup>

No Central Committee member, precinct official or coordinator may have his title appear after his name in an endorsement of a primary candidate or on a candidate's literature or advertising.

Adopted by the Montgomery County Democratic Central Committee, February 26, 1976

It is the long standing policy of the Montgomery County Democratic Central Committee not to endorse or support slates or individual candidates in the primary other than those without opposition.

Adopted by the Montgomery County Democratic Central Committee, July 14, 1982

MCDCC will play no official role (remain completely neutral) in a pre-primary convention.

Adopted by the Montgomery County Democratic Central Committee, October 20, 1993

... the long standing practice (in accordance with § C(2)(c) of the Precinct Organization Rules) has been that precinct officials may support Democratic candidates on primary election day, provided they are not wearing their Precinct Chair, precinct Vice Chair, or Area Coordinator pins when they campaign.

Adopted by the Montgomery County Democratic Central Committee, February 8, 2000

### 2. Services Available to Democratic Primary Election Candidates

Duties of the Precinct Chairperson – The Chairperson shall be the Chief Executive Officer of the Precinct. The Chairperson shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

- 1) Providing a table on primary election day on which all Democratic candidates shall be allowed to place their literature. The Precinct Chairperson or the Chairperson's designee shall be available continuously while the polls are open on primary election day to ensure that literature on the table is undisturbed and electioneering for Democratic candidates runs smoothly.

Rules Governing Qualifications, Elections, and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, § C(2)(a)(1)

The following list indicates the services which will be made available by the Montgomery County Democratic Central Committee to all Democratic Primary Election candidates and the conditions which must be met to obtain those services:

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<sup>1</sup> See also §§ C(2)(a)(12), C(2)(c), and E(2)(a) of the Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland; article VIII, § 2 of the By-Laws of the Montgomery County Democratic Central Committee; and article VIII, § 4 of the Maryland Democratic Party By-Laws.

1. All candidate events may be listed in the NEWS AND NOTES<sup>1</sup> calendar. (Deadline is usually the 3<sup>rd</sup> Friday of each month.<sup>2</sup>)
2. Primary candidates will be allowed, where possible, to piggyback single page (8 ½ x 11) flyers that announce meetings or events with Central Committee mailings at a cost of 1 cent per item mailed, plus preparation cost. Candidate representatives will be expected to contribute a minimum of 4 hours to assist with the collation on mailing day.<sup>3, 4</sup>
3. Access to precinct data books and other general information will be available for copying in the office only.
4. Access to public information in the files of the MCDCC shall be available for copying in the office only after it has been obtained through the Office Manager or appropriate Central Committee member.
5. The bulk mail permit will not be available for use by any primary candidate.

Items not covered by this or other policy will be determined by the Central Committee as a whole or the officers of the Central Committee as time and conditions allow.

Adopted by the Montgomery County Democratic Central Committee, August 7, 1985<sup>5</sup>

### **3. Use of the Party Headquarters**

The use of the Central Committee offices by any Democratic primary candidate/committee/slate for meetings or other functions is prohibited [during the primary campaign].<sup>6</sup>

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982<sup>7</sup>

### **4. Judicial Candidates**

Judicial candidates are prohibited from using the [Central Committee] office [during the primary campaign].

Adopted by the Montgomery County Democratic Central Committee, May 12, 1982

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<sup>1</sup> Subsequently renamed *The Montgomery Democrat*.

<sup>2</sup> The deadline was changed to the 12<sup>th</sup> day of the month by the Montgomery County Democratic Central Committee, January 16, 1997.

<sup>3</sup> The policy for mailing flyers with *The Montgomery Democrat* is set out in the Advertising Policy adopted by the Montgomery County Democratic Central Committee, May 13, 1997.

<sup>4</sup> This superseded the policy on piggybacking adopted by the Montgomery County Democratic Central Committee, February 16, 1978.

<sup>5</sup> This superseded the policy on Services Available to Democratic Primary Candidates adopted by the Montgomery County Democratic Central Committee on January 26, 1977, which, in turn, superseded the related policy adopted by the Montgomery County Democratic Central Committee on November 19, 1975.

<sup>6</sup> Notwithstanding this policy, the Montgomery County Democratic Central Committee rented part of its office to Rep. Al Wynn during his contested 1996 and 1998 primary campaigns.

<sup>7</sup> This superseded the policy on Use of the Office by Primary Candidates, adopted by the Montgomery County Democratic Central Committee on February 25, 1976.

## 5. Precinct Funds

### 8. Fund Raising by Precinct Officials

Precincts, precinct officials, and other precinct volunteers may only raise money on behalf of the Central Committee.

...

- d) No funds may be raised or accepted at any polling place during early voting or on election day.

...

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

## Proxy Voting

### 1. Maryland State Democratic Central Committee

It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken at a legal meeting. Exceptions to this rule must be expressly stated in the By-laws.

*Robert's Rules of Order, Newly Revised, 10<sup>th</sup> edition, 2000, pp. 408-409<sup>1</sup>*

The State Rules Committee proposed new By-Laws for the State Party [at the March 30, 1995 meeting of the Maryland State Democratic Central Committee]. A member of the Howard County delegation moved to amend the proposed By-Laws by deleting article III, § 3(G), which authorized proxy voting. The amendment was adopted ...

Memo to the Montgomery County Democratic Central Committee from the Secretary of the County Central Committee, April 9, 1995<sup>2</sup>

### 2. Montgomery County Democratic Central Committee

Voting shall be in person or by proxy. All proxies shall be in writing, dated, signed by the proxy giver, and designate the person by whom the proxy is to be cast. All proxies shall set forth the specific issue upon which it is to be voted and the nature of the vote. Such proxies shall be valid only for the meeting next following the date of the proxy.

By-Laws of the Montgomery County Democratic Central Committee, article VII, § 6<sup>3</sup>

- a) Attendance: Any member of the Committee who fails to attend a majority of the Central Committee meetings during a twelve-month period will be deemed to have resigned and their resignation automatically accepted. Submission of a proxy does not constitute attendance for these purposes.
- b) Submission of a proxy vote by a Committee member does not constitute and shall not be counted as attendance at a Committee meeting.

By-Laws of the Montgomery County Democratic Central Committee, article XII, § 1, a-b

Any time proxies are voted, the proxy must be in the Chairman's hand before the vote.

Adopted by the Montgomery County Democratic Central Committee, March 3, 1971

[Since the 1996] election, ... of the officer positions within the Central Committee ..., the following process was followed: ...

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<sup>1</sup> Article III (4)(G) of the By-Laws of the Maryland Democratic Party provides that "The authority for the rules of procedure of the [Maryland Democratic State Central] Committee shall be those contained in the latest edition of *Robert's Rules of Order, Newly Revised*, except when they shall conflict with the Constitution or By-Laws of the Maryland Democratic Party, or a resolution to the contrary duly adopted by the Democratic State Central Committee of Maryland."

<sup>2</sup> Attachment #5 of the minutes of the Montgomery County Democratic Central Committee, April 11, 1995.

<sup>3</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee, November 30, 1966, which provided that "[The Central Committee will] recognize specific or general proxies at [Central Committee] meetings, in writing, signed, for a specific meeting only."

Immediately after the conclusion of the speeches, [if there is more than one candidate for a position,] voting will be conducted by secret ballot.

Before the ballot box is circulated, the Secretary will ask that any proxies be given to the Secretary.

Once the proxies have been received and each member of the Central Committee who is present has had an opportunity to cast their ballot into the ballot box, the Secretary will count the ballots. Each candidate may designate up to two poll watchers to watch the counting of the ballots.

Minutes of the Montgomery County Democratic Central Committee, September 23, 1998

After the executive session (if any), and after any further discussion in public session, the Central Committee will proceed to vote on the candidates [to be nominated for seats on the Board of Elections]. Voting will be by secret ballot. Each candidate may designate one observer to watch the counting of the ballots. Proxies are to be presented to the Secretary before any ballots are put into the ballot box.

Procedure for Selecting Nominees to the Montgomery County Board of Supervisors of Elections, § 4, adopted by the Montgomery County Democratic Central Committee, December 8, 1998

**§ 5. Manner of filling vacancies.**

At the [County Central Committee] meeting to fill the vacancy [in the State Legislature],

...

e) all proxy ballots must be provided to the Secretary before the start of the balloting;

Policy on Legislative Vacancies, § 5(e),  
adopted by the Montgomery County Democratic Central Committee, June 21, 2001

## Publications of the Party

(see also: Ballot Questions; and Newsletter)

1) The fundamental purposes of the Montgomery County Democratic Party publications are to preserve, strengthen, reform, celebrate, and record the activities, philosophies, and policies of the Montgomery County Democratic Party and its members. The election of Democrats to public office in general elections, raising funds for the Democratic Party, solicitation of volunteers for the Party, get-out-the-vote, and voter registration are all within this purpose. The Montgomery County Democratic Central Committee urges all Democrats who distribute official or unofficial publications that describe themselves as Democratic-Party-related to bear in mind these fundamental purposes, and to strive to ensure that such publications reflect well on the Democratic Party.

2) Montgomery County Democratic Party publications are not to include material that is pornographic or that includes hate speech of that endorses or promotes by name candidates or incumbent elected officials from another political party (or, in the case of general elections endorses a candidate for office other than a Democratic candidate). This policy will be applied uniformly. Material is not to be considered pornographic or hate speech or to endorse a non-Democratic candidate merely because it contains material that is controversial or takes a position on issues contrary to positions taken by the County, State or National Democratic Party.

3) It is an act of malfeasance of office for any official of the Montgomery County Democratic Party (in that official capacity) to knowingly author, publish, or distribute publications in violation of this policy. Such malfeasance of office will be subject to the appropriate disciplinary rules of the Democratic Party.

4) For purposes of this policy:

a) “publications” include both paper and electronic publications;

b) “Montgomery County Democratic Party publications” constitute any publications produced by an official of the Montgomery County Democratic Party as part of their official duties as an official of the party;

c) “Officials of the Montgomery County Democratic Party” constitute (1) the members of the Montgomery County Democratic Central Committee, (2) the members of the Maryland State Democratic Central Committee Executive Committee elected by the Montgomery County Democratic Central Committee pursuant to the By-Laws of the Maryland State Democratic Central Committee, and (3) Precinct Chairs, Precinct Vice Chairs, Area Coordinators, or other person elected or appointed pursuant to the By-Laws of the Montgomery County Democratic Central Committee or the Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland.

Adopted by the Montgomery County Democratic Central Committee, August 13, 1996;  
and amended by the Montgomery County Democratic Central Committee, September 12, 2000<sup>1</sup>

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<sup>1</sup> The September 12, 2000 amendment replaced (in § 2), “or that endorses candidates from another political party” with “or that endorses or promotes by name candidates or incumbent elected officials from another political party”.

## **Safety Deposit Box**

The Treasurer is authorized to rent the smallest available safety deposit box.

Adopted by the Montgomery County Democratic Central Committee, March 5, 1980

## **Scholarship Program**

The scholarship program [for Montgomery College] is adopted in principle, but a yearly decision will be made as to whether the budget will allow the expenditure:

1. The Montgomery County Democratic Party will provide yearly scholarship support to Montgomery College students in accordance with the criteria agreed upon between the Montgomery County Democratic Party and the Montgomery College Foundation. (See background material of criteria and selection of recipient.)
2. The initial scholarship donation from the Montgomery County Democratic Party for the academic year of 1994-95 (which begins September, 1994 and ends May, 1995) will provide scholarships for two students at \$700 each. (A total of \$1,400 for the academic year.)
3. The Montgomery County Democratic Central Committee shall establish a Montgomery County Democratic Party Scholarship Fund Committee to select the recipients of the scholarship donation in accordance with the guidelines agreed upon with the Montgomery College Foundation. The Scholarship Fund Committee shall be made up of 5 to 7 Democrats with one member of the committee designated to work directly [with] the Montgomery College Scholarship Coordinator.
4. The Montgomery County Democratic Central Committee Scholarship Fund Committee shall study the feasibility of the Montgomery County democratic Party establishing, within the next two or three years, an Endowed Scholarship which would enable students to be awarded scholarships each year from the interest on the endowment capital. The Scholarship Fund Committee shall make specific recommendations regarding an Endowed Scholarship by the Summer Semester, 1994.

### **Background Material on Criteria and Selection of Recipient**

The following criteria and selection procedure should be agreed upon by the Montgomery College Foundation and the Montgomery County Democratic Party:

1. All applicants who fulfill the following requirements will be eligible for the Montgomery County Democratic Party Scholarship:
  - a. The applicant shall be required to have earned 9 to 12 credit hours at Montgomery College.
  - b. The applicant shall be required to be enrolled in 6 to 9 credit hours during the semesters he/she is a recipient of the scholarship.
  - c. The applicant shall have an accumulated G.P.A. of 2.5 for all credit courses taken at Montgomery College.

- d. The applicant shall be registered in a Liberal Arts, Humanities/Social Sciences Curriculum or in one of the curriculum for public service, such as Education, Criminal Justice or International Studies.
  - e. The applicant should be required to have some degree of financial need.
  - f. The applicant should be a U.S. citizen and a resident of Montgomery County
2. The applicants who fulfill all of the above criteria and who have been selected by the College Scholarship Coordinator as interested in the Montgomery County Democratic Party Scholarship shall be required to answer a questionnaire designed by the Scholarship fund Committee. The questionnaire will be designed to include questions that demonstrate the applicant:
    - a. Is a registered voter of Montgomery County;
    - b. Has participated at some time or another in civic or political activities in the Montgomery County community; or who demonstrates specific interests in community or political activities;
    - c. Is motivated to complete his/her studies with a degree and intends to enter a career in public service.
  3. All applicants who fulfill the first two sets of requirements and criteria are nominees for the Montgomery County Democratic Party Scholarship and their names shall be forwarded as interview candidates for the 5 to 7 members of the Scholarship Fund Committee. Nominees for the Montgomery County Democratic Party Scholarship should be forward to the committee in late May/early June. Interviewers should determine the final selection(s) by the end of June.
  4. The recipient(s) receive the scholarship money for the academic year beginning with the fall semester following the June selection and July notification.
  5. Scholarship money from the donors should be received by the Montgomery College Foundation by June 30<sup>th</sup> each year.
  6. The Montgomery College Foundation has a custom of holding a “Meet the Scholars” Luncheon each October. Donors of the scholars are seated at the luncheon with the student recipients.

Adopted by the Montgomery County Democratic Central Committee, October 20, 1993

## **School Board Elections**

### **1. General Policy**

The Montgomery County Democratic Central Committee (MCDCC) reaffirms its neutrality in all non-partisan elections including, but not limited to, municipal and school board elections.

MCDCC strongly disapproves of any effort to involve the Democratic Party in such non-partisan races.

Democratic Central Committee members, precinct officials and area coordinators are permitted to participate in non-partisan elections; however, they are reminded that they do not represent the Democratic Party when they do so and cannot use their party titles in these elections.

The facilities and property of the Democratic Central Committee are to be used exclusively to further the interests of the Democratic Party and are not available for use in non-partisan elections. This includes, but is not limited to, voter registration lists, Democratic Party publications (News and Notes)<sup>1, 2</sup>, precinct or club newsletters<sup>3</sup>, the Democratic tent at the Montgomery County Fair or any other material kept within the Central Committee office.

The Executive Secretary has the authority and the responsibility to determine the nature of any request to utilize MCDCC facilities and to reject any inappropriate use as described above. The Committee retains final authority in situations in which questions arise.

Adopted by the Montgomery County Democratic Central Committee, September 16, 1987

### **2. Sample Ballots**

Democratic sample ballots shall never be marked with recommendations on School Board candidates. The Democratic Central Committee and Precinct Chairpersons shall not issue any Party literature on School Board candidates, nor shall such literature on such candidates be distributed in conjunction with Party literature.

### **3. Use of the Democratic Tent at the County Fair**

School Board [campaign] literature may not be displayed in the Democratic tent [at the County Fair].

Adopted by the Montgomery County Democratic Central Committee, August 11, 1998

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<sup>1</sup> Now *The Montgomery Democrat*.

<sup>2</sup> This superseded the policy adopted by the Central Committee May 12, 1982, that "School Board ... county-wide forums (i.e., non-fundraising events) may be placed in News and Notes upon request."

<sup>3</sup> The applicability of this policy to Democratic club newsletters was superseded by § 2 of the Policy on Chartering Democratic Clubs and Caucuses adopted by the Montgomery County Democratic Central Committee, April 7, 1998.

## Secretary of the Central Committee<sup>1, 2, 3</sup>

(see also: Officers of the Central Committee)

### Duties of the Secretary (and in the Secretary's absence, the Assistant Secretary):

- a) The Secretary shall have charge of all books, papers, records, and other documents of the Committee, shall complete statistics and other data as may be required for the use of the members of the Committee and shall perform other duties as may be directed by the Committee. The Secretary shall keep the minutes of the meetings of the Committee and as promptly as possible distribute same to each member of the Committee. All records shall be maintained at the permanent office of the Committee.
- b) The Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence and shall serve as Acting Secretary in the event of a vacancy in the office of Secretary until such a time as a new Secretary is elected.

By-Laws of the Montgomery County Democratic Central Committee, article V, § 3

Meetings: Meetings of the Committee shall be held not less than ten (10) times in each calendar year. The Chair shall call all regular or statutory meetings. In the event of his neglect, failure or refusal, the Vice Chair or Secretary shall call such regular or statutory meetings.

By-Laws of the Montgomery County Democratic Central Committee, article VII, § 1

Secretary's Report: At each meeting of the Committee, the Secretary will present a report indicating the number of absences during the last twelve month period for each member of the Committee. In the event that a member is resigned pursuant to section 1, the Secretary will promptly notify the member and the Secretary and Executive Director of the Maryland State Democratic Party.

By-Laws of the Montgomery County Democratic Central Committee, article XII, § 2

The Secretary shall maintain a current and correct compilation of the governing documents of the Montgomery County Democratic Central Committee (including the By-laws of the Montgomery County Democratic Central Committee and the standing rules of the Central Committee). The secretary will publish a copy of this compilation as the Rules section of the *Montgomery County Democratic Central Committee Handbook*. The Rules section of the *Montgomery County Democratic Central Committee Handbook* will constitute the "Constitution, By-laws, and Rules of the Montgomery County Democratic Central Committee" for purposes of the Maryland Elections Code. Within thirty days after the adoption of any change to these documents, the

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<sup>1</sup> On February 20, 1991, The Montgomery County Democratic Central Committee adopted the Procedure for Adopting Policy Resolutions on Public Issues. The Procedure was superseded by the policy on issues adopted by the Central Committee March 11, 1997. § 10 of the 1991 Procedure provided that "if the proposed [public policy] resolution is adopted, the secretary of the MCDCC shall circulate the final text to the recipients listed in #6 {i.e., all Democratic elected officials and any MCDCC member not present at the meeting at which the resolution was proposed} and, at the discretion of the Chair, to the media and other interested parties. The adoption of the resolution shall be reported in the next edition of News and Notes."

<sup>2</sup> On January 9, 1996 and March 9, 1999, the Chair of the Central Committee cancelled that night's Central Committee meeting due to inclement weather. In both instances, MCPS had closed the public schools and the Chair consulted with senior officers (i.e., the Vice Chair, Secretary, and Treasurer).

<sup>3</sup> Prior to the general revision of article XI, § 2(c) of the Montgomery County Democratic Central Committee By-Laws on September 14, 1999, article XI, § 2(c) provided that "the Student Election Oversight Committee will consist of the Secretary of the Central Committee and two members each from the Networking Committee, Political Inclusion Effort Committee, and the Rules Committee... ."

secretary will transmit appropriate replacement pages of the *Handbook* to (1) each member of the Montgomery County Democratic Central Committee, (2) the Maryland State Democratic Central Committee, (3) the Maryland State Board of Elections, and (4) the Montgomery County Board of Elections. Notwithstanding this policy, the failure of replacement pages to be properly distributed shall not invalidate or suspend the operation of any amendment to the governing documents of the Montgomery County Democratic Central Committee (or any new governing document) that has otherwise been properly adopted.

By-Laws of the Montgomery County Democratic Central Committee, article XIII

Additional Meetings: Additional special meetings [of the Precinct Organization], either county-wide or by geographical areas, may be called from time to time by the Democratic Central Committee and shall be called by the Secretary for said committee at the request in writing of not less than one-fifth (1/5) of the total number of Precinct Chairpersons, Vice Chairpersons and Area Coordinators then serving Montgomery County. Requests for special meetings must set forth the proposed date of meeting and purpose or purposes of the meeting and must be received by the Secretary for the Democratic Central Committee at least fourteen (14) days prior to the requested date for the meeting so as to permit proper notice pursuant to these rules.

Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, § E(1)(b)

A summary of actions taken at executive sessions [of the Central Committee] shall be provided by the Secretary or Assistant Secretary to each Committee member. Such summary shall be kept confidential by the Committee member and shall be available only to committee members.

Guidelines for Meetings of the Democrats Central Committee, § II(D)  
adopted by the Montgomery County Democratic Central Committee, May 6, 1975

The Chairperson, Vice Chairperson, Assistant Secretary and Comptroller are to be bonded ... [as are] the Treasurer, Assistant Treasurer, Secretary and Office Secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

The Secretary and Treasurer each are authorized to approve up to \$50 per quarter in unusual expenditures without asking for Central Committee authorization.

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

All records of the Central Committee, including financial records, are open for examination by any registered Democrat in Montgomery County. Individuals may request an appointment during the regular office hours and under the supervision of the Secretary, Assistant Secretary or other Executive Officer.

Policy on Data and Records Custody, December 8, 2020

**Archiving.** The Editor [of the World Wide Web site] and the Secretary of the Central Committee will jointly adopt procedures for the archiving of material from the Web site.

World Wide Web Site Policy, § 7,  
adopted by the Montgomery County Democratic Central Committee, December 12, 1995

## Democratic Clubs and Caucuses

### Chartering

A Democratic Club that operates within Montgomery County, Maryland, may request a Charter from the MCDCC by submission of the following to the Secretary of the MCDCC:

1. Name of Club;
2. Address of Club;
3. Election district(s) covered by club:
  - a. Congressional
  - b. Legislative,
  - c. Local (e.g., council, school board, etc.)
  - d. Election (e.g., ward, precinct, etc.)
4. Proposed Meeting dates and locations;
5. Name, address, telephone numbers (and e-mail address) for:
  - a. President,
  - b. Vice President,
  - c. Secretary,
  - d. Treasurer;
6. A Copy of the following documents:
  - a. Constitution,
  - b. Bylaws,
  - c. Newsletter (if available)

### Renewals

1. The Secretary (in consultation with the members of the Central Committee) will draft a charter renewal form and mail it to the current address (on file with the Central Committee) of each organization, between November 15 and December 1 each year. The charter of any currently chartered organization that files its renewal form by February 1, will be automatically renewed. If an organization does not file its renewal form by February 1, the organization's charter will automatically become inactive and the organization will not be entitled to the benefits provided in section 8 of this policy.
2. The Secretary will send a second copy of the charter renewal form to any organization that failed to file the form by February 1. If an organization files the form with the Central Committee within 6 months of the February 1 deadline, the organization's charter will be automatically reinstated and the organization will be entitled to the benefits provided in section 8. If an organization fails to file a renewal form with the Central Committee by July 1, the organization will have to go through the same process as new organizations to get its charter reinstated.

Rule on Democratic Clubs and Caucuses, revised by the MCDCC July 14, /2020

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The Secretary of the Montgomery County Democratic central Committee is to perform the certifications required by Article III(5)(B)(3) {of the Maryland Democratic Party By-Laws}<sup>2</sup> for

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<sup>1</sup> This superseded the policies adopted by the Montgomery County Democratic Central Committee on October 6, 1971, December 17, 1975, and July 27, 1977.

<sup>2</sup> Article III(5)(B)(3) provides that "A member [of the Democratic Central Committee] shall be declared to have resigned by their local Democratic Central Committee if:

Montgomery County. The Secretary of the County Central Committee is not to provide any certifications to the Secretary of the State Central Committee between June 9, 1998 and September 15, 1998.

Adopted by the Montgomery County Democratic Central Committee, June 9, 1998

After the executive session (if any), and after any further discussion in public session, the Central Committee will proceed to vote on the candidates [to be nominated for seats on the Board of Elections]. Voting will be by secret ballot. Each candidate may designate one observer to watch the counting of ballots. Proxies are to be presented to the Secretary before any ballots are put into the ballot box.

Procedures for Selecting the Central Committee's Nominees to the  
County Council Redistricting Commission, § (9),  
adopted by the Montgomery County Democratic Central Committee, November 14, 2000

### **Section 3. District Organizations.**

If there is a chartered Democratic organization(s) for the legislative district with the vacancy, the Secretary will contact the president of that organization(s) and request that the organization(s) provide recommendations on filling the vacancy. The Central Committee will give due consideration to any such recommendation, though the Central Committee will make the final decision in filling legislative vacancies.

### **Section 5. Manner of Filling Vacancies.**

At the meeting to fill the vacancy, ...

- e) All proxy ballots must be provided to the Secretary before the start of balloting;
- f) The Secretary will collect all ballots in the ballot box;
- g) The secretary and Assistant Secretary will count the ballots;

Policy on Legislative Vacancies, §§ 3 and 5(e)-(g),  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001

At the beginning of each new term of the Central Committee, the Secretary will provide the members of the Committee with a list of the positions on legislative issues that have been approved by the Central Committee and are still in effect. The current Central Committee may amend or repeal any previously approved position.

Adopted by the Montgomery County Democratic Central Committee, October 14, 2003

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- a) The member's local Democratic Central Committee has adopted a rule setting minimum attendance standards at local and/or State Central Committee meetings, including a method of certifying members' attendance, and
  - b) The member is certified to the Secretary to have violated the local Democratic Central Committee's attendance rule, in accordance with the rules adopted by the local committee...

## Special Elections

### 1. Basic Rule

[It is the long-standing practice of the Central Committee that all of the rules that apply to primary elections, also apply to special primary elections; and all rules that apply to general elections also apply to special general elections]<sup>1</sup>

### 2. 2008 Congressional Special Election

[Maryland Code (Election Law) § 8-710 [2008] provides that if there is a vacancy in one of Maryland's seats in the United States House of Representatives, that the vacancy is to be filled by special election – a special primary election, followed (at least 36 days later) by a special general election. In 2008, the Maryland General Assembly enacted emergency legislation<sup>2</sup> that temporarily amended § 8-710 to permit the Governor to waive the requirement of having a special primary election if the vacancy occurs after the regular primary election. If the Governor waives the requirement of the special primary election, then the temporarily added subsection (e)(3) provided that:

A political party that has local central committees shall make a nomination for a special general election called under this subsection as follows:

- i. The central committees of the political party in each of the counties included in the district of the office shall vote to recommend a candidate.
- ii. If the central committees in each county that is included in the district of the office recommended the same candidate, the state central committee shall nominate that candidate.
- iii. If the central committees in each county that is included in the district of the office recommended different candidates, the state central committee shall select one of the candidates recommended by the local central committees as the nominee.

The temporary amendment expired December 31, 2008.

The Montgomery County Democratic Central Committee met on April 22, 2008, pursuant to the temporary amendment to § 8-710, for the purpose of selecting the Democratic nominee for the 4<sup>th</sup> Congressional District special election to fill the vacancy caused by the resignation of Rep. Albert Wynn. The Central Committee unanimously agreed to use the procedures previously adopted for meetings to fill vacancies in the General Assembly. After the Central Committee selected its nominee, a motion was made to notify the Governor, the Maryland State Democratic Central Committee, and the Prince George's County Democratic Central Committee.]

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<sup>1</sup> *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> edition, page 17) provides that "In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed as a rule of order ... If there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by majority vote, agrees to do otherwise."

<sup>2</sup> [2008 Laws of Maryland, ch. 118.

## Spring Ball

(see also: Payments)

### 1. Tickets

**Patron** [members of the Democratic Forum are entitled to]

- Four complimentary tickets to the Montgomery County Democratic Spring Ball ...

Annual Dues: \$1,000

**Benefactor** [members of the Democratic Forum are entitled to]

- Two complimentary tickets to the Montgomery County Democratic Spring Ball ...

Annual Dues: \$500

**Sponsor** [members of the Democratic Forum are entitled to]

- One complimentary ticket to the Montgomery County Democratic Spring Ball ...

Annual Dues: \$300

Policy on Democratic Forum Membership Programs,  
adopted by the Montgomery County Democratic Central Committee, February 7, 1995

Precinct chairs may use Precinct Operating Account funds to buy as many tickets as each chair has funds.

Adopted by the Montgomery County Democratic Central Committee, April 9, 1996

### Section 1. Recommendations.

The Spring Ball Committee ... will ... submit a proposal to the Central Committee recommending the cost of tickets for [the Spring Ball] ...

### Section 2. Decisions.

After considering the recommendations of the Spring Ball Committee ..., the Central Committee will set the price of tickets for [the] ... event.<sup>1</sup>

Policy on Spring Ball and Annual County Brunch Tickets, §§ 1-2,  
adopted by the Montgomery County Democratic Central Committee, September 20, 2001

## 2. Advertisement Book

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<sup>1</sup> On November 14, 1994, the Montgomery County Democratic Central Committee adopted a policy that provided that "Admission price for the Spring Ball is \$60". At its March 14, 2000 meeting, the Central Committee adopted the budget for the 2000 Spring Ball which suspended the policy of November 14, 1994 for the 2000 Spring Ball set the admission price for that year's Spring Ball at \$65 in advance; \$70 at the door; \$125 for the pre-Ball VIP reception; \$1,000 for two tickets to the Ball and the VIP reception and mention in the Spring Ball advertisement book; and \$3,000 for four tickets to the Ball and the VIP reception and mention in the Spring Ball advertisement book. On February 13, 2001, the Central Committee repealed the policy of November 14, 1994.

The Spring Ball Committee is allowed to accept advertising from cable-TV firms. Cable-TV ad book revenue is to be segregated and those funds are only to be used for office overhead expenses.

Adopted by the Montgomery County Democratic Central Committee, March 23, 1982

### **Section 1. Bereavements**

a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current

- Precinct Chair
- Precinct Vice Chair
- Area Coordinator
- Member of the Central Committee (voting or non-voting)
- Elected Democratic public official representing at least part of Montgomery County
- Trustee
- Committee Chair or Vice Chair appointed by the Chair of the Central Committee
- Employee hired by the Central Committee
- Legal Counsel of the County Democratic Party
- Editor of the County Democratic Party's Web site
- Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
- President of any Democratic organization chartered by the Central Committee
- Democratic member of the Montgomery County Board of Elections; or
- Member of Plowman/Fisherman or the Democratic Forum;

Or of any former long-term member of the Precinct Organization;

- i. ...
  - ii. ..., and
  - iii. The decedent's name will be published in the "in Memoriam" section of the Spring Ball booklet.
- b) In the event that (after the secretary has compiled a list of winners of the following awards)<sup>1</sup> the Montgomery County Democratic Headquarters learns of the death of any or of any current or former winner of the
- Jack Dean-Helen Peacock Precinct Official Award (or Jack Dean Precinct Official Award)
  - Rita Morgan-Bruce Jerney Community Service Award
  - Democrat of the Year Award
  - Rosalie Reilly Lifetime Service Award
  - Kelsey Cooke Volunteer of the Year Award (or the Volunteer of the Year Award)

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<sup>1</sup> The November 9, 1999 minutes of the Montgomery County Democratic Central Committee state that the Secretary presented the list required by this section at that meeting of the Central Committee.

- Lucille Maurer Award for Continuing Service by a Former Elected Official
  - Reginald Zalles Award (Most Improved Precinct in a Dollar Drive)
  - Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
  - Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)
- i. ...
  - ii. ..., and
  - iii. The decedent's name will be published in the "In Memoriam" section of the Spring Ball booklet.

Policy on Sympathy and Recognitions, § 1(a), (b),  
adopted by the Montgomery County Democratic Central Committee, September 14, 1999<sup>1</sup>

Starting with the 1996 Spring Ball, the Central Committee will not accept Precinct Operations Account funds for advertisements in the Spring Ball program.

Adopted by the Montgomery County Democratic Central Committee, April 11, 1995

Every Precinct Directory published by the Party will contain a list of all persons who have been designated as a Precinct Official Emeritus. The Spring Ball ad book and the Party's Web site will also include a list of all persons who have designated as a Precinct official Emeritus.

Precinct Official Emeritus Policy, § 6,  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003

### **3. Awards**

#### **Section 1. Purpose.**

This policy will govern the process for issuing the annual Spring Ball awards, starting with the awards for the 2002 Spring Ball.

#### **Section 2. Spring Ball Awards.**

The Montgomery County Democratic Central Committee annually will select the winners of the following awards. These awards will be presented to the recipients at the Spring Ball:

- a) Jack Dean-Helen Peacock Precinct Official Award
- b) Rita Morgan-Bruce Jerney Community Service Award
- c) Democrat of the Year Award
- d) Rosalie Reilly Lifetime Service Award
- e) Kelsey Cooke Volunteer of the Year Award.

#### **Section 3. Jack Dean-Helen Peacock Precinct Official Award.**

The Jack Dean-Helen Peacock Precinct Official Award is presented in recognition of outstanding Democratic activism within the Precinct Organization. The award is named in honor

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<sup>1</sup> This superseded the policy adopted by the Montgomery County Democratic Central Committee on April 14, 1982, which stated that, "There is to be an 'in memoriam' page in the Spring Ball booklet to honor party activists."

of Jack Dean and Helen Peacock, two people who worked very hard at the precinct level to help strengthen the Montgomery County Democratic Party and build a vital, grassroots Democratic organization. In addition to his precinct work, Jack Dean was a founding member of the Eastern Montgomery Democratic Club and later was instrumental in its merger with the Kensington-Wheaton Democratic Club. Helen Peacock was an outstanding precinct official and party activist who later served as a member of the Montgomery County Democratic Central Committee.

The Award was established in 1981 by the District 20 Democratic Caucus as the “Jack Dean Award”. Nominations were to be submitted to the Central Committee, and the award was given at the annual Holiday Party. By 1983, the presentation of the award had moved to the Spring Ball. Responsibility for the award eventually moved completely to the Central Committee. In 1989, the Central Committee renamed the award as the “Jack Dean-Helen Peacock Award”.

#### **Section 4. Rita Morgan-Bruce Jerney Community Service Award.<sup>1</sup>**

The Rita Morgan-Bruce Jerney Community Service Award, established in 1985, is presented for outstanding commitment to public service in Montgomery County and within the Montgomery County Democratic Party. The award is to be given to a party activist who has been a party volunteer and has devoted substantial time to community service. This service may take the form of civic activism, helping the needy, or generally working to improve the quality of life for all citizens of Montgomery County. This award is named in memory of Rita Morgan and Bruce Jerney, who dedicated themselves to fighting discrimination and bringing services to those who could least help themselves. Bruce Jerney, a Precinct Chair and Vice Chair of the Dollars Drive, served as a health clinic volunteer in Takoma Park and worked with mentally and physically disabled children. Rita Morgan served as Bruce Jerney’s Precinct Vice Chair and was a Dollars Drive Chairperson herself. She was also President of Suburban Maryland Fair Housing and pioneered initiatives to help root out housing discrimination. She worked with autistic children, the revitalization of downtown Silver Spring, and was a member of the County Board of Appeals.

#### **Section 5. Democrat of the Year.**

The Democrat of the Year award is presented to the person who has given outstanding service and commitment to the Democratic Party over the past year. The recipient of this award has made a significant contribution to enhance the strength and vitality of the Democratic Party. This service may come in the form of general volunteer activity, helping build the precinct organization, organizing Party events, exceptional fundraising success, or involvement in successful general election activity.

#### **Section 6. Rosalie Reilly Lifetime Service Award.**

The Rosalie Reilly Lifetime Service Award is granted recognition of outstanding commitment and contributions to the Montgomery County Democratic Party throughout a career in public service. Rosalie Reilly epitomized integrity in public office and everything that is good about the Democratic Party. She rose from the rank and file of the Montgomery County

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<sup>1</sup> The Rita Morgan-Bruce Jerney Community Service Award was originally created by the Montgomery County Democratic Central Committee on January 9, 1985, as “a third award for political activist and civic oriented persons such as Bruce Jerney and Rita Morgan”.

Democratic Party to become an elected official (Registrar of Wills, 1978-1989). She then became one of Maryland's members of the Democratic National Committee and subsequently became Chair of the Maryland State Democratic Party. As a Democratic leader, den mother, rabbi and consigliere, her door and phone were always open to those who sought her advice and counsel. The Rosalie Reilly Lifetime Service Award is awarded to those individuals who, like Rosalie, have committed a significant portion of their life and energies to the Democratic Party.

The award was created in 1989 to be given on an occasional basis. The award is now given annually.

### **Section 7. Kelsey Cooke Volunteer of the Year Award.**

The Kelsey Cooke Volunteer of the Year Award is granted in recognition of outstanding volunteer activity by a Democratic Party activist. The award was created in 1996 as the "Volunteer of the Year Award" and was renamed the "Kelsey Cooke Volunteer of the Year Award" in 1998.

Kelsey Cooke Meyersburg was a tireless, hardworking volunteer who was willing to do whatever it took to ensure Democratic victory—hammer in lawn signs in the rain, register voters in the hot sun, walk door to door, make phone calls, staff sign-in tables—anything. She believed in the ideals and principles of the Democratic Party and fought hard for them. Kelsey dealt with challenges with love, enthusiasm, and grace, though she was never reluctant to say what was on her mind. After she was diagnosed with end-stage renal disease and had to undergo dialysis three times each week, she continued to attend meetings, give abundant advice, gossip about politics, and generally raise Cain.

### **Section 8. Spring Ball Awards Nominations Coordinator.**

The Chair of the Central Committee will appoint a Spring Ball Awards Nominations Coordinator at the January meeting of the Central Committee. The Coordinator will:

- a) Keep a record of the people nominated by members of the Central Committee for one of the Spring Ball awards
- b) Prepare an announcement that will be published in the January and February issues of *The Montgomery Democrat* inviting suggestions for people to be considered for the awards
- c) Contact (by electronic mail or other means) all of the members of the Central Committee between the Central Committee's January and February meetings, soliciting nominations for the awards
- d) Provide a list at the February Central Committee meeting of everyone who has been nominated for an award.

### **Section 9. Nominations.**

Nominations for the Spring Ball Awards must be made in writing, no later than 5:00 p.m. on the Thursday preceding the Central Committee's February meeting. All nominations must indicate the nominator and why the nominee should be considered for the award. Any eligible person nominated for one award may also be considered for the other awards.

## **Section 10. Selection of the Award Winners.**

The Central Committee will select the winners of the Spring Ball awards at its February meeting. Selection will take place in executive session. Voting will be by hand vote. A majority of votes cast for an award is needed for a nominee to win an award. If no nominee receives a majority of the votes cast for an award, the Central Committee will drop any nominees for the award that received no votes and any nominees who received the least number of votes above zero. The Central Committee will conduct another vote and will continue until a nominee receives a majority of the votes cast.

## **Section 11. Eligibility.**

To be eligible to be considered for a Spring Ball award, the nominee must either be a registered Democratic voter in Montgomery County or must be an organization chartered by the Montgomery County Democratic Central Committee.

A posthumous award may be awarded if the honoree (at the time of the Spring Ball) has died within the last two years and was a registered voter in Montgomery County at the time of their death.

Public officials who are currently holding an elected county (including school board), state, or federal office are not eligible to receive a Spring Ball award.

Current members of the Central Committee (including non-voting members) are not eligible to receive a Spring Ball award.<sup>1</sup>

Paid staff may be considered for the Kelsey Cooke Volunteer of the Year Award, but only for their unpaid work.

## **Section 12. Minutes.**

Any reports concerning the of nominations and selection of Spring Ball award winners will not list the nominees or nominators, the number of ballots taken for any award, or the number of votes received by any nominee. The reports include the minutes of the Central Committee and the confidential summary of Central Committee executive sessions.

## **Section 13. List of Winners.**

The Secretary will maintain a list of prior winners of the Spring Ball awards. A copy of the list will be provided to the members of the Central Committee at, or before, the March meeting. A copy of the list will also be provided to the Chair of the Spring Ball Committee for inclusion in the Spring Ball ad book.

## **Section 14. Notification of Winners.**

The Chair of the Central Committee will designate members of the Central Committee to notify the winners that they will be honored at the Spring Ball. The names of the winners are to be treated as otherwise confidential by the Central Committee until the winners have been notified.

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<sup>1</sup> The March 11, 2003 minutes of the Montgomery County Democratic Central Committee notes that “Last month the Central Committee voted to award Dee Schofield the Jack Dean-Helen Peacock Precinct Official Award. The Chair of the central Committee ruled (after consulting with the Chair of the Rules Committee) the Central Committee’s rules do not require her to forfeit the award if she is elected to fill one of the vacancies [on the Central Committee, even if she takes office before the Spring Ball], since she was not a member of the Central Committee when the decision to make her an award recipient was made.”

## Section 15. Superseded Provisions.

This policy supersedes the Central Committee resolutions of:

- a) April 12, 1989 establishing the Jack-Dean-Helen Peacock Award.<sup>1</sup>
- b) March 13, 1996, concerning eligibility of Central Committee members to receive Spring Ball awards.<sup>2</sup>
- c) March 13, 1996 (amended March 10, 1998), establishing the Volunteer of the Year Award.<sup>3</sup>
- d) February 8, 2000, setting the date for selecting Spring Ball award winners.<sup>4</sup>

## Section 16. Effective Date.

This policy will go into effect at the conclusion of the 2001 Spring Ball.

Spring Ball Awards Policy,  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001,  
and amended by the Montgomery County Democratic Central Committee, December 8, 2003<sup>5</sup>  
April 12, 2005,<sup>6</sup> and April 11, 2006<sup>7</sup>

There is to be a permanent display with a plaque of names of award winners {of the Rosalie Reilly Lifetime Service Award, the Democrat of the Year, the Rita Morgan-Bruce Jerney Community Service Award, and the Jack Dean-Helen Peacock Precinct Official Award] in the Central Committee offices.

Adopted by the Montgomery County Democratic Central Committee, April 12, 1989

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<sup>1</sup> The policy of April 12, 1989 provided that the award was “to be given on an occasional basis”.

<sup>2</sup> The policy of March 13, 1996 provided that “members of the Central Committee (including non-voting members) are not eligible to receive Spring Ball awards.”

<sup>3</sup> The policy of March 13, 1996 provided that “There is established the Volunteer of the Year Award.” The amendment of March 10, 1998, changed the name of the award to the Kelsey Cooke Volunteer of the Year Award.

<sup>4</sup> The policy of February 8, 2000 provided that “The annual [Spring Ball award] winners [are to] be selected at the March meeting of the Central Committee.”

<sup>5</sup> The December 8, 2003 amendment:

- Replaced “February” with “January” in the introduction of § 8;
- Replaced “March issue” with “January and February issues” in § 8(b)
- Replaced “February and March” with “January and February” in § 8(c);
- Replaced “March” with “February” in § 8(d);
- Replaced “February or March” with “January or February” in § 9;
- Replaced “March” with “February” in § 10;
- Replaced the last two sentences of § 10, which originally read “if no nominee receives a majority of the votes cast for an award, the nominee for the award who received no votes (and the nominee who received the least number of votes above zero), will be dropped and another vote will be taken for that award. The process will continue until a nominee receives a majority of the votes cast.”; and
- Replaced “Organizations, currently elected public officials,” with “Current elected public officials” in § 11.

<sup>6</sup> The April 12, 2005 amendment generally revised §§ 9 and 11. Before the amendment, the sections read:

### **Section 9. Nominations.**

Nominations for the Spring Ball Awards may be made by members of the Central Committee at the Central Committee’s January or February meetings, in public session or in executive session.

### **Section 11. Eligibility.**

Current elected public officials and current members of the Central Committee (including non-voting members) are not eligible to receive a Spring Ball award.

<sup>7</sup> The April 11, 2006 amendment replaced “has died since the previous Spring Ball” with “(at the time of the Spring Ball) has died within the last two years”, in § 11.

The Assistant Secretary shall: ...

8. Maintain the plaque(s) of winners of the Rosalie Reilly, Democrat of the Year, Morgan-Jerney, and Dean-Peacock Awards and see to it that it is prominently displayed in County Democratic Party Headquarters, as required by the policy adopted by the Democratic Central Committee on April 12, 1989, and similarly maintain plaque(s) for the Kelsey Cooke Award and the Lucille Maurer Award and maintain the Kominer's Cup;

Policy on Duties of the Assistant secretary, § 8,  
adopted by the Montgomery County Democratic Central Committee, April 13, 1999

Certificates of Appreciation are to be awarded at the Holiday Party (rather than the Spring Ball) with an emphasis on Dollars Drive performance (although not exclusively).

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

### **§ 1. Purpose.**

This policy establishes the procedure for awarding the annual Lucille Maurer Award for Continuing Service by a Former Elected Official (hereinafter referred to as the Lucy Maurer Award).

### **§ 2. Nominations.**

On or about December 1 of each year, the Chair of the Central Committee (after consulting with the Chair of the Trustees Group) will see to it that a letter is sent to each Trustee informing them of the meeting of the Trustees Group to select the next recipient of the Lucy Maurer Award. The letter shall specify the time and place of the meeting. The meeting will be held no later than the day before the second Tuesday in February. The letter may also specify other business to be transacted at that meeting. Notice of the meeting will also be included in *The Montgomery Democrat*.

### **§ 3. Procedures.**

The Trustees shall, at the meeting specified in § 2 of this policy, select the next recipient of the Lucy Maurer Award, using such procedures as are agreed to at the meeting. In the absence of any contrary procedure, the selection of the next recipient of the Lucy Maurer Award will be done by secret ballot.

### **§ 4. Posthumous Award.**

The Lucy Maurer Award may be given posthumously, provided that the award winner was alive as of the first Saturday in May two years preceding the election of the award's winner.

**§ 5.** [deleted by the Montgomery County Democratic Central Committee, December 8, 2003]

## **§ 6. Superseded Policies.**

This policy supersedes the policy on the Lucy Maurer Award adopted by the Central Committee on March 11, 1997.<sup>1</sup>

Lucy Maurer Award Policy  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003,  
and amended by the Montgomery County Democratic Central Committee, December 8, 2003<sup>2</sup> and  
April 11, 2006<sup>3</sup>

## **4. Campaign Literature**

Campaign literature is inappropriate at the Ball.

Adopted by the Montgomery County Democratic Central Committee, February 20, 1980

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<sup>1</sup> The policy of March 11, 1997 read:

There is established the Lucille Maurer Award for Continuing Service by a Former Elected Official and the Trustees Organization is empowered to decide who should receive the award.

<sup>2</sup> The amendment of December 8, 2003:

- Replaced “January” with “December”, in § 2;
- Replaced “Trustee’s Organization” with “trustee’s Group” in § 2;
- Replaced “(as defined in § 5 of this policy) of inviting them to a meeting of the Trustees” with “informing them of a meeting of the Trustees Group”, in § 2;
- Replaced “the second Tuesday in March” with “the day before the second Tuesday in February” in § 2; and
- Deleted § 5.

<sup>3</sup> The amendment of April 11, 2006 replaced “in the year” with “two years”, in § 4.

## State Central Committee – Montgomery County Members

(see also: Vacancies on the Central Committee)

1. Membership – The members of the Democratic State Central Committee of Maryland shall be:
  - A. Those persons elected by ballot from their respective subdivisions of the State of Maryland in accordance with the laws of Maryland;
  - B. Such officers as shall be elected by the Democratic State Central Committee of Maryland in accordance with this Constitution and its By-Laws; and
  - C. Such additional persons as may be elected by the Democratic State Central Committee of Maryland for the purpose of complying with the Charter<sup>1</sup>. By-Laws, or delegate selection procedure of the Democratic Party of the United States.<sup>2</sup>
2. Term of Office – Members elected under the terms of § 1(A) and 1(B) of this article shall serve a term of four years, or until successors qualify. Members elected under the terms of § 1(C) of this Article shall serve until the qualification of the new members cited in § 1(A).<sup>3</sup>
3. Voting – There shall be a total of one thousand (1,000) weighted votes authorized to be cast in the Democratic State Central Committee of Maryland.
  - A. Votes shall be allocated among the central committees representing the political subdivisions based on the following formula: twenty-five (25) percent weight to population based on the most recent federal census, twenty-five (25) percent weight each to the proportion of the vote given to Democratic candidates for President in each of the two most recent presidential elections by each subdivision, and twenty-five (25) percent weight to the proportion of the vote given to the Democratic candidate for Governor in the most recent gubernatorial election by each subdivision.
  - B. The proportional votes for each subdivision shall be reallocated within ninety (90) days after the most recent relevant election or census.

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<sup>1</sup> Article 9, § 16 of the Charter of the Democratic Party of the United States provides that “The membership of the Democratic National Committee, the Executive Committee, Democratic state central committees, and all national official Party Conventions, committees, commissions, and like bodies shall be equally divided between men and women. State Parties shall take provable positive steps to achieve legislative changes to bring the law into compliance with this provision wherever this provision conflicts with state statutes.” The U.S. Court of Appeals for the 4<sup>th</sup> Circuit, in *Bachur v. Democratic National Party* (836 F. 2d 837 (1987); reversing 666 F. Supp. 763 (D. Md. 1987)), held that the Maryland State Democratic Party has a Federal constitutional right to allocate party officers by gender.

<sup>2</sup> Notwithstanding the requirement in the Maryland Democratic Party By-laws that the Maryland State Central Committee select the gender balance members, it has been a long standing tradition that the Montgomery County Democratic Central Committee select the Montgomery County gender balance members and that they take office immediately upon their selection by the Montgomery County Democratic Central Committee.

<sup>3</sup> Article IX, § 3 of the By-Laws of the Maryland Democratic Party provide that “In the vacancy in a local Democratic Central Committee, the vacancy shall be filled by the remaining members of that Democratic Central Committee at a public meeting held within forty-five (45) days after the vacancy shall occur. In the event that the local Democratic Central Committee fails to fill the vacancy in the allotted time, the Chair of the Maryland Democratic Party may appoint a successor subject to the approval of the Executive Committee.” Article IV, § 3 of the By-Laws of the Montgomery County Democratic Central Committee provides that “Vacancies in any office or by any member of the committee caused by death, resignation or other reason shall be filled by the Committee within thirty (30) days following the occurrence of the vacancy and following due notice to the members. Resignations will take effect upon their acceptance by the Committee.”

- C. In no event shall any subdivision have fewer than one (1) percent of the total weighted votes.
- D. No unit rule shall be permitted in casting the votes of any subdivision. Any member shall have the right to ask that their delegation be polled.
- E. Each member of the Democratic State Central Committee of Maryland shall be entitled to cast their vote, including fractional votes, equal to the total number of members representing their subdivision divided by the number of votes allocated to said subdivision.
- F. The right to vote shall be limited to those persons specified in Article III, §§ 1(A) and (C) of these By-Laws.

By-Laws of the Maryland Democratic Party, article III, §§ 1 to 3

1. County Representatives – The local central committee in each of Maryland’s 24 political subdivisions shall elect a representative and an alternate<sup>1</sup> to serve on the Executive Committee [of the Democratic State Central Committee of Maryland]. Subdivisions with a weighted vote of 90 or more may divide their votes equally among up to 3 representatives.
2. Allocation of Votes – Each subdivision’s representative shall be entitled to cast a weighted vote equivalent to their share of the weighted vote in the State Central Committee. In addition, each officer or representative of a statewide Democratic Constituency or organization as defined in § 3 shall be entitled to cast one vote.
3. Other Members – The Chair may appoint, with the consent of the Executive Committee, up to four (4) persons, each of whom reside in different political subdivisions, to serve as representatives of Statewide Democratic constituencies or organizations. One of these seats shall be reserved for a representative of the Maryland Legislative Black caucus. These persons shall serve a term of two years from the time they are appointed and confirmed. In addition, the Young Democrats of Maryland and the United Democratic Women’s Clubs of Maryland shall each be entitled to a representative on the Executive Committee.

By-Laws of the Maryland Democratic Party, article V, §§ 1 to 3

[Banov note: The preceding statement was superseded by the following, which was approved, 14-9, at the March 10, 2015 meeting of MCDCC:

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<sup>1</sup> At the August 10, 2004 meeting of the Montgomery County Democratic Central Committee, the Central Committee accepted the resignation of one of its Representatives to the State Party’s Executive Committee. The Alternate did not automatically move into the vacant Representative seat. The County Central Committee elected the Alternate to move into the Representative’s seat.

## **Statements Critical of Democratic Officials**

If an officer of the Central Committee publicly makes a statement critical of a current Democratic office holder, he or she should clearly identify the views as being personal and not those of the Central Committee; unless the Central Committee authorizes the statement.

For purposes of this rule, “current Democratic office holders” are those people who are registered Democrats and who are currently holding any of the offices voted on by the voters of Montgomery County.

Adopted by the Montgomery County Democratic Central Committee, March 14, 1995

It [is] ... the policy of the Central Committee that, regardless of difference that may divide us on the issues we face as members of the Montgomery County Democratic Central Committee, we pledge to strive at all times to treat our fellow members of the Committee with civility, respect, and tolerance.

Adopted by the Montgomery County Democratic Central Committee, September 17, 2002

## **Stationery**

Letterhead paper should be used for Central Committee business only.

Adopted by the Montgomery County Democratic Central Committee, June 21, 1967

## Student Participation

Membership in the Maryland Democratic Party is open to all citizens of the State of Maryland who support the ideals and principles of the Maryland Democratic Party, and have registered their party affiliation as Democrats. Persons under the age of for registering to vote are encouraged to participate in the activities of the party ...

Maryland Democratic Party Constitution, article II

Section 1. Student Members: In addition to the seats on the Central Committee provided for elsewhere in these By-laws, there shall be two seats on the Committee which shall be filled in the same manner as vacancies on the Committee as filled, provided that the occupants of these two additional seats are to be students and are to be of opposite genders.

Section 2. Student Member Committees: The Chair of the Committee will appoint one of the two student members as the Chair of the Student Volunteer Mobilization Committee and will appoint the other student member as the Chair of the Student Club Organizing Committee. The Chair of the Central Committee will also appoint one member of the Committee to serve as Vice Chair of the Student Mobilization Committee and one member of the Committee to serve as Vice Chair of the Student Club Organizing Committee.

Section 3. The Committee may, by rule, set additional qualifications and responsibilities for the student members, set the length of office of the student members, and set the responsibilities of the Student Volunteer Mobilization Committee and Student Club Organizing Committee. The student members of the Committee are entitled to all rights and privileges of voting members of the Central Committee, except that they (1) are not entitled to vote at meetings of the Montgomery County Democratic Central Committee or the Maryland State Democratic Central Committee, and (2) are not required to attend the meetings of the Maryland State Democratic Central Committee.

Montgomery County Democratic Central Committee By-Laws, article XI

- 1) When setting the agenda for central committee meetings, the reports of the Student Volunteer Mobilization Committee and the Student Club Organizing Committee should be early in the meeting.
- 2) The student members of the Central Committee will serve one year terms, which will start and end on the second Tuesday in May. There is no limit to the number of consecutive terms that a student may serve on the Central Committee. The April and May issues of *The Montgomery Democrat* will include an announcement encouraging students to apply for the student seats.
- 3) Any student member of the Central Committee who fails to attend (for whatever reason) a majority of the Montgomery County Democratic Central Committee meetings (held in Montgomery County) during a six month period, will be deemed to have resigned and their resignation automatically accepted. Submission of a proxy or participation in a meeting by telephone does not constitute attendance for these purposes.

- 4) The Student Volunteer Mobilization Committee is responsible for initiating and coordinating Democratic Party efforts to get high school students to use Democratic Party work as part of the community service required for high school graduation. The Student Club Organizing Committee is responsible for organizing Democratic clubs in every high school in Montgomery County. The student members of the Central Committee are responsible for recruiting future student members of the Committee.

Policy on Student Membership on the Central Committee,  
adopted by the Montgomery County Democratic Central Committee, July 13, 1999,  
and amended by the Montgomery County Democratic Central Committee March 11, 2003<sup>1</sup> and  
December 13, 2005<sup>2</sup>

#### **§ 4. Manner of Filling Vacancies.**

At the meeting to fill the vacancy,

- a) Each of the candidates will be invited to address the Central Committee, in public session, for five minutes each, in alphabetical order;
- b) After all the candidates have had the opportunity to speak, the members of the Central Committee will have the opportunity, in open session, to question that candidates collectively;
- c) Once the questioning has been completed, the Central Committee may retire into executive session to discuss the candidates (as a personnel matter) – no votes may be taken during the executive session, except to end the executive session;
- d) Voting will be conducted in public session by secret ballot;
- e) All proxy ballots must be provided to the Secretary before the start of balloting;
- f) The Secretary will collect all ballots in a ballot box;
- g) The Secretary and Assistant Secretary will count the ballots;
- h) Each candidate may designate one person to observe the counting of the ballots;
- i) An absolute majority of the ballots cast is needed to win the seat;
- j) If no candidate receives an absolute majority of the ballots cast, another ballot will be held after eliminating any candidate who received no votes and the remaining candidate who received the fewest votes; this process shall continue until a candidate receives an absolute majority of ballots cast.

#### **§ 5. Superseded Provisions.**

- a) ...
- b) This policy does not supersede the policy on student membership on the Central Committee, adopted by the Central Committee on July 13, 1999. § 4 of this policy will govern manner or filling student seats at the expiration of their term.

Policy on Vacancies on the Central Committee, §§ 4-5  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001

Any member in good standing of a high school Democratic club in Montgomery County is entitled to receive a free subscription to *The Montgomery Democrat* while in high school.

Adopted by the Montgomery County Democratic Central Committee, July 10, 2001

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<sup>1</sup> The amendment of March 11, 2003 replaced “second Tuesday in June” with “second Tuesday in May”; and replaced “May and June” with April and May” in § 3.

<sup>2</sup> The amendment of December 13, 2005 added “(held in Montgomery County)” in § 4.

## **Treasurer of the Central Committee**

(see also: Funds of the Central Committee; Officers of the Central Committee; and Precinct Organization)

The treasurer of a State or county central committee of a political party may not make any disbursement of the central committee's assets, or incur any liability on its behalf, without authority and direction from the chairman of the central committee.

Maryland Election Code § 13-218(c) [2014]

An incumbent member of a central committee who is a candidate for election to party office may act as the treasurer of that central committee.

Maryland Election Code § 13-215 (b)(2)(i) [2014]

### Duties of the Treasurer (and in the Treasurer's absence, the Assistant Treasurer):

- a) The Treasurer shall keep accounts of all monies the Committee receives and disburses and shall deposit all monies and valuables in the name and to the credit of the Committee in such banks and depositories as the Committee shall designate by appropriate resolution. The Treasurer shall provide a surety bond in the amount of not less than ten thousand dollars (\$10,000), the cost of the bond to be borne by the Committee. The Treasurer shall submit a financial report at all regular meetings of the Committee. The Treasurer shall prepare and present an annual budget to the Committee. All expenditures shall be authorized by the Chair and shall be paid by the Treasurer upon presentation of appropriate receipted bills or vouchers.
- b) The Assistant Treasurer: The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence and shall serve as Treasurer in the event of a vacancy in the office of Treasurer until such a time as a new Treasurer is elected.

Montgomery County Democratic Central Committee By-Laws, article V, § 4

## **8. Fund Raising by Precinct Officials**

Precincts, precinct officials, and other precinct volunteers may only raise money on behalf of the Central Committee.

- a) All funds collected by precinct officials within any precinct are due and payable to the Central Committee. Checks may be made out to MCDCC. Cash contributions are limited to \$100.
- b) No precinct official may use the name of the Democratic Party to solicit funds without the express permission of the Central Committee.
- c) No funds may be raised or retained for or by any precinct, precinct official, or precinct volunteer.
- d) No funds may be raised or accepted at any polling place during early voting or on election day.
- e) All funds collected by precincts, precinct officials, or other precinct volunteers shall be clearly receipted in compliance with Maryland and U.S. FEC regulations.
- f) No funds may be accepted without provision of proper two-part receipt with one part going to the contributor and the second part being retained for Central Committee records.

- g) All funds raised and collected must be delivered along with proper documentation to the Central Committee office within fourteen (14) calendar days of their collection.

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

The Chairperson, Vice Chairperson, Assistant Secretary and Comptroller are to be bonded. ... [as are] the Treasurer, Assistant Treasurer, Secretary and Office Secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

The Secretary and Treasurer each are authorized to approve up to \$50 per quarter in unusual expenditures without asking for Central Committee authorization.

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

The treasurer is authorized to rent the smallest available safety deposit box.

Adopted by the Montgomery County Democratic Central Committee, March 5, 1980

The treasurer is authorized to establish two money market accounts for funds in excess of what ... [the Central Committee] need[s] on a daily basis.

Adopted by the Montgomery County Democratic Central Committee, April 13, 1999

The Treasurer [is] ... authorized to expand the hours of the Information Systems manager from three days per week to four days per week, on a week-by-week basis.

Adopted by the Montgomery County Democratic Central Committee, March 14, 2000

## **§ 2. Annual Report.**

The Treasurer of the Central Committee (with the assistance of the Assistant Treasurer of the Central Committee) will compile an annual Dollars Drive accounting report that will be presented to the Central Committee at its regular August meeting. The annual report will indicate how much money (net) was raised by each precinct in the Dollars Drive, how much money was allocated to each precinct as a result of the money they raised in the Dollars Drive, and how much money is in each precinct's account in the Precinct Operations Account (formerly the Precinct Trust Fund). The report will also indicate which precinct raised the largest amount of money (net) in the Dollars Drive and which precinct raised the largest amount of money (net) per registered Democratic voter in the Dollars Drive.

Dollars Drive Accounting Policy, § 2,  
adopted by the Montgomery County Democratic Central Committee, March 11, 2003

## Trustees

### Section 1. Bereavements

a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current ...

- Trustee
- ....

(i) a letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family,

(ii) notices will be published in *The Montgomery Democrat* and on the Party's Web site, and

(iii) the decedent's name will be published in the "In Memoriam" section of the Spring Ball booklet.

b) ...

c) In the event that the Montgomery County Democratic Headquarters learns of the death of a

- Parent
- Grandparent
- Sibling
- Spouse (or significant other)
- In-law
- Child, or
- Grandchild

Of any of the persons listed in § 1(a) or (b):

(i) a letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family, and

(ii) notices will be published in *The Montgomery Democrat* and on the Party's Web site.

d) In the event that the Montgomery County Democratic Headquarters learns of the serious illness of the persons listed in § 1(a), (b), or (c):

(i) a letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the person, and

(ii) notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 2. Congratulations**

- a) In the event that the Montgomery County Democratic Headquarters learns that any person listed in § 1(a), (b), or (c) has given birth, gotten married, or received a degree, notices will be published in *The Montgomery Democrat* and on the Party's Web site.
- b) In the event that the Montgomery County Democratic Headquarters learns that any person listed in § 1(a) or (b) has received a significant award, notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 3. Retirements**

In the event that any person listed in § 1(a) retires from their political office:

- (i) a letter from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, expressing thanks for services rendered will be sent to the retiree, and
- (ii) notices will be published in *The Montgomery Democrat* and on the Party's Web site.

## **Section 6. Sunshine Committee**

The Chair of the Central Committee shall appoint a Sunshine Committee. The Sunshine Committee will (a) monitor local newspapers and other publications to attempt to identify individuals and events that should be recognized under this policy and (b) otherwise assist in the administration of this policy.

## **Section 7. Previous Policies**

This policy supersedes the bereavements/memorials policies adopted by the Central Committee on January 5, 1972 and on April 14, 1982.<sup>1</sup>

Policy on Expressions of Sympathy and recognitions of Achievements, §§ 1-3 and 6-7,  
adopted by the Montgomery County Democratic Central Committee, September 14, 1999

It has been the long standing practice of the Central Committee to give all Trustees a free subscription to *The Montgomery Democrat*.

Minutes of the Montgomery County Democratic Central Committee, July 10, 2001<sup>2</sup>

### **§ 1. Purpose.**

This policy establishes the procedure for awarding the annual Lucille Maurer Award for Continuing Service by a Former Elected Official (hereinafter referred to as the Lucy Maurer Award).

### **§ 2. Nominations.**

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<sup>1</sup> The policy of January 5, 1972 provided that "A contribution or a similar token of sympathy shall be made as an expression of sympathy during bereavement when the deceased was an active member of the Democratic Party." The policy of April 14, 1982 provided that "There is to be an "in memoriam" page in the Spring Ball booklet to honor party activities."

<sup>2</sup> *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> edition, page 17) provides that "In some organizations a particular practice may sometimes come to be followed as a matter of established custom so that it is treated practically as if it were prescribed as a rule of order ... If there is no contrary provision in the parliamentary authority or written rules, the established custom should be adhered to unless the assembly, by majority vote, agrees to do otherwise."

On or about December 1 of each year, the Chair of the Central Committee (after consulting with the Chair of the Trustees Group) will see to it that a letter is sent to each Trustee informing them of the meeting of the Trustees Group to select the next recipient of the Lucy Maurer Award. The letter shall specify the time and place of the meeting. The meeting will be held no later than the day before the second Tuesday in February. The letter may also specify other business to be transacted at that meeting. Notice of the meeting will also be included in *The Montgomery Democrat*.

### **§ 3. Procedures.**

The Trustees shall, at the meeting specified in § 2 of this policy, select the next recipient of the Lucy Maurer Award, using such procedures as are agreed to at the meeting. In the absence of any contrary procedure, the selection of the next recipient of the Lucy Maurer Award will be done by secret ballot.

### **§ 4. Posthumous Award.**

The Lucy Maurer Award may be given posthumously, provided that the award winner was alive as of the first Saturday in May two years preceding the election of the award's winner.

§ 5. [deleted by the Montgomery County Democratic Central Committee, December 8, 2003]

### **§ 6. Superseded Policies.**

This policy supersedes the policy on the Lucy Maurer Award adopted by the Central Committee on March 11, 1997.<sup>1</sup>

Lucy Maurer Award Policy  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003,  
and amended by the Montgomery County Democratic Central Committee, December 8, 2003<sup>2</sup> and April 11, 2006<sup>3</sup>

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<sup>1</sup> The policy of March 11, 1997 read:

There is established the Lucille Maurer Award for Continuing Service by a Former Elected Official and the Trustees Organization is empowered to decide who should receive the award.

<sup>2</sup> The amendment of December 8, 2003:

- Replaced "January" with "December", in § 2;
- Replaced "Trustee's Organization" with "trustee's Group" in § 2;
- Replaced "(as defined in § 5 of this policy) of inviting them to a meeting of the Trustees" with "informing them of a meeting of the Trustees Group", in § 2;
- Replaced "the second Tuesday in March" with "the day before the second Tuesday in February" in § 2; and
- Deleted § 5.

<sup>3</sup> The amendment of April 11, 2006 replaced "in the year" with "two years", in § 4.

**Minutes of the Montgomery County (Maryland)  
Democratic Central Committee**

December 8, 2003

...

Rules Committee Report: The Chair of the Rules Committee (Elliot Chabot) moved the adoption of the Rules Committee's recommendation:

Proposed Organization of the Montgomery County Democratic Trustees Group

**§ 1. Findings.**

The Montgomery County Democratic Central Committee recognizes the potential resource inherent in former holders of federal, state, and county public and party offices who were elected to these offices as Democrats.

**§ 2. Membership.**

- a) "Trustee" means any person who satisfies all of the following:
  - 1) Is a member of the Democratic Party, residing in Montgomery County;
  - 2) Has served in one of the offices listed in subsection (b) of this section; and
  - 3) Does not currently serve in one of the offices listed in subsection (b) of this section.
- b) The offices referred to in subsections (a)(2) and (3) of this section are:
  - 1) Maryland's Governor, Lieutenant Governor, Attorney General, Comptroller, and United States Senator;
  - 2) Members of the United States House of Representatives whose district included any part of Montgomery County;
  - 3) Members of the Maryland State Senate and the Maryland House of Delegates whose district included any part of Montgomery County;
  - 4) County Executive of Montgomery County;
  - 5) Members of the Montgomery County Council;
  - 6) Clerk of the Court, Registrar of Wills, Sheriff, and State's Attorney for Montgomery County, and
  - 7) Voting members of the Montgomery County Democratic Central Committee.

**§ 3. Officers.**

**a) Election**

The Trustees Group will hold an annual meeting no later than the day before the second Tuesday in February. (On or about December 1 of each year, the Chair of the Central Committee (after consulting with the Chair of the Trustees group) will see to it that a letter is sent to each Trustee inviting them to the annual meeting. The letter shall specify the time and place of the meeting.) At the annual meeting, the Trustees Group will elect a Chair, Vice Chair, secretary, Treasurer, and five other Trustees to serve as the Executive Board of the Trustees Group. The members of the Executive Board shall serve from the time of their election until the election of their successors.

**b) Notification of Prospective Candidates**

In the November and December editions of *The Montgomery Democrat* issued prior to the election of the Executive Board of the Trustees Group, a notice will be published soliciting candidates for the positions. Additionally, on the first Friday in November, a copy of the notice will be sent by electronic mail to all members of the Trustees Group that the Central Committee has a current electronic mail address. The notices will indicate the deadline and address for applying for the positions.

**c) Vacancies**

Vacancies will be filled by a majority vote of the remaining members of the Executive Board.

**§ 4. Goals.**

The goals of the Trustees Group are to maintain a list of Trustees and to communicate with them to energize them and utilize their valuable insights into governance and politics to assist in electing Democrats to public office, strengthen the Party organization, and to realize fully the objectives of the Democratic Party. All Trustees are encouraged to be active in Plowman and Fisherman, Democratic forum, Precinct Organization, the Oral History Project, Dollars Drive Campaign, mentoring, and Central Committee activities and operations.

**§ 5. Solicitation Meeting.**

The Executive Board (in conjunction with the Central Committee) will hold at least one event yearly to discuss jointly the ideas, advice and suggestions from Trustees about how former elected officials can be more active and make a greater contribution to the Party.

**§ 6. Lucille Maurer Award.**

The Lucy Maurer Award Policy adopted by the Central Committee on January 14, 2003, will govern the awarding of that award.

**§ 7. Modifications.**

Except as provided for in § 6, this organizational structure will remain in effect until modified by the general membership of the Trustees Organization. § 6 may be modified only by the Montgomery County Democratic central Committee.

## Vacancies on the Central Committee

(see also: Candidate Vacancies; and Membership of the Central Committee)

(d) (1) (i) An individual selected to fill a vacancy in a party central committee shall be a resident of the county in which that central committee is located.

(ii) An individual selected to fill a vacancy of a member elected from a specific legislative district in a party central committee shall be a resident of that legislative district.

(2) Upon relinquishing residency in the county or legislative district in which a member of a party central committee was selected to fill a vacancy, the member shall be considered to have resigned.<sup>1</sup>

(e) (1) Except as provided in paragraph (2) of this subsection, a vacancy in the party central committee for a county, or a legislative district of Baltimore City, Anne Arundel County, or Baltimore County, shall be filled by the remaining members of the committee elected from that county or legislative district.

(2) if a political party does not have county central committees or central committees for a legislative districts, vacancies shall be filled in accordance with party rules.

(f) (1) Except as provided in paragraph (2) of the subsection, the tenure in office of a member of the central committee of any political party shall:

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<sup>1</sup> The Maryland Court of Appeals, in *Dorf v. Skoik*, 280 Md. 101, 371 A. 2d 1094 (1977), held that a Central Committee member who is no longer a resident of the district (or county) from which they were elected from is held to have “vacated the office”. In the *Dorf* case—which involved a question as to whether a member of the Democratic State Central Committee of the 42<sup>nd</sup> Legislative District of Baltimore City had relinquished her residency—the Court set this standard:

... the words “reside” or “resident” mean “domicile” unless a contrary intent is shown. A person may have several places of abode or dwelling, but can have only one domicile at a time. Domicile has been defined as the place for which the individual has a settled connection for legal purposes and the place where a person has his true, fixed, permanent home, habitation and principal establishment, without any present intention of removing therefrom, and to which place he has, whenever he is absent, the intention of returning. The controlling factor in determining a person’s domicile is his intent. One’s domicile, generally, is that place where he intends to be. The determination of his intent, however, is not dependent upon what he says at a particular time, since his intent may be more satisfactorily shown by what is done rather than what is said. Once a domicile is determined or established a person retains his domicile at such place unless the evidence affirmatively shows an abandonment of that domicile. In deciding whether a person has abandoned a previously established domicile and acquired a new one, courts will examine and weigh the factors related to each place. This court has never deemed any single circumstance conclusive. However, it has viewed certain factors as more important than others, the two most important bring where the person actually lives and where he votes. Where a person lives and votes at the same place such place probably will be determined to constitute his domicile. Where these factors are no so clear, however, or where there are special circumstances explaining a particular place of abode or place of voting, the Court will look to and weigh a number of other factors in deciding a person’s domicile. As Judge Eldridge put it for the court in *Bainum [v. Kalen]*, 272 Md. 490, 725 A. 2d 392]:

“These include such things as: the paying of taxes and statements on tax returns; the ownership of property; where the person’s children attend school; the address a which one receives mail; statements as to residency contained in contracts or other documents; statements on licenses or governmental documents; where furniture and other personal belongings are kept; which jurisdiction’s banks are utilized; membership in professional, fraternal, religious or social organization; where one’s regular physicians and dentists are located; where one maintains charge accounts; and other facts revealing contact with one or the other jurisdiction.”

- i. Begin at the time the results of that election are certified; and
- ii. Continue to the extent of any extension in time between primary elections by reason of any change in the date in holding primary elections by a political party in the State.

(2) The tenure in office of a member of the Republican Party Central Committee shall begin on the fourteenth day following the gubernatorial general election.

(3) For purposes of this subsection, upon relinquishing residency in the county, a member of a party central committee shall be considered to have resigned.

Maryland Code (election law) § 4-202(d) to (f) [2008]

In the event of a vacancy in a local Democratic Central Committee, the vacancy shall be filled by the remaining members of the Democratic Central Committee at a public meeting held within forty-five (45) days after the vacancy shall occur. In the event the local Democratic Central Committee fails to fill the vacancy within the allotted time, the Chair of the Maryland Democratic Party may appoint a successor subject to the approval of the Executive Committee.

Maryland Democratic Party By-Laws, article IX, § 2

Filling Vacant Elective Offices – From time to time a local Democratic Central Committee may be empowered or required by law or by the Constitution and By-Laws of the Maryland Democratic Central Committee to fill vacant elective office. In such an event, the local Democratic Central Committee shall ensure that reasonable public notice is given concerning the vacancy, the procedure for filling the vacancy, and the qualifications and requirements for candidates to fill the vacancy. Meetings held by a local Democratic Central Committee for the purpose of filling such a vacancy shall be open to the public, and votes for the purpose of filling such a vacancy shall be conducted by roll call.

Maryland Democratic Party By-Laws, article IX, § 6

Vacancies: Vacancies in any office or by any member of the committee caused by death, resignation or other reason shall be filled by the Committee within thirty (30) days following the vacancy and following due notice to the members. Resignations will take effect upon their acceptance by the Committee.<sup>1</sup>

Montgomery County Democratic Central Committee By-Laws, article IV, § 3

The Assistant Secretary shall ... promptly after the election of any voting or non-voting member to the Central Committee (other than in the gubernatorial primary), notify the Maryland State Democratic Central Committee, the State Board of Elections and the Montgomery County Board of Elections of the name, seat, and address of that member.

Policy on the Duties of the Assistant Secretary, § 3,  
adopted by the Montgomery County Democratic Central Committee, April 13, 1999

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<sup>1</sup> The Central Committee may accept a resignation effective immediately or the Committee may specify an effective date for its acceptance of the resignation. For instance, at its August 8, 1995 meeting, the Central Committee accepted the resignation of Leslie Silver, effective August 14, 1995.

### **§ 1. Existence of a Vacancy.**

A vacancy occurs when a member of the Central Committee dies, resigns, or is removed from office. A resignation does not take effect until it has been approved by the Central Committee.<sup>1, 2</sup>

### **§ 2. Announcement of a Vacancy.<sup>3</sup>**

When a vacancy occurs prior to the end of a Central Committee member's term, an announcement will

- a) Be placed in the next issue of *The Montgomery Democrat*;
- b) Be sent by electronic mail to all the following persons that the Central Committee has an electronic mail address for:
  - 1) All precinct chairs, vice chairs, and area coordinators;
  - 2) All elected public officials who are elected as Democrats and represent all or part of Montgomery County;
  - 3) All members of the Central Committee; and
  - 4) The president of each Democratic organization chartered by the Central Committee;
- c) Be sent to local news media; and
- d) Be posted on the Party's Web site.

The announcements will indicate the deadline and address for applying to fill the vacancy.

### **§ 3. Schedule and Applications**

A vacancy will be filled at the regular Central Committee meeting following the publication of the announcement in *The Montgomery Democrat*, provided in § 2(a) of this policy. The deadline for submitting applications will be 5 p.m. of the day before the meeting. The application must be submitted to the Montgomery County Democratic Headquarters. The application should consist of a resume and a cover letter.

### **§ 4. Manner of Filling Vacancies.**

At the meeting to fill the vacancy,

- a) Each of the candidates will be invited to address the Central Committee, in public session, for five minutes each, in alphabetical order;

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<sup>1</sup> The Circuit Court of Baltimore, in *Valle v. Pressman* (1962 – summarized at 229 Md. 591, 596, 185 A. 2d 368) held that a person must currently be properly registered as a Democratic voter to be able to serve as a member of the Baltimore City Central Committee.

<sup>2</sup> See footnote 1 on pg. 237.

<sup>3</sup> Prior to November 13, 2007, § 2 read:

#### **Section 2. Announcement of a Vacancy.**

When a vacancy occurs prior to the end of a Central Committee member's term, an announcement will:

- a) Be placed in the next issue of *The Montgomery Democrat*;
- b) Be sent by electronic mail to all of the following persons that the Central Committee has an electronic mail address for:
  - 1) All precinct chairs, vice chairs and area coordinators;
  - 2) All elected Democratic public officials who represent all or part of Montgomery County;
  - 3) All members of the Central Committee; and
  - 4) The president of each Democratic organization chartered by the Central Committee; and
- c) Be sent to local news media.

The announcements will indicate the deadline and address for applying to fill the vacancy.

- b) After all the candidates have had the opportunity to speak, the members of the Central Committee will have the opportunity, in open session, to question the candidates collectively;
- c) Once questioning has been completed, the Central Committee may publicly discuss the candidates and/or retire into executive session to discuss the candidates (as a personnel matter) – no votes may be taken during executive session, except to end the executive session;<sup>1</sup>
- d) Voting will be conducted by written ballot indicating the name of the voting member and will be disclosed after all ballots have been received;<sup>2</sup>
- e) All proxy ballots must be provided to the Secretary before the start of balloting;
- f) The Assistant Secretary will collect all ballots in a ballot box;<sup>3</sup>
- g) The Secretary and Assistant Secretary will count the ballots;
- h) Each candidate may designate one person to observe the counting of the ballots;
- i) An absolute majority of the ballots cast is needed to win the seat;
- j) If no candidate receives an absolute majority of the ballots cast, another ballot will be held after eliminating any candidate who received no votes and the remaining candidate who received the fewest votes; this process will continue until a candidate receives an absolute majority of the ballots cast.
- k) If, after eliminating the candidate(s) who received no votes and eliminating the candidate(s) who received the fewest votes, there are four or fewer candidates remaining, then the Central Committee may discuss the candidates (or ask further questions of the candidates) for at least five minutes;
- l) Notwithstanding subsections (i) and (j) of this section, if at the end of a ballot no candidate received an absolute majority of the ballots cast (on that ballot) a tie occurs among the remaining candidates with the fewest votes where the removal of all the tied candidates would result in only one candidate (or no candidates) remaining (e.g., if one candidate receives 9 votes and the remaining candidates receive 7 votes each), then no candidate will be eliminated as a result of that ballot and one final ballot will be held using a weighted preferential voting system. The weighted preferential voting system will work as follows:
  - 1) The Secretary will call the roll.
  - 2) When each Central Committee member's name is called, that member will submit a secret ballot ranking all the remaining candidates in order of preference.
  - 3) The candidate that is the member's first preference will receive a number of votes equal to the number of candidates remaining. The candidate that is the member's second choice will receive a number of votes equal to the number of candidates remaining minus one; and so on. If for instance, there were 3 candidates remaining, and a Central Committee member chose Abercrombie as their first choice, Baker as their second, and Carter as their third, Abercrombie would get 3 votes, Baker 2, and Carter 1.

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<sup>1</sup> “publicly discuss the candidates and/or” was added November 13, 2007.

<sup>2</sup> Prior to November 13, 2007, § 4(d) read in its entirety:

(d) voting will be conducted in public session by secret ballot;

<sup>3</sup> Prior to November 13, 2007, § 4(f) assigned this duty to the Secretary, rather than the Assistant Secretary.

- 4) Whichever candidate receives the most votes on this ballot will win the seat (if there is a tie for first place then there will be another ballot between just the candidates tied for first place).<sup>1</sup>

§ 5. Superseded Provisions.

- a) This policy supersedes:
  - 1) Procedures for Filling Vacancies in the State Legislature or the Central Committee, adopted by the Central Committee on June 30, 1976 (as it applies to Central Committee vacancies).<sup>2</sup>
  - 2) Resolution on filling Central Committee vacancies adopted by the Central Committee on February 16, 1972.<sup>3</sup>
- b) This policy does not supersede the policy on student membership on the Central Committee, adopted by the Central Committee on July 13, 1999. § 4 of this policy will govern the manner for filling student seats at the expiration of their term.

Policies on Vacancies on the Central Committee  
adopted by the Montgomery County Democratic Central Committee, June 12, 2001;  
and amended by the Montgomery County Democratic Central Committee, November 13, 2007

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<sup>1</sup> Subsections (k) and (l) were added to § 4 on November 13, 2007.

<sup>2</sup> The Procedures for Filling Vacancies in the State Legislature or the Central Committee, adopted by the Central Committee on June 30, 1976 (as it applies to Central Committee vacancies) provided that:

1. Send out notice of vacancy stating qualifications of office and invite applications [sic.] to submit resume(s) not longer than two letter-size pages to the Central Committee by a specified deadline (allow three week minimum). The notice is sent to the "Active democrats" mailing list ... News release with the above information is sent to D.C. and County newspapers.
2. Schedule a date for interviews by the Central Committee after the filing deadline (this date to also be published in the initial notice). This meeting shall be open to the public, except for those waiting to be interviewed, each subject to such rules and procedures as the Committee may adopt prior to the meeting. Any correspondence to the Central Committee concerning the candidates shall be open for public inspection during working hours.
3. The interviews shall be limited to those submitting applications prior to the deadline. After the interviews, the Central Committee shall meet in Executive Session to discuss the qualifications of the candidates.
4. The vote to fill the vacancy shall be by a majority of those votes cast in open session by roll call vote on the same day as the interviews, unless deferred by a majority vote. In the event after two ballots no one candidate has a majority, the candidate with the least number of votes shall be dropped from the balloting. This process shall continue until a candidate receives a majority.

<sup>3</sup> The resolution of filling Central Committee vacancies adopted by the Central Committee on February 16, 1972, provided that "The Committee ... [goes into] Executive Session to discuss the candidates. The Committee ... [returns] as a Committee of the Whole to vote with a 5 minute recess between votes."

## **Vice Chair of the Central Committee<sup>1, 2</sup>**

(see also: Officers of the Central Committee)

Duties of the Vice Chair: The Vice Chair shall perform the duties of the Chair in the Chair's absence, and shall serve as Acting Chair in the event of a vacancy in the office of Chair, until such time as a new Chair is elected.

Montgomery County Democratic Central Committee By-Laws, article V, § 2

Meetings: Meetings of the Committee shall be held not less than ten (10) times in each calendar year. The Chair shall call all regular or statutory meetings. In the event of his neglect, failure or refusal, the Vice Chair or Secretary shall call such regular or statutory meetings.

Montgomery County Democratic Central Committee By-Laws, article VII, § 1

The Chairperson, Vice Chairperson, Assistant Secretary and Comptroller are to be bonded ... [as are] the Treasurer, Assistant Treasurer, Secretary and Office secretary ...

Adopted by the Montgomery County Democratic Central Committee, November 19, 1975

A Staff person may be terminated in the following manner:

- 1) When a member of the MCDCC requests that the Chair or the Officers call a special meeting to discuss removal
- 2) When a majority of the members of the MCDCC vote to remove a staff person

Staffers may be suspended by the Chair of the Central Committee (or, in the absence of the Chair, the Vice Chair).

"Removal of Staff Persons" section of the Personnel Procedures, adopted by the Montgomery County Democratic Central Committee, September 12, 1995

### **Section 1. Bereavements.**

- a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current:
  - Precinct Chair
  - Precinct Vice Chair
  - Area Coordinator
  - Member of the Central Committee (voting or non-voting)
  - Elected Democratic public officials representing at least part of Montgomery County
  - Trustee
  - Committee Chair or Vice Chair appointed by the Chair of the Central Committee

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<sup>1</sup> Though its membership is not set out in the By-Laws or Rules of the Montgomery County Democratic Central Committee, the Vice Chair has traditionally served as a member of Liaison I.

<sup>2</sup> On September 20, 1978, the Montgomery County Democratic Central Committee adopted the following policy:

Any precinct official or coordinator not performing the required support for all Democratic candidates or any precinct official or coordinator in violation of the precinct rules with respect to the support of all Democratic nominees in any way, with the inclusion of defacing of the official Democratic Sample Ballot, may be suspended or removed if that person is a campaign appointment, or the campaign role removed from an elected precinct official by the chairperson or vice chairperson of the Central Committee of the Co-Chairpersons of the Precinct Organization [Committee].

The policy of September 20, 1978, is superseded by § C(2)(d) of the Rules Governing Qualifications, Elections and Meetings of Democratic precinct Officials of Montgomery County, Maryland which does not mention the Vice Chair of the Central Committee.

- Employee hired by the Central Committee
- Legal Counsel of the County Democratic Party
- Editor of the County Democratic Party's web site
- Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
- President of any Democratic organization chartered by the Central Committee
- Democratic member of the Montgomery County Board of Elections; or
- Member of Plowman/Fisherman or the Democratic Forum;

Or any long-term member of the Precinct Organization

- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family,
  - ii. ...
  - iii. ...
- b) In the event that (after the Secretary has compiled a list of the winners of the following awards<sup>1</sup>) the Montgomery County democratic Headquarters learns of the death of any or of any current or former winner of
- Jack Dean-Helen Peacock Precinct Official Award (or Jack Dean Precinct Official Award)
  - Rita Morgan-Bruce Jerney Community Service Award
  - Democrat of the Year Award
  - Rosalie Reilly Lifetime Service Award
  - Kelsey Cooke Volunteer of the Year Award (or the Volunteer of the Year Award)
  - Lucille Maurer Award for Continuing Service by a Former Elected Official
  - Reginald Zalles Award (Most Improved Precinct in a Dollar Drive)
  - Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
  - Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)
- i. A letter (or card) of sympathy from the Chair and Vice Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family,
  - ii. ...
  - iii. ...

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<sup>1</sup> The November 9, 1999 minutes of the Montgomery Democratic Central Committee state that the Secretary presented the list required by this section at that meeting of the Central Committee.

- c) In the event that the Montgomery County Democratic Headquarters learns of the death of a:
- Parent
  - Grandparent
  - Sibling
  - Spouse (or significant other)
  - In-law
  - Child, or
  - Grandchild

Of any of the persons listed in § 1(a) or (b):

- i. A letter (or card) of sympathy from the Chair and Vic Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the decedent's family, and
  - ii. ...
- d) In the event that the Montgomery County Democratic Headquarters learns of the serious illness of the persons listed in § 1(a), (b), or (c):
- i. A letter (or card) of sympathy from the Chair and Vic Chair of the Central Committee, on behalf of the Party and the Central Committee, will be sent to the person, and
  - ii. ...

### **Section 3. Retirements.**

In the event that any person listed in § 1(a) retires from their political office:

- i. A letter from the Chair and Vic Chair of the Central Committee, on behalf of the Party and the Central Committee, expressing thanks for services rendered will be sent to the retiree, and
- ii. ...

Policy on Expressions of Sympathy and Recognitions of Achievements, §§ 1 and 3, adopted by the Montgomery County Democratic Central Committee, September 14, 1999

**VoteBuilder – VAN (Voter Access Network) Access Guidelines for MCDCC User Accounts**

The following procedures are to be followed by the MCDCC in providing committee members and other qualified individuals access to VoteBuilder. VoteBuilder is also known as VAN (Voter Access Network) and as MDVAN (Maryland Voter Access Network.)

The Central Committee Chair is responsible for:

- Maintaining MCDCC’s list of VoteBuilder users with current access
- Enrolling/providing access to VoteBuilder for new users, and
- Removing access to VoteBuilder of those users who no longer meet eligibility requirements

Eligible Users: VoteBuilder Access for Central Committee Members and Other Party Officials

STAKEHOLDER GROUP	LEVEL OF ACCESS
MCDCC Officers* MDP Executive Committee Members*	Statewide Access
MCDCC Members not listed above*	Countywide Access
Precinct Officials: Area Coordinators*	District Area Access
Precinct Officials: Chairs and Vice Chairs and Block Captains* (includes provisional positions)	Precinct Access
Montgomery County Democratic Trustees*	Countywide Access
MCDCC Office Staff	MCDCC Chair discretion

\* On the date (or as quickly as feasible) an MCDCC Member or other party official files candidacy for public office at the local, state or federal level with a local election board or the Montgomery County Board of Elections or the Maryland State Board of Elections, that person’s access to VoteBuilder through the Central Committee shall be removed/terminated by the Central Committee Chair. This does not apply to applications for candidacy for party office or convention delegate.

VoteBuilder Access for Others Not Listed Above

Access to VoteBuilder will NOT be provided by the MCDCC to the following groups and/or individuals.

- Organizations not chartered by the MCDCC
- Candidates and candidate committees (including candidates who are current members of MCDCC)
- Candidate campaign staff and volunteers (including campaign staff and volunteers who are current members of MCDCC)
- Elected officials (other than MCDCC members and precinct officials)
- All other persons that are not specifically identified as eligible for VoteBuilder access through the MCDCC.

These groups and individuals may contact the Maryland Democratic Party to arrange paid access to VoteBuilder.

### MCDCC Chair and Central Committee [VoteBuilder] Responsibilities

The Central Committee Chair is responsible for maintaining the list of all VoteBuilder user accounts and the access to VoteBuilder by those users under the Central Committee's sponsorship.

1. Within thirty (30) days of notification to the Central Committee Chair, Central Committee Members and other party officials who resign, retire or are otherwise no longer serving in that elected/appointed capacity shall be removed from the list of active users and their VoteBuilder access will be terminated.
2. At an Executive Session of the regular March and September meetings of the Central Committee, the Central Committee Chair shall make available to the Central Committee the list of persons who have user access to VoteBuilder through the Central Committee. Central Committee members shall have until the next Central Committee meeting (that being either April or October) to raise objections to inclusion of any person on the list of those having active access to VoteBuilder. Such objections shall be reviewed by the Central Committee in Executive session at the regular April and October Central Committee meetings.
3. The Central Committee Chair or the Chair's designee shall routinely perform monthly maintenance of the Central Committee's VoteBuilder user list and accounts.

### Precinct Review Committee Chair or Co-Chair [VoteBuilder] Responsibilities

Each month the Precinct Review Committee Chair or Co-Chair shall provide to the Central Committee Chair

1. a list of precinct officials to be removed/terminated and/or,
  2. a list of new precinct officials to be added
- by the Chair from/to the Central Committee's VoteBuilder user list and accounts.

Adopted by the MCDCC on June 11, 2019

## Voter Registration<sup>1</sup>

(b) (1) The National, State and Local Democratic Party organizations shall undertake affirmative action programs designed to encourage the fullest participation of all Democrats in all Party Affairs. All Party Affairs shall mean all activities of each Party organization commencing at the lowest level and continuing up through the national Democratic Party. Such activities shall include but need not be limited to the processes in which delegates are selected to the National Democratic Convention; Party officials are nominated or selected; Party policy, platforms and rules are formulated; and regular programs of voter registration, public education and public relations. Such programs may be developed and sponsored in cooperation with the Democratic National Committee.

...

(e) Each state or territorial Party may establish such procedures and structures as are necessary to insure compliance with this Section, including procedures for review of complaints of non-compliance with this section by any unit of the political process including the state.

By-Laws of the Democratic party of the United States, article 2, § 11(b)(ii)(e)

Voter Registration and Education Committee - The Voter Registration and Education Committee [of the Maryland Democratic Party] shall be comprised of a Chair and at least thirteen (13) other members to be appointed by the Chair of the Maryland Democratic Party. In cooperation with local central committees, it shall develop and help implement programs to increase Democratic voter registration throughout the State. Similarly, it shall develop and help implement programs to educate voters on the importance of voting, how and when to vote, and why it is important to vote for Democratic nominees.

By-Laws of the Maryland Democratic Party, article VI, § 6

(Duties of the Precinct Chair – The Chair shall be the Chief Executive Officer of the Precinct. The Chair shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

...

- f. Maintaining contact with precinct residents and expanding the Democratic voter base by recruitment of precinct volunteers, by conducting voter registration drives, and/or by publication of precinct newsletters.

...

Rules of the Precinct Organization,  
Adopted by the Montgomery County Democratic Central Committee, May 11, 2021

### D. PROGRAM [of the Labor Advisory Committee:]

1. ...
2. ...
3. Assist in registration drives where needed.

Adopted by the Montgomery County Democratic Central Committee, December 14, 1977

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<sup>1</sup> §§ 2(a) and 2(b)(2) of the Policy on Precinct Area Coordinators, adopted by the Montgomery County Democratic Central Committee on May 9, 1971, made it a duty of the precinct area coordinators to “be a telephone link between precinct chairmen and the Central Committee, Registration Chairman and the Dollars Drive Chairman”, and “Upon the specific request of the Central Committee ... Help plan Precinct registration and Dollars Drive.”

The May 19, 1971 policy was superseded by § B of the Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials in Montgomery County, Maryland. § B does not specifically mention voter registration.

The large signs inviting people to register as Democrats<sup>1</sup> will not be used again, in order to maintain good public relations with the Montgomery County Board of Elections and the State Administrative Board of Election Laws<sup>2</sup>.

Adopted by the Montgomery County Democratic Central Committee, August 17, 1994

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<sup>1</sup> These signs measured 22' x 28" and were inscribed in 4" bold type:

REGISTER  
AS  
A  
DEMOCRAT  
HERE

Also, in 1" type across the top, was the inscription "VOTER REGISTRATION". A union bug and the Central Committee's "by authority of" line were at the bottom of the sign.

<sup>2</sup> The "State Administrative Board of Election Laws" was renamed the "Maryland State Board of Elections" effective January 1, 1999. (1998 Laws of Maryland, chapter 585).

## Web Site

(see also: Data and Records Custody; and Publications of the Party)

- 1) **Purpose.** The purpose of the site is to spread the good word of the Montgomery County Democratic Party, solicit donations and recruit volunteers.
- 2) **General Approach.** The prototype Web site demonstrated at the November 14, 1995 meeting of the Central Committee ... is to be the model for the site. It is the expectation of the Central Committee that the Web site will be creative, contemporary, and consistent with the dynamic flavor of the World Wide Web.
- 3) **Types of information.** The Web site will include (but is not limited to):
  - a) Schedules of Montgomery County-related political and cultural events,
  - b) Lists of (and links to homepages of) Democratic elected officials who represent all or part of Montgomery County,
  - c) Links to the homepages of the Democratic National Committee, Maryland State Democratic Party and organizations chartered by the Montgomery County Democratic Central Committee.
  - d) Links to the homepages of government agencies in Montgomery County,
  - e) County Democratic Party press releases and other publications consistent with the purpose of the web site,
  - f) Profiles/interviews of elected officials who currently represent all or part of Montgomery County (provided that these will be removed from the Web site during the six-month period preceding a Democratic primary election in which the official is a contested candidate),
  - g) Volunteer sign-up pages,
  - h) Donations page.
- 4) **Editor.** The Central Committee will designate an editor who will have day-to-day responsibility for the maintenance of the site. The Editor will consult with the Chair of the Central Committee before adding to the Web site any categories of material not already authorized by this policy. If the Editor and Chair are not able to resolve any disagreement, the matter will be referred to the Internet Services Committee for resolution. Decisions of the Internet Services Committee can be appealed to the Central Committee, which will be the final authority.

The Editor will not accept for inclusion in this space any material that is pornographic or which includes hate speech or which endorses candidates from another political party (or, in the case of general elections endorses a candidate for office other than a Democratic candidate). This policy will be applied uniformly against all elected officials, candidates and chartered clubs. Material is not to be considered pornographic or hate speech or to endorse a non-Democratic candidate merely because it contains material that is controversial or takes a position on issues contrary to positions on issue taken by County, State, or National Democratic Party. The elected official, candidate, or chartered club may appeal the editor's decision to the Internet Services Committee and may appeal the Committee's decision to the Central Committee. The decision of the Central Committee will be final.

- 5) **Rented Space.** Any organization chartered by the Central Committee, any Democratic elected official who currently represents part or all of Montgomery County, and any person who is currently filed with the Board of Supervisors of elections as a Democratic candidate for an office that represents all or part of Montgomery County, may rent space on the Web site at the rate of \$50 per year up to 400KB. Any organization, official, or candidate so renting is fully responsible for the form and contents of their Web pages and must provide it in a format that is directly loadable on the Party's Web site (the Party is not responsible for converting material to HTML or any other format). All pages rented under this provision must either contain a "by authority of" line or a statement that the information on the page does not necessarily represent the positions of the Montgomery County Democratic Party. The \$50 per year fee is waived for the Coalition of High School Democrats.

If during a year that an official or candidate has rented space on the web site, the official or candidate ceases to be either

1. A Democrat representing all or part of Montgomery County or
2. A person filed with the Board of Supervisors of Elections as a candidate for an elected office that represents all or part of Montgomery County

That person's material will be taken off the Web site and they will not receive a refund for the unused time.

- 6) **Budget.** The Internet Services Committee will annually submit a budget to the Budget and Finance Committee, for review by that Committee and approval by the Central Committee. As part of the Internet Services Committee's annual budget submission, the Committee will include any recommendations for changing the rental rates specified in § 5 of this policy statement. Changes in rates shall be subject to the approval of the Central Committee.
- 7) **Archiving.** The Editor and the Secretary of the Central Committee will jointly adopt procedures for the archiving of material from the Web site.

- 8) **Definitions.** For purposes of this policy statement, “Democratic elected officials” who are Democrats and hold one of the following offices (and “Democratic candidates for an office” are candidates currently filed with the appropriate Board of Elections as Democrats for one of the following offices): President or Vice President of the United States; United States Senator from Maryland; member of the United States House of Representatives from a district that includes all or part of Montgomery County; Governor, Lieutenant Governor, Attorney General or Comptroller of Maryland; Member of the Maryland General Assembly from a district that represents all or part of Montgomery County; Montgomery County Executive, Montgomery County Councilmember; Montgomery County State’s Attorney; Montgomery County Clerk of the Court; Montgomery County Register of Wills; Montgomery County Sheriff; or voting member of the Montgomery County Democratic Central Committee.

World Wide Web Site Policy,  
adopted by the Montgomery County Democratic Central Committee, December 12, 1995,  
amended by the Montgomery County Democratic Central Committee, April 9, 1996,<sup>1</sup>  
and further amended by the Montgomery County Democratic Central Committee, September 12, 2000<sup>2</sup>

Each organization chartered by the Montgomery County Democratic Central Committee is entitled to the following benefits (at the organization’s request). Organizations not chartered by the Central Committee will not be entitled to these benefits.

1. ...
2. ...
3. ...
4. ...
5. Eligible to purchase space on the MCDCC Web site at the same rate as Democratic incumbents and candidates.
6. Free link to the organization’s Web site from the MCDCC Web site.
7. Club events may be included at no charge in the schedule of events on the MCDCC Web site.
8. ...

Adopted by the Montgomery County Democratic Central Committee, April 7, 1998

The Assistant secretary shall coordinate with the Chair of the newsletter Committee and the Editor of the Montgomery County Democratic Party Web site to try to ensure that all calendars are synchronized;

Policy on the Duties of the Assistant Secretary, § 7,  
adopted by the Montgomery County Democratic Central Committee, April 13, 1999

The postal address, telephone number, and e-mail address of all central Committee members should be posted on the Central Committee’s Web page. Any member who wants to may substitute their business address, telephone number, or e-mail address for their home address, telephone number and e-mail address on the Central Committee’s Web site. The Central Committee’s address and telephone number [may be used] as an alternative to [the] business or home address and telephone numbers.

Adopted by the Montgomery County Democratic Central Committee, June 8, 1999

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<sup>1</sup> The April 9, 1996 amendment added the second paragraph of § 4, the second paragraph of § 5, the last two sentences of § 6, and all of § 8.

<sup>2</sup> The September 12, 2000 amendment added the fee waiver for the Coalition of High School Democrats in § 5.

### **Section 1. Bereavements.**

- a) In the event that the Montgomery County Democratic Headquarters learns of the death of any current:
- Precinct Chair
  - Precinct Vice Chair
  - Area Coordinator
  - Member of the Central Committee (voting or non-voting)
  - Elected Democratic public officials representing at least part of Montgomery County
  - Trustee
  - Committee Chair or Vice Chair appointed by the Chair of the Central Committee
  - Employee hired by the Central Committee
  - Legal Counsel of the County Democratic Party
  - Editor of the County Democratic Party's web site
  - Member of the Executive Committee of the Maryland Democratic Party who is a resident of Montgomery County
  - President of any Democratic organization chartered by the Central Committee
  - Democratic member of the Montgomery County Board of Elections; or
  - Member of Plowman/Fisherman or the Democratic Forum;

Or any long-term member of the Precinct Organization

- i. ... ,
  - ii. Notices will be published ... on the Party's Web site, and
  - iii. ...
- b) In the event that (after the Secretary has compiled a list of the winners of the following awards<sup>1</sup>) the Montgomery County democratic Headquarters learns of the death of any or of any current or former winner of
- Jack Dean-Helen Peacock Precinct Official Award (or Jack Dean Precinct Official Award)
  - Rita Morgan-Bruce Jerney Community Service Award
  - Democrat of the Year Award
  - Rosalie Reilly Lifetime Service Award
  - Kelsey Cooke Volunteer of the Year Award (or the Volunteer of the Year Award)
  - Lucille Maurer Award for Continuing Service by a Former Elected Official
  - Reginald Zalles Award (Most Improved Precinct in a Dollar Drive)
  - Col. Ward W. Caddington Award (Highest Percentage of Quota Raised by a Precinct in a Dollars Drive)
  - Esther and Odell Kominers Award (Highest Amount of Money Raised by a Precinct in a Dollars Drive)

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<sup>1</sup> The November 9, 1999 minutes of the Montgomery Democratic Central Committee state that the Secretary presented the list required by this section at that meeting of the Central Committee.

- i. ...,
  - ii. Notices will be published ... on the Party's Web site, and
  - iii. ...
- c) In the event that the Montgomery County Democratic Headquarters learns of the death of a:
- Parent
  - Grandparent
  - Sibling
  - Spouse (or significant other)
  - In-law
  - Child, or
  - Grandchild

Of any of the persons listed in § 1(a) or (b):

- i. ... ,
  - ii. Notices will be published ... on the Party's Web site.
- d) In the event that the Montgomery County Democratic Headquarters learns of the serious illness of the persons listed in § 1(a), (b), or (c):
- i. ... ,
  - ii. Notices will be published ... on the Party's Web site.

### **Section 2. Congratulations**

- a) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a), (b), or (c) has given birth, gotten married, or received a degree, notice will be published ... on the Party's web site.
- b) In the event that the Montgomery County Democratic Headquarters learns that any person listed in section 1(a) or (b) has received a significant award, notices will be published ... on the Party's Web site.

### **Section 3. Retirements**

In the event that any person listed in Section 1(a) retires from political office:

- i. ...
- ii. Notices will be published ... on the Party's Web site.

Every Precinct Directory published by the Party will contain a list of all persons who have been designated as Precinct official Emeritus. The Spring Ball ad book and the Party's web site will also include a list of all persons who have been designated as a Precinct official emeritus.

Precinct Official Emeritus Policy, § 6,  
adopted by the Montgomery County Democratic Central Committee, January 14, 2003

## Chronological Table of Standing Rules

This table provides a chronological listing of the Standing Rules adopted by the Montgomery County Democratic central Committee<sup>1</sup>. The table does not include:

- By-Laws of the Montgomery County Democratic Central Committee
- Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland
- Decisions of the Montgomery County Precinct organization
- Maryland Democratic Party Constitution
- Maryland Democratic Party By-Laws
- Maryland Election Code
- Montgomery County Charter
- Maryland State Constitution
- Resolutions of the Maryland State Democratic Central Committee
- Resolutions of the Executive Committee of the Maryland State Democratic Central Committee
- Charter of the Democratic Party of the United States
- By-Laws of the Democratic Party of the United States
- Resolutions of the Democratic National Committee

### **1966 – September 21**

Dollars dive [superseded]

### **1966 – November 30**

Proxy Voting [superseded]

### **1967 – March 1**

Funds of the Central Committee [superseded]

### **1967 – June 21**

Stationery

### **1969 – May 14**

Dollars Drive [superseded]

### **1970 – March 11**

Data records Custody and release: Policy Regarding Release of Data [superseded]

Funds of the Precincts [superseded]

Precinct Boundaries and redistricting [superseded]

### **1970 – October 10**

Meetings of the County Central Committee

### **1971 – February 3**

Precinct Chair and Vice Chair Elections and Eligibility to Serve

### **1971 – March 3**

Chair of the Central Committee

Proxy Voting

### **1971 – March 17**

Committees

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<sup>1</sup> Prior to June 8, 1967, the Montgomery County Democratic Central Committee was known as the Democratic State Central Committee for Montgomery County, Maryland.

Computers: Computer Committees

**1971 – April 7**

Meetings of the County Central Committee [superseded]

**1971 – May 19**

Area Coordinators [superseded]  
Dollars Drive [superseded]  
Precinct Chair and Vice Chair Vacancies [superseded]  
Precinct Newsletters [superseded]  
Voter Registration [superseded]

**1971 – October 6**

Clubs and Caucuses [superseded]  
Office manager, Office secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator [superseded]

**1971 – November 17**

Area Coordinators [superseded]

**1972 – January 5**

Bereavements and Recognitions [superseded]

**1972 – February 16**

Vacancies on the Central Committee [superseded]

**1972 – March 15**

Data and records Custody and Release: Lists of Registered Voters  
Mail Services [superseded]  
Meetings of the County Central Committee [superseded]

**1973 – April 4**

Legislative Issues: Consideration by the Central Committee [superseded]

**1975 – January 15**

Dollars Drive [superseded]  
Precinct Chair and Vice Chair Vacancies: Filling Vacancies [superseded]

**1975 – May 6**

Assistant secretary of the Central Committee  
Chair of the Central Committee  
Meetings of the Central Committee  
Meetings of the County Central Committee  
Precinct Chair and Vice Chair Elections and Eligibility to Serve  
Secretary of the Central Committee

**1975 – May 28**

Meetings of the Central Committee

**1975 – August 27**

Bulletin Board  
Chair of the Central Committee  
Contracts  
Dollars Drive  
Funds of the Precincts [superseded]  
Primary Elections: Presidential Candidates

**1975 – September 24**

Precinct Newsletters [superseded]

**1975 – November 19**

Assistant Secretary of the Central Committee

Bonding Requirements

Chair of the Central Committee

Funds of the Central Committee

Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator

Primary Elections: Services Available to Democratic Primary Election Candidates [superseded]

Secretary of the Central Committee

Treasurer of the Central Committee

Vice Chair of the Central Committee

**1975 – December 17**

Clubs and Caucuses [superseded]

Mail Services [superseded]

**1976 – February 25**

Primary Elections: Endorsements

Primary Elections: Use of the Office [superseded]

**1976 – March 24**

Mail Services

**1976 – June 30**

Chair of the Central Committee [superseded]

Dollars Drive [superseded]

Legislative Vacancies [superseded]

Meetings of the County Central Committee

Vacancies on the Central Committee [superseded]

**1976 – July 21**

Data and Records Custody and Release: Central Committee Meeting Records

**1976 – August 25**

Meetings of the Central Committee

**1976 – December 7**

Mail Services

Meetings of the Central Committee

**1977 – January 26**

Primary Elections: Services Available to Democratic Primary Election Candidates [superseded]

**1977 – February 9**

Data and Records Custody and Release: examination of records

Plowman and Fisherman

**1977 – March 23**

Assistant Secretary of the Central Committee

Data and Records Custody and Release: Examination of Records

Funds of the Central Committee

Office Manager, Office secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator  
Plowman and Fisherman  
Secretary of the Central Committee

**1977 – July 27**

Clubs and Caucuses [superseded]  
Judicial Elections [superseded]  
School Board Elections: Endorsements by Clubs [superseded]

**1977 – September 7**

Funds of the Central Committee  
Newsletter: Content

**1977 – December 14**

Area Coordinators  
Dollars Drive  
Labor Advisory Committee  
Meetings of the County Central Committee  
Newsletter: Content  
Plowman and Fisherman  
Precinct Chair and Vice Chair Vacancies: Filling Vacancies  
Voter Registration

**1978 – January 25**

Data and Records Custody and Release: Lists of Registered Voters [superseded]  
Funds of the Precincts  
Precinct Boundaries and Redistricting [superseded]

**1978 – February 16**

Primary Elections: Services Available to Democratic Primary Election Candidates [superseded]

**1978 – April 12**

Data and Records Custody and Release: Lists of Registered Voters  
Secretary of the Central Committee

**1978 – June 28**

Newsletter: Advertising rates and Advertising Policy

**1978 – September 20**

Area Coordinators [superseded]  
Chair of the Central Committee [superseded]  
Precinct Chair and Vice Chair Vacancies: Creating and Declaring Vacancies [superseded]  
Vice Chair of the Central Committee [superseded]

**1979 – July 11**

County Fair

**1979 – August 15**

Dollars Drive  
Funds of the Central Committee

**1979 – September 26**

Newsletter: Advertising Rates and Advertising Policy

**1979 – December 12**

Chair of the Central Committee [superseded]  
Legislative Issues: Consideration by the Central Committee [superseded]

**1980 – February 20**

Funds of the Central Committee  
Spring Ball: Campaign Literature

**1980 – March 5**

Safety Deposit Box  
Treasurer of the Central Committee

**1982 – March 23**

Funds of the Central Committee  
Spring Ball: Advertisement Book

**1982 – April 14**

Bereavements and Recognitions [superseded]  
Spring Ball: Advertisement Book [superseded]

**1982 – May 12**

Duplicating Services  
Judicial Elections  
Newsletter: Content  
Primary Elections: Judicial Candidates  
Primary Elections: Use of Office  
School Board Elections: General Policy [superseded]

**1982 – July 14**

Primary Elections: Endorsements

**1982 – September 15**

Area Coordinators  
Precinct Chair and Vice Chair Vacancies: Creating and Declaring Vacancies

**1983 – May 12**

Precinct Chair and Vice Chair Elections and Eligibility to Serve

**1983 – October 20**

Computers: Purchase of Computers

**1985 – January 9**

Spring Ball: Awards

**1985 – February 27**

Chair of the Central Committee  
Computers: Computer Use Guidelines  
Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator  
Secretary of the Central Committee

**1985 – August 7**

Duplicating services  
Mail Services  
Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator  
Primary Elections: Services Available to Democratic Primary Election Candidates

**1985 – October 23**

Municipal Elections  
Newsletter: Content

**1987 – September 16**

County Fair  
Office Manager, Office Secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator  
School Board Elections: General Policy

**1988 – January 21**

Democratic Forum: New Member List  
Plowman and Fisherman

**1989 – April 12**

Funds of the Central Committee  
Funds of the Precincts  
Spring Ball: Awards

**1989 – September 26**

Meetings of the Central Committee

**1991 – February 20**

Chair of the Central Committee [superseded]  
Legislative Issues: Consideration by the Central Committee [superseded]  
Newsletter: Contents [superseded]  
Secretary of the Central Committee [superseded]

**1991 – March 20**

Legislative Issues: Consideration by the Central Committee [superseded]

**1993 – April 21**

Municipal Elections

**1993 – October 20**

Primary Elections: Endorsements  
Scholarship Program

**1994 – August 17**

Voter Registration

**1994 – September 19**

Funds of the Central Committee

**1994 – October 6**

Ballot Questions [superseded]

**1994 – October 19**

Funds of the Central Committee

**1994 – November 14**

Spring ball: tickets

**1995 – January 10**

State Central Committee – Montgomery County Members

**1995 – February 7**

Annual County Brunch  
Democratic Forum: Democratic Forum Membership Programs  
District Liaisons  
Dollars Drive  
Funds of the Precincts  
Newsletter: Distributions and Subscriptions  
Spring Ball: Tickets

**1995 – March 14**

Statements Critical of Democratic Officials

**1995 – April 11**

Spring Ball: Advertisement Book

**1995 – May 9**

Area Coordinators  
Precinct Chair and Vice Chair Vacancies: Filling Vacancies

**1995 – August 8**

County Fair

**1995 – September 12**

Chair of the Central Committee  
Personnel Procedures  
Vice Chair of the Central Committee

**1995 – December 12**

Chair of the Central Committee  
Clubs and Caucuses: Montgomery County Democratic Policies  
Secretary of the Central Committee  
Web Site

**1996 – February 13**

Spring Ball: Awards

**1996 – March 13**

Spring Ball: Awards [superseded]

**1996- April 9**

Spring Ball: Tickets  
Web Site

**1996 – August 13**

Publications of the party

**1997 – January 16**

Newsletter: Content

**1997 – March 11**

Chair of the Central Committee  
Legislative Issues: Consideration by the Central Committee  
Spring ball: Awards [superseded]

**1997 – April 8**

Meetings of the Central Committee

**1997 – May 13**

Newsletter: Advertising Rates and Advertising Policy

**1997 – October 14**

Vacancies on the Central Committee

**1997 – December 9**

Newsletter: Distribution and Subscriptions

Newsletter: Unpublished material

**1998 – February 17**

Meetings of the Central Committee

**1998 – March 10**

Spring Ball: Awards [superseded]

**1998 – April 7**

Clubs and Caucuses

County Fair

Dollars Drive

Holiday Party

Judicial Elections

Mail Services

Municipal Elections

Newsletter: Content

School Board Elections: Endorsements by Clubs

Secretary of the Central Committee

Spring Ball: Awards

Web Site

**1998 – May 12**

Chair of the Central Committee

Data and Records Custody and Release: Policy Regarding Release of Data

District Liaisons

Precinct Directories

Treasurer of the Central Committee

Trustees

**1998 – June 9**

Area Coordinators

Attendance at Central Committee Meetings

Bulletin Boards

Precinct Chair and Vice Chair Vacancies: Creating and Declaring Vacancies

Precinct Newsletters

Secretary of the Central Committee

Treasurer of the Central Committee

Web Site

**1998 – July 21**

Newsletter: Advertising Rates and Advertising Policy

**1998 – August 11**

County Fair

Newsletter: Advertising Rates and Advertising Policy  
Newsletter: Distribution and Subscriptions  
School Board Elections: Use of the Democratic Tent at the County Fair

**1998 – September 23**

Meetings of the Central Committee  
Officer Elections  
Proxy Voting

**1998 – December 8**

Board of Elections of Montgomery County  
Chair of the Central Committee  
Proxy Voting: Montgomery County Democratic Central Committee  
Secretary of the Central Committee

**1999 – January 12**

Attendance at Central Committee Meetings  
Chair of the Central Committee  
Clubs and Caucuses: Montgomery County Party Policies

**1999 – February 9**

Liaison I, Liaison II, and District Meetings

**1999 – April 13**

Area Coordinators  
Assistant Secretary of the Central Committee  
Board of Elections of Montgomery County: Communications with the Board  
Bulletin Boards  
Calendar  
Committees  
District Liaisons  
Dollars Drive  
Funds of the Central Committee  
Meetings of the Central Committee  
Newsletter: Content  
Officer Elections  
Precinct Chair and Vice Chair Vacancies  
Precinct Directories  
Precinct Newsletters  
Primary Elections: Presidential Candidates  
Spring Ball: Awards  
Treasurer of the Central Committee  
Vacancies on the Central Committee  
Web Site

**1999 – June 8**

Web Site

**1999 – July 13**

Attendance at Central Committee Meetings  
Chair of the Central Committee  
Committees  
Headquarters Volunteer Corps  
Meetings of the Central Committee  
Newsletter: Content  
Student Participation

**1999 – September 14**

Bereavements and Recognitions  
Chair of the Central Committee  
Committees  
Newsletter: Contents  
Secretary of the Central Committee  
Spring Ball: Advertising Book  
Trustees  
Vice Chair of the Central Committee  
Web Site

**1999 – December 14**

Newsletter: Advertising Rates and Advertising Policy

**2000 – February 8**

Spring Ball: Awards [superseded]

**2000 – March 14**

Office Manager, Office secretary, Executive Secretary, Information Systems Manager, and Campaign Coordinator  
Treasurer of the Central Committee

**2000 – September 12**

Clubs and Caucuses: Montgomery County Party Policies  
Newsletter: Advertising Rates and Advertising Policy  
Publications of the Party  
Student Participation  
Web Site

**2000 – November 14**

Assistant Secretary of the Central Committee  
Chair of the Central Committee  
County Council Redistricting Commission  
Secretary of the Central Committee

**2001 – February 13**

Spring Ball: Tickets

**2001- March 13**

Holiday Observances

**2001 – April 11**

Funds of the Precincts

**2001 – June 12**

Area Coordinators  
Assistant Secretary of the Central Committee  
Chair of the Central Committee  
Clubs and Caucuses: Montgomery County Party Policies  
Legislative Vacancies  
Meetings of the Central Committee  
Newsletter: Content  
Proxy Voting: Montgomery County Democratic Central Committee  
Secretary of the Central Committee  
Spring Ball: Awards

Vacancies on the Central Committee

**2001 – July 10**

Clubs and Caucuses: Montgomery County Party Policies  
Newsletter: Distribution and Subscriptions  
Student Participation

**2001 – September 20**

Annual County Brunch  
Democratic Forum  
Legal Counsel  
Spring Ball: Tickets

**2001 – November 13**

Judicial Elections

**2002 – May 14**

Area Coordinators  
Committees  
Precinct Boundaries and Redistricting  
Precinct Chair and Vice Chair Elections and Eligibility to Serve

**2002 – June 11**

Area Coordinators  
Committees  
Precinct Boundaries and Redistricting

**2002 – August 13**

Area Coordinators  
Assistant Secretary of the Central Committee  
Chair of the Central Committee  
Precinct Chair and Vice Chair Vacancies: Filling Vacancies

**2002 – September 17**

Statements Critical of Democratic Officials

**2002 – October 8**

Assistant Secretary of the Central Committee  
Ballot Inspections  
Committees  
Precinct Chair and Vice Chair Vacancies: Filling Vacancies

**2003 – January 14**

Emeritus Positions: Precinct Official Emeritus  
Newsletter: Distribution and Subscriptions  
Precinct Directories  
Spring Ball: Advertising Book  
Spring Ball: Awards  
Web Site

**2003 – March 11**

Assistant Treasurer of the Central Committee  
Dollars Drive  
Funds of the Precincts  
Newsletter: Content  
Student Participation

Treasurer of the Central Committee

**2003 – May 13**

Chair of the Central Committee  
Funds of the Central Committee

**2003 – October 14**

Legislative Issues: Consideration by the Central Committee  
Secretary of the Central Committee

**2003 – November 8**

Democratic Forum  
Dollars Drive  
Newsletter: Content  
Plowman and Fisherman  
Spring Ball: Awards  
Trustees

**2004 – June 8**

Assistant Secretary of the Central Committee  
Newsletter: Content  
Payments  
Presidential Electors

**2004 – October 12**

Presidential Electors

**2005 – April 12**

Awards  
Spring Ball: Awards

**2005 – November 8**

Candidate Vacancies

**2005 – December 13**

Newsletter: Advertising Rates and Advertising Policy

**2006 – March 14**

Area Coordinator  
Precinct Boundaries and Redistricting

**2006 – April 11**

Attendance at Central Committee Meetings  
Chair of the Central Committee  
Liaison I, Liaison II, and District Meetings  
Spring Ball: Awards

**2006 – October 10**

Clubs and Caucuses: Montgomery County Party Policies  
Holiday Observances  
Newsletter: Content

**2007 – November 13**

Assistant Secretary of the Central Committee  
Ballot Questions  
Clubs and Caucuses: Montgomery County Party Policies

District Liaisons  
Judicial Elections  
Legislative vacancies  
Liaison I, Liaison II, and District Meetings  
Meetings of the Central Committee  
Newsletter: Content  
Vacancies on the Central Committee  
Web Site

**2008 – January 8**

County Fair [expired]  
Precinct Tables [expired]  
Primary Elections: School Board Elections [expired]  
School Board Elections: Endorsements by Clubs [expired]

**2008 – April 22**

Special Elections: 2008 Congressional Special Election [expired]

**2008 – October 14**

Office Space [expired]

**2009 – March 10**

Meetings of the Central Committee

**2009 – April 14**

Emeritus Positions: Central Committee Members Emeritus  
Legislative Vacancies  
Meetings of the Central Committee  
Officers of the Central Committee

**2010 – April 13**

Legislative Vacancies

**2019 – June 11**

Voter Access Network

**2019 – September 10**

By-Laws revision

**2019 – November 12**

Bonding Requirements  
Comptroller (rescinded)

**December 10**

Annual County Brunch

**2020 – July 14**

Democratic Clubs and Caucuses  
Funds of the Central Committee

**December 8**

Data and Records Custody  
Awards (rescinded)  
Bulletin Boards (rescinded)  
Calendar (rescinded)  
Chaplain (rescinded)  
Computers (rescinded)  
Contracts (rescinded)

**2021 – May 11**

Precinct Organization

Rules Governing Precinct Officials (rescinded)

Precinct Chair and Vice Chair Elections and Eligibility to Serve (rescinded)

Precinct Chair and Vice Chair Vacancies (rescinded)

Precinct Directories (rescinded)

Precinct Newsletters (rescinded)