



**RULES**  
*of the*  
**DEMOCRATIC PARTY**  
*of the*  
**CITY AND COUNTY**  
**OF PHILADELPHIA**

---

**OFFICIAL COPY**

*Most Recently Revised and Approved by the  
County Committee on June 18, 2022*

*The Honorable*  
**ROBERT A. BRADY**  
*Party Chair*

Party Headquarters:  
219 Spring Garden Street  
Robert A. Brady Office Building  
Philadelphia, PA. 19123

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>DEFINITIONS</b>	<b>4</b>
<b>RULE I</b>	
<b>QUALIFICATIONS OF VOTERS HOLDING MEMBERSHIP IN PARTY ORGANIZATIONS</b>	<b>5</b>
Article 1. Qualified Electors.	5
Article 2. Ineligibility for Office.	5
Article 3. Write-In Eligibility.	5
<b>RULE II</b>	
<b>ORGANIZATION OF THE PARTY</b>	<b>6</b>
Article 1. Committees in the Party.	6
Article 2. Membership in the Ward Committee.	6
Article 3. Membership in the County Committee.	6
Article 4. Adoption of Rules and By-Laws.	7
Article 5. Rules of Order Governing the County Committee and Ward Committee.	7
<b>RULE III</b>	
<b>ELECTIONS</b>	<b>8</b>
Article 1. Election of Ward Leader and Ward Officers.	8
Article 2. Election of Officers of County Committee.	8
Article 3. Election of Members of State Committee.	8
Article 4. Election of Delegates and Alternate Delegates to the National Convention.	8
<b>RULE IV</b>	
<b>MEETINGS</b>	<b>9</b>
Article 1. Ward Committee Meetings.	9
Article 2. County Committee Meetings.	9
Article 3. Notice of Ward and County Committee Meetings.	10
<b>RULE V</b>	
<b>ORGANIZATION PROCEDURE</b>	<b>12</b>
Article 1. Procedure for Organizing County Committee.	12
Article 2. Procedure for Organizing Ward Committees.	13
<b>RULE VI</b>	
<b>CONTESTS</b>	<b>16</b>
Article 1. Appointment of Contest Committees.	16
Article 2. Venue of Contests.	16
Article 3. Filing of Contests.	16
Article 4. Service and Notice of Contests.	17
Article 5. Hearing a Contest.	17
<b>RULE VII</b>	
<b>DUTIES OF COMMITTEES AND OFFICERS</b>	<b>19</b>
Article 1. Duties of the County Committee.	19
Article 2. Duties of County Chair.	20
Article 3. Duties of the County Committee's First Vice Chair.	20
Article 4. Duties of the County Committee's Second Vice Chair.	20
Article 5. Duties of the County Committee's Third Vice Chair.	20
Article 6. Duties of the County Committee's Fourth Vice Chair.	21

Article 7. Duties of Secretary.	21
Article 8. Duties of Assistant Secretary.	21
Article 9. Duties of Treasurer and Assistant Treasurer.	21
Article 10. Duties of the Sergeant(s)-At-Arms.	21
Article 11. Duties of the Ward Committee and Members.	21
Article 12. Duties of Ward Leader.	22
Article 13. Duties of Ward Chair.	22
Article 14. Duties of Other Officers of Ward Committee.	22
Article 15. Inability or Refusal of Officers to Perform Their Duty.	23
<b>RULE VIII</b>	
<b>RECALL OF WARD OR COUNTY OFFICERS</b>	<b>23</b>
Article 1. Requirements for Recall of County or Ward Officer.	23
Article 2. Filing of a Petition for Recall.	23
Article 3. Notice Of Recall.	23
Article 4. Calling Of The Meeting To Consider The Recall.	24
Article 5. Procedure To Be Followed At The Meeting On The Recall.	24
Article 7. Recall Within Sixty Days of Any Election.	25
<b>RULE IX</b>	
<b>Descriptions, Duties, and Power of</b>	
<b>COMMITTEES FOR WARDS AND THE COUNTY COMMITTEE</b>	<b>25</b>
Article 1. Applicability to Ward and County Committee Operations.	25
Article 2. Contest Committees.	25
Article 3. Committee on Organization in the County.	25
Article 3. Committee on Organization in a Ward.	26
Article 4. Legal Committees.	26
Article 5. Other Committees.	27
<b>RULE X</b>	
<b>VACANCIES</b>	<b>28</b>
Article 1. Method of Filling.	28
Article 2. Calling a Caucus.	28
Article 3. Procedures for a Caucus.	28
Article 4. Ward and County Officer Vacancies.	30
Article 5. Meetings for Filling Vacancies.	30
Article 6. Voting to Fill Vacancies.	30
<b>RULE XI</b>	
<b>ENDORSEMENTS</b>	<b>30</b>
<b>RULE XII</b>	
<b>VOTING</b>	<b>30</b>
<b>RULE XIII</b>	
<b>PROXIES</b>	<b>31</b>
<b>RULE XIV</b>	
<b>REVISION OF THESE RULES</b>	<b>31</b>
Article 1. Revision Procedure	31
Article 2. Submission of Amendments.	31
<b>RULE XV</b>	
<b>SUSPENSION OF THESE RULES</b>	<b>31</b>

Any and all part(s) of these rules shall apply to the County Committee, Ward Committees, and all constituted committees of either, provided they are consistent with the Election Code of 1937 or supplements and amendments thereto or any other relevant laws, rules, or regulations.

## **DEFINITIONS**

**DATES:** Where under these rules a date has been set for the holding of any meeting and that date falls on a Sunday or holiday, the meeting shall be held on the next succeeding day which is not a Sunday or holiday.

**TIMES:** Where “time” is designated, it shall mean the timezone in Philadelphia, PA.

**ELECTORS:** An elector shall be a registered Democrat in Philadelphia.

**MEMBERSHIP:** The membership of a committee shall be understood to mean all of those members of the committee whose names are enrolled as members of the committee, at the time the matter in question shall have arisen.

**QUORUM:** A quorum shall be made up of one-third of those enrolled as qualified members of the County Committee. The members present at a duly organized meeting may continue to do business until adjournment, even though a sufficient number shall have withdrawn as to leave less than a quorum. If a meeting cannot be organized because a quorum has not been met, those present may adjourn the meeting to such a time as they may determine. If a quorum is not in attendance at the second of such adjourned meetings, those in attendance, although less than the quorum fixed above, shall, nevertheless, constitute a quorum for the purpose of proceeding with the business of the said meeting.

**DISTRICT:** A district is any subdivision of the County such as Congressional, Senatorial, Councilmanic, or Legislative district; the divisions of ward(s) within the boundaries so fixed shall comprise the said district.

**WARDS:** A ward is a subdivision of the County.

**DIVISION:** A division is a subdivision of the ward.

# **RULE I**

## ***QUALIFICATIONS OF VOTERS HOLDING MEMBERSHIP IN PARTY ORGANIZATIONS***

### **Article 1. Qualified Electors.**

Only qualified electors shall be nominated, elected, or otherwise chosen as members of any County Committee, Ward Committee, or committee under either jurisdiction; or as delegates or alternate delegates to any convention; or to any party office.

### **Article 2. Ineligibility for Office.**

No elector who has within a four-year period actively or inactively supported the candidacy at any election of any person or persons not on the Democratic ticket shall be eligible for membership for any committee.

### **Article 3. Write-In Eligibility.**

In accordance with Section 1405 of the Pennsylvania Election Code, 25 P.S. Section 3155, and settled case law, “In the primary the county board shall not certify the votes cast on irregular ballots for any person for ward or local party office unless the total number of votes cast for said person is equal to or greater than the number of signatures required on a nomination petition for the particular office.” Thus, no candidate for Democratic Committeeperson may be seated unless they conform with this law, or otherwise given dispensation, or appointment to said seat, at the discretion of the Ward Leader which may be appealed to the Contests Committee.

# **RULE II**

## ***ORGANIZATION OF THE PARTY***

### **Article 1. Committees in the Party.**

The organization of the party shall consist of the following:

- 1) Ward Committees
- 2) County Committee
- 3) County Contest Committee
- 4) County Committee on Organization
- 5) County Policy Committee
- 6) Any other committees or entities created under applicable provisions of these bylaws.

### **Article 2. Membership in the Ward Committee.**

**Section A.** All members of the Ward committee representing certain divisions shall during their term of office have the proper qualifications and be resident voters of the district they represent in the said Ward Committee.

**Section B.** All officers of the Ward Committee, those elected to represent the division in which they reside and have been duly seated as members of the said Ward Committee, and all other persons who shall be appointed to fill vacancies in the Ward Committee in accordance with these rules shall constitute the Ward Committee.

**Section C.** Any member of a Ward Committee who, during their membership, has changed registration from that of Democrat to any other party or in the case of a member elected to represent a certain division registers outside of said division, shall forfeit any and all positions held in any Committee as defined in Rule II, Art. 1; and any member who, during such term of membership has supported directly or indirectly any candidate(s) on an opposing ticket in any election, shall lose their membership in any Committee as defined in Rule II, Art. 1.

### **Article 3. Membership in the County Committee.**

**Section A.** All officers of the County Committee and the Ward Leader from each of the Wards in Philadelphia elected in accordance with these rules shall constitute the County Committee; split wards shall be afforded representation according to Rule II, Art. 3(B)

**Section B.** Where a ward contains forty (40) or more divisions, the Committee on Organization shall be authorized to divide the said ward into units, either on the recommendation of the Ward Leader of the Ward, or on their own motion. There shall be not less than twenty (20) divisions to a unit, and the first additional unit shall be known as "A"

unit of the said ward, the second as “B,” etc. The Committee on Organization shall see to it that a separate committee is set up in each unit for organizing in accordance with the rules above set forth for the organizing of the Ward Committee. Each unit shall have the right to a Ward Leader to represent that unit in the County Committee with the same force and effect as if said person had been elected as Ward Leader for an entire ward; provided, however, that no such division shall take place within sixty (60) days prior to any election at which members of the Ward Committee will be elected. The divisions in the new unit shall retain their already designated numbers.

#### **Article 4. Adoption of Rules and By-Laws.**

**Section A.** Contests to any rules of organization adopted by a committee shall be heard and finally dispensed by the County Contest Committee.

**Section B.** Wards shall follow the By-Laws as adopted by the County Committee, and it shall not operate under any written rules or operating procedures inconsistent with these.

#### **Article 5. Rules of Order Governing the County Committee and Ward Committee.**

All meetings of the County Committee and the Ward Committees shall be governed by rules contained herein. Except as otherwise expressly provided in these bylaws or where conflicts with these rules would exist, committees may adopt their own rules of procedure.



# **RULE III**

## ***ELECTIONS***

### **Article 1. Election of Ward Leader and Ward Officers.**

**Section A.** At the Gubernatorial Primary Election there shall be elected in each election division two persons, who shall serve, on and after the third Monday succeeding their election, as members of the Ward Committee in which such division they may be situated.

**Section B.** Each Ward Committee shall at the time of its reorganization elect, not necessarily from its own membership, one Ward Leader. Such a person, however, must be an elector of the Ward they are to represent. All other officers of the Ward Committees shall be elected from the membership of the Ward, during organization. The term of membership shall date from the time of their enrollment as a member of the new Ward Committee for a four year term unless otherwise provided for in the rules.

**Section C.** The Ward Committee is organized on the third Monday succeeding the Gubernatorial Primary Election, unless otherwise provided for in the rules.

### **Article 2. Election of Officers of County Committee.**

**Section A.** All officers of the County Committee shall be elected on the fourth Monday succeeding the Gubernatorial Primary Election, unless otherwise provided for in these rules.

**Section B.** The term of membership of County Committee shall date from the time of enrollment as a member in the County Committee, up to and including the third Monday succeeding the Gubernatorial Primary Election, or until successors have been elected.

### **Article 3. Election of Members of State Committee.**

The members of the State Committee shall be elected to hold office in accordance with Rule 2 of the Democratic State Committee.

### **Article 4. Election of Delegates and Alternate Delegates to the National Convention.**

**Section A.** Delegates and alternate delegates to the Democratic National Convention shall be elected at the Spring Primary of each Presidential year.

# **RULE IV**

## ***MEETINGS***

### **Article 1. Ward Committee Meetings.**

**Section A.** At 8:00 PM, or a time approved by the County Chair, on the third Monday succeeding the Gubernatorial Primary Election, all persons claiming the right to membership in the Ward Committee shall meet at the place designated, to organize the new Ward Committee. If the newly elected members of the Ward Committee are unable to obtain their certificates of nomination to the Ward Committee, the Ward Leader may obtain a certified list of duly elected Democratic Committeepople of the Ward from the County Board of Elections. After organization, the Ward Committee shall meet from time to time as is necessary or proper.

**Section B.** Special meetings of a Ward Committee shall be called as follows:

- 1) By the Ward Leader as circumstances may require; or
- 2) Upon petition filed with the Ward Leader in conformity with the requirements set forth for the calling of special meetings of the County Committee by petition in Rule IV, Art. 2(B)(2).

**Section C.** For the purpose of organizing the new Ward Committee, the place shall be the last meeting place of the preceding Ward Committee, unless otherwise determined by the preceding Ward Committee at a meeting held on the third Monday preceding the Gubernatorial Primary Election. Regular and special meetings of the Ward Committee shall be held at the place or places designated by the Ward Leader unless otherwise provided for by the Ward Committee.

### **Article 2. County Committee Meetings.**

**Section A.** At 8:00 PM, on the fourth Monday succeeding the Primary Election at which the members of the Ward Committee were elected, persons who have been elected to administer and represent their Ward as Ward Leader in the County Committee shall meet at the place designated to organize the County Committee. After organization, the County Committee shall meet from time to time as is necessary or proper.

**Section B.** Special meetings of the County Committee shall be held as follows:

- 1) At the call of the County Chair; or
- 2) Upon a petition filed with the County Chair requesting a special meeting, and setting forth the purpose(s) of the special meeting and the nature of the business to be transacted at said meeting. The petition must be signed by two-thirds (2/3) of the membership of the said committee and attached to the petition there must be an affidavit of one of the signers, containing an averment that the signatures affixed to

the petition are in the handwriting of the persons whose names are affixed thereto; and that the signers had full knowledge of the contents of the petition at the time of the signing and that the affidavit was sworn to before someone having the authority to administer an oath or affirmation. It must be filed with the County Chair. The County Chair shall then call a special meeting as requested in the petition, not less than four days or more than ten days from the date of filing of the petition.

**Section C.** For the purpose of organizing the new County Committee, the place shall be the last meeting place of the preceding County Committee, unless determined otherwise at a meeting to be called by the County Chair not less than one week nor more than two weeks prior to the Gubernatorial Primary Election. Regular and special meetings of the County Committee shall be held at the place or places designated by the County Chair, unless otherwise provided for by the County Committee.

### **Article 3. Notice of Ward and County Committee Meetings.**

**Section A.** Notice of meetings of the Ward and County Committees is to be given in writing, at least forty-eight (48) hours in advance, unless otherwise provided for in these rules.

**Section B.** Notice is to be given in writing at least seventy-two (72) hours in advance for the following meetings:

- 1) any meeting of the County Committee for filling a vacancy;
- 2) endorsing any candidate or policy to be supported by the County Committee;
- 3) recalling any officer of the County Committee or Ward Officer.

If a meeting must be called in less than seventy-two hours, the seventy-two (72) hours notice may be waived by the vote of two-thirds (2/3) of the enrolled membership, said vote to be taken at the meeting in question.

**Section C.** Notices of all special meetings must specify the purpose for which the meeting is being called, and no other business shall be transacted at the said meeting.

**Section D.** Notices of all meetings are to be addressed to members at the addresses on the roll of the Committee. The depositing of the notices in the mail, hand-delivery, or the delivery of the notices to an email address shall be deemed service of the notice. The notice period shall commence from the time the notice is deposited in the mail, hand-delivered, or delivered to email. This does not apply to cases where the rules have set forth other forms of notice and service. This is applicable to both Ward and County Committees.

**Section E.** Where circumstances make it impossible to hold meetings either of the Ward Committee, County Committee, or of any other committee provided for under these rules, at the place designated, it shall be proper for the Chair of said committee (or Ward Leader in the case of Ward meetings) to procure another place and to notify the members of the committee of the change of meeting place. However, should this change occur in the organizing of a

new Ward Committee or new County Committee, then the person to preside over the said meeting shall proceed to the meeting place previously designated and at the time designated for holding said meeting, announce in a loud voice the new address and time for the holding of the said meeting, and instruct those present to proceed to the new place of meeting.

# **RULE V**

## ***ORGANIZATION PROCEDURE***

### **Article 1. Procedure for Organizing County Committee.**

**Section A.** The County Chair of the last preceding County Committee shall preside over the meeting called to organize the new County Committee. It shall be their duty to certify in writing to the County Committee Secretary on or before the first Monday after the Primary Election whether or not they will or will not perform the duties of Temporary Chair and organize the County Committee. In the event of their failure to do so, or of inability to act, it shall be the duty of the First Vice Chair to act in this capacity. Should they refuse, it shall be the duty of the next officer in order to act, or so on down the line until one is available.

**Section B.** The person who will organize the County Committee shall, on or before the Friday preceding the Monday set for the organization of the County Committee, appoint a Contest Committee and officers for all other duties pertaining to a contest, as provided for in these rules. During the organization of the County Committee, they shall appoint, from those persons whose certificates they had received and against whom no contest has been filed, two acting secretaries, two tellers and two acting doorkeepers, instructing the secretaries to make two lists of names of the persons who claim they have a right to membership in the County Committee: one list of the names of all persons whose seats are uncontested; the other list, if any, the names of persons whose seats are contested.

**Section C.** The presiding officer shall then declare those persons whose credentials they have received for membership in the County Committee and against whom no contest has been filed to be duly elected members of the new County Committee. The Contest Committee shall make its report in writing as to all contests referred to it. The members of the new County Committee, as constituted, may either accept or reject by simple majority the report(s). The acceptance or rejection of the report(s) of the County Contest Committee must be made separately on each and every contest. If the County Committee accepts the recommendation of the Contest Committee, the person(s) recommended by the Contest Committee shall become duly qualified member(s) of the County Committee. If the County Committee rejects the recommendation of the Contest Committee, in whole or in part, the County Committee shall have the right to elect by simple majority to its membership one of the persons from the ward whose seat is being contested even though not recommended by the Contest Committee. The acceptance of said person by the County Committee shall make them a member of the County Committee.

**Section D.** The organization of the County Committee cannot proceed until every contest has been decided by the County Committee after the recommendations of the Contest Committee have been received and dispensed. Where a ward has failed to organize and no certificate of

election of a Ward Leader from that ward has been certified to the County Committee, this shall be treated as a vacancy and not a contest. Ward Leader vacancies, after the organization of the County Committee, shall be referred to the County Organization Committee for the purpose of organizing the Ward Committee and supervising the election of a Ward Leader from that ward.

**Section E.** All contests having been decided, and those entitled to membership in the County Committee having been seated, the Committee shall then proceed with the election of the officers of the County Committee and the completion of its organization. The Committee shall proceed to the nomination and election for the office of County Chair. Should there be more than one person nominated, the tellers shall tabulate and record the votes as cast by the members. After the tellers have agreed, the presiding officer shall announce the results of the vote and declare the one who received the highest number of votes to be elected County Chair of the County Committee. The outgoing County Chair, in the event they are not a member of the County Committee, shall be given the privilege of remaining in the meeting without any voice in its deliberations, unless they have obtained the consent of the meeting.

**Section F.** The newly elected County Chair shall proceed to conduct the election of the remaining officers in the following order: First Vice Chair, Second Vice Chair, Third Vice Chair, Fourth Vice Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.

**Section G.** All of the above-mentioned officers must be elected from within the membership of the County Committee or official, chartered, affiliated organizations with the exception of the County Chair and the Treasurer.

**Section H.** The County Chair shall appoint one or two permanent Sergeants-At-Arms of the County Party.

**Section I.** Within thirty (30) days after their election, the County Chair shall appoint a Committee on Organization as well as a Committee on Rules and all other committees as set forth in Rule II, Art. 1 which have not yet been organized.

**Section J.** Certificates of membership for County Committee officers, such as ceremonial certificates or documents proving they hold that membership for purposes such as banking, shall be issued by the office of the County Chair to each member as is necessary.

## **Article 2. Procedure for Organizing Ward Committees.**

**Section A.** The last preceding Ward Leader of the Ward shall be the presiding officer at the organizing of the new Ward Committee. It shall be their duty to certify in writing to the Democratic County headquarters their intention, whether they will or will not be able to perform the duties to organize the said Ward Committee at the time and place designated. Failure to do so shall be deemed a refusal to act as the presiding officer of the meeting. The said notice must be delivered in person or by registered mail to the Democratic County

headquarters not later than the second Monday preceding the Primary Election at which the members of the Ward Committee are elected. In the event of the inability or the refusal of the previous Ward Leader to act or upon their failure to have notified the Democratic County headquarters of their intention to act, then it shall be the duty of the person who organizes the County Committee to have the preceding Ward Chair preside, if available and willing to act, and if not, to have the next succeeding officer, until one can organize the Ward Committee.

**Section B.** The presiding officer who conducts the meeting for organizing the new Ward Committee shall proceed in regard to the acceptance of certificates of nomination or a certified list provided by the County Board of Elections, seating the parties claiming membership in the Ward Committee against whom no contest has been filed, and the appointment of acting secretaries, sergeant-at-arms, tellers, in the same manner as provided for in the organization of the County Committee.

**Section C.** The presiding officer shall also handle contests in the same manner as provided for in the handling of contests by the County Committee. The Ward Committee cannot be organized until all contests have been disposed of. All contests must be disposed of and the Ward Committee organized on or before the Wednesday preceding the Monday evening on which the County Committee is to be organized.

**Section D.** Failure on the part of any Ward Committee to organize and elect a Ward Leader prior to the organization of the County Committee shall constitute a vacancy in the office of Ward Leader from the Ward. In such cases, the election of a Ward Leader, as well as the organization of the Ward Committee, shall be referred to the Committee on Organization of the County Committee. This failure shall not be considered as a contest nor prevent the organization of the County Committee.

**Section E.** After all contests have been heard by the Ward Contest Committee and acted upon by the Ward Committee and all duly elected members have been seated, the meeting shall proceed with the election of officers in the following order: Ward Leader, Ward Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. All of these officers must be elected from the elected or appointed membership of the committee with the exception of the Ward Leader.

**Section F.** A Ward Leader shall be entitled, at the their discretion, to appoint a female individual, trans individual, or gender non-conforming individual, as “The Ward Vice Chairwoman”, “The Ward Vice Chair”, or “The Ward 4th Vice Chair” from within or outside of the membership of the Ward Committee and such an appointment shall create the additional office of “The Ward Vice Chairwoman”, “The Ward Vice Chair”, or “The Ward 4th Vice Chair” on the Ward Executive Board. The purpose of this provision is the advancement of female, trans, and gender non-conforming individuals in the Democratic Party, the commitment to representation of female, trans, and gender non-conforming

individuals in the Democratic Party, and the commitment to increasing turnout among female, trans, and gender non-conforming populations at-large.

**Section G.** Upon the election of the Ward Leader, a certificate of their election in duplicate shall be given to the newly elected Ward Leader, signed by at least a majority of the same, and a certificate in duplicate shall be certified showing the names, addresses, and divisions of all the newly elected officers of the Ward Committee. One of each of the said certificates shall be forwarded, on or before the Friday noon preceding the organization of the County Committee, to the County Committee headquarters and the other given to the Ward Leader.



# **RULE VI**

## **CONTESTS**

### **Article 1. Appointment of Contest Committees.**

The Contest Committee of the Ward Committees and the County Committee shall be appointed by the Ward Leader or County Chair, respectively. The said appointments are to be made on or before the Friday preceding the Monday of the organization of the Ward or County Committee, as the case may be. The Ward Contest Committee shall consist of the person who shall preside at the organization of the Ward Committee and six other persons to be selected by them from the prospective membership of the committee. The County Contest Committee shall consist of seven persons appointed by the current County Chair from the prospective Ward Leader membership of the new County Committee against whom no contests have been filed, and the County Chair shall appoint one as Chair.

### **Article 2. Venue of Contests.**

All contests pertaining to the election of a Ward Leader or Ward Officers shall be filed with the County Committee and heard by the same. All contests as to elected membership in the Ward Committee shall be heard by the Ward Contest Committee, and its decision shall be binding.

### **Article 3. Filing of Contests.**

**Section A.** All contests regarding elected membership in the Ward Committee shall be instituted by filing a petition with the Ward Leader or Ward Chair which shall contain:

- 1) names, addresses, and the division(s) of the petitioner(s);
- 2) names, addresses, and the divisions of the person(s) against whom the contest is filed;
- 3) names of all persons who received votes for membership in the Ward Committee, showing the number of votes each person received according to the official returns;
- 4) all other averments or facts which the petitioner(s) rely upon and feel able to prove in support of the contest and claim (if claiming) to the right of membership in a Ward Committee.

The petition shall be signed by the petitioner(s) and shall have affixed thereto an affidavit of the petitioner(s) containing an averment that the facts set forth in the petition are true and correct to the best of their knowledge and belief and that they expect to prove the same at the proper time. The said affidavit shall be sworn to before a person authorized to administer oaths or affirmations.

**Section B.** All contests filed in the County Committee shall be instituted by filing a petition with the County Chair which shall contain:

- 1) Certificate of election to the County Committee;
- 2) A petition that includes:
  - a) name, address, ward, and division of the petitioner(s); and whether or not they claim the right by virtue of their certificate of election or not;
  - b) time, date and place where the meeting was held at which they were elected as a representative of the County Committee and that such date, time, and place of meeting was in accordance with the rules and, if not, why not;
  - c) if claiming that persons who were entitled to vote were wrongfully denied the right to vote, shall set forth the names of such persons;
  - d) and all other facts which they feel should be considered in the determination of their claim of representation.

The petition is to set forth that the facts as set out in the petition are true and correct to the best of their knowledge and belief. It should be made up with sufficient copies and be signed by, and served upon any other person(s) claiming the same right to represent the ward in the County Committee or the office contested.

## **Article 4. Service and Notice of Contests.**

**Section A.** There shall be endorsed on the petition a notice to the contested party of the time, date and place where the Contest Committee shall hear the petition of contest. This endorsement may be at the end of the petition or on the back of the petition. Failure to notify the person so contested shall constitute a dismissal of the contest so filed.

**Section B.** Service of the copy of the petition of contest and notice must be served upon the person referred to and whose seat in the committee is being contested not later than five o'clock P.M. on the Friday preceding the organization of the Ward or County committee which will act upon the contest.

**Section C.** In the case of the Ward Committee, the original must be served either in person upon the person who will organize the Ward Committee, or by leaving the same at the legal residence of said person with an adult member of the household. In the case of the County Committee, the original must be served upon the person who will organize the County Committee or upon the Executive Secretary. If unable to serve these persons, then it should be served upon the person in charge of the Democratic County Committee headquarters.

**Section D.** Copies of contests may be served personally upon the person(s) whose seat(s) are being contested, or by leaving a copy of the contest at the legal residence. Where the term "legal residence" is used, it means that residence from which the person to be served is registered and which appears in the last registration list printed by the Board of Elections, unless it is definitely shown by the contestant that another residence is known to be the residence of the contested party.

## **Article 5. Hearing a Contest.**

**Section A.** All contest papers shall be turned over to the Chair of the Contest Committee not later than six o'clock on the Friday preceding the Monday on which the Committee, for which the Contest Committee is acting, is to be organized. It shall also be the duty of the person who is organizing the committee, to instruct the acting Chair and all the members of the Contest Committee to meet at noon on the following day (Saturday) at the place where the Committee for which the Contest Committee is acting will meet to organize. The said Contest Committee shall meet at this time and place to hear all contests, at which time they may continue the hearings of the various contests to various hours in the day or the succeeding days. All contests must be heard and the findings of the Contest Committee written up and ready for presentation to the Ward or County Committee at the time of their meeting for organization.

**Section B.** All participants shall be ready at the stated time to present their side of the case and have all witnesses present without any notice other than previously set forth. The Contest Committee may, of their own volition, call witnesses whose testimony they deem it necessary to hear. Each side shall be entitled to representation by counsel and to call witnesses on their behalf or cross examine any opposing witnesses. However, the Contest Committee may limit the number of witnesses that may be called by the participants on their behalf. Such limitation of witnesses shall apply equally to all of the participants.

**Section C.** Should a contested party desire to make an answer in writing to the charges contained in the contest petition, they may do so by answering the allegations categorically and numbering the paragraphs in their answer to correspond with the paragraphs in the contest petition. They may attach to their answer any exhibit that they relied upon in defense.

**Section D.** In the hearing of the contest, the contestants will be confined to the facts in the contest petition. The contested party shall be confined to the denial or explanation of facts contained in the contest petition or their answer. No new matter may be introduced at the hearing without the consent of the majority of the Contest Committee.

**Section E.** In the event none of the contesting parties appear at the time set by the Contest Committee for the hearing, it shall be deemed that the contest petition has been withdrawn. Should the party contested fail to appear, the Contest Committee may, in their absence, proceed with the hearing of the contest and make findings. Failure of the contested party to appear will not be considered forfeiture of their right to be seated in the committee, to hold the office contested, or as admission of the veracity of statements in the contest petition.

**Section F.** The Contest Committee must make a separate recommendation of the findings of each of the contests heard. The findings of the majority of the members shall be the findings of the committee, and the minority may write a separate report of their findings and recommendation which may be presented after the majority report has been presented.

# RULE VII

## *DUTIES OF COMMITTEES AND OFFICERS*

### **Article 1. Duties of the County Committee.**

**Section A.** The County Committee shall supervise the organization and management of the Democratic Party in all campaigns, and shall exercise all power and perform all duties including but not limited to:

- 1) Receive and disburse all funds raised for general campaign purposes;
- 2) Supply to Ward Leaders the nominating petitions for all endorsed candidates;
- 3) See that vacancies which occur in the various districts and wards are filled, and in the case of special elections see that district caucuses are held to nominate candidates to be voted upon at the special election to be held in their district;
- 4) ratify or reject the recommendation by any district of persons to fill vacancies that have occurred in offices for which nominations have been made and which are to be voted upon at a general election, and also to accept or reject the recommendation of the district caucus for the nomination of any person or persons to be elected at a special election in a district or ward; provided, however, in the event the County Committee rejects the recommendation of the district caucus in such cases, the County Committee shall refer the matter to the district caucus for a further consideration and recommendation, and should the County Committee again reject the recommendation of the district caucus, the County Committee shall then make the required nomination in the aforesaid instances;
- 5) Assume the duty to nominate candidates to be voted in district vacancies when any Ward Committee or Ward Leader fails to carry out their responsibilities;
- 6) Assume any duties of the Ward Committee in the event it does not exist;

**Section B.** Where the County Committee is called upon to fulfill the duties prescribed for a Ward Committee, Ward Leader, a district or district caucus, or where no Ward Committee exists, the County Committee in carrying out these duties shall have the same power(s) in reference to any matter(s) as already given to the Ward Committee and all other committees. The acts of the County Committee shall have the same force and effect as if done by the person(s) or committee(s) whose duty it was to perform such acts.

**Section C.** If at any time in the opinion of the majority of the entire County Committee, a Ward Committee is unfaithful to Democratic principles, and the best interests of the party, or refuses, fails, or neglects to work in harmony with the County Committee, then the County Committee shall refer the matter to the Committee on Organization for consideration and also may, if necessary, dissolve the Ward Committee and instruct the Committee on Organization to set up an entirely new Ward Committee in the said ward.

**Section D.** Notwithstanding other provisions in these rules, the Committee on Organization of the County Committee during the period of reorganizing the ward shall have all the duties, rights, and powers of a Ward Committee and their acts shall have the same force and effect as if they were the acts of a duly-constituted Ward Committee.

## **Article 2. Duties of County Chair.**

**Section A.** It shall be the duty of the County Chair to, including but not limited to:

- 1) preside over all regular and special meetings of the County Committee;
- 2) set up a headquarters and meeting place of the Democratic County Committee;
- 3) work with the Treasurer to keep open a bank account and political action committee for the County Committee and to act as its Chair;
- 4) appoint members (selected from the County Committee membership except for the Campaign Committee or subcommittees related to campaigns) to all committees the Chair may consider necessary or proper to the best interest of the Democratic Party;
- 5) make any recommendations to the County Committee which, in their judgment, are for the best interests of the Democratic Party and its candidates;
- 6) receive the recommendations of Ward Leaders for the appointment to office and positions of persons from their Ward;

**Section B.** The County Chair shall have the right at any time when any differences may arise between themselves and any Ward Leader regarding the conduct and management of a Ward as applicable to the interest of the Democratic Party, to refer the same for action by the Committee on Organization. The Committee on Organization is to act upon the matter in accordance with these rules and report its findings.

## **Article 3. Duties of the County Committee's First Vice Chair.**

It shall be the duty of the First Vice Chair to preside over all meetings in the absence of the County Chair; assume all duties, responsibilities, rights of the County Chair during the absence or inability to serve of the County Chair; and in the event of the death, resignation, or removal of the County Chair, act as Party Regent and Acting Chair until a new County Chair has been elected by the County Committee.

## **Article 4. Duties of the County Committee's Second Vice Chair.**

All duties, responsibilities, and rights outlined in Article 3 shall devolve to the Second Vice Chair in the event of absence, resignation, removal, or death of the First Vice Chair.

## **Article 5. Duties of the County Committee's Third Vice Chair.**

All duties, responsibilities, and rights outlined in Article 3 shall devolve to the Third Vice Chair in the event of absence, resignation, removal, or death of the Second Vice Chair.

## **Article 6. Duties of the County Committee's Fourth Vice Chair.**

All duties, responsibilities, and rights outlined in Article 3 shall devolve to the Fourth Vice Chair in the event of absence, resignation, removal, or death of the Third Vice Chair.

## **Article 7. Duties of Secretary.**

It shall be the duty of the Secretary to keep full and correct minutes of all meetings of the County Committee and keep a permanent correct roll of attendance at all meetings.

## **Article 8. Duties of Assistant Secretary.**

It shall be the duty of the Assistant Secretary to aid the Secretary in the discharge of the Secretary's duties; in the event of the Secretary's absence, inability, or refusal to perform the duties, the Assistant Secretary shall act as Secretary.

## **Article 9. Duties of Treasurer and Assistant Treasurer.**

**Section A.** It shall be the duty of the Treasurer or Assistant Treasurer to receive, keep, and disburse all sums of money which may be collected or received by the County Committee for election expenses to elect or defeat and person(s) and all other activities to the benefit of the various Committees and to keep a just and true account thereof.

**Section B.** The Treasurer shall be responsible for the filing of reports of campaign finance activities to the relevant authorities on the schedule which it promulgates, as provided by law.

**Section C.** The Treasurer shall comply in all respects with the duties and requirements of the County Treasurer of the political organization as set forth by law.

**Section D.** The Treasurer shall work with the County Chair to keep open and maintain a bank account with their name as Treasurer in a good, reputable bank.

**Section E.** All withdrawals shall be made by check and signed by the Treasurer. In their absence or inability to serve, checks shall be signed by the Assistant Treasurer.

## **Article 10. Duties of the Sergeant(s)-At-Arms.**

**Section A.** It shall be the duty of the Sergeant(s)-at-Arms to attend all regular and special meetings, maintain order at the meetings, and permit no one to enter the meeting who is not qualified and eligible to be present.

## **Article 11. Duties of the Ward Committee and Members.**

Committeepeople shall have the responsibility of organizing their respective divisions, to do all things necessary to carry on all elections, and promote Party-endorsed candidates in the Primary and Democratic Nominees in the General, within their said wards, including but not limited to:

- 1) Register and turnout voters in support of the Democratic Party;
- 2) Furnish to the Ward Leader, the names of persons willing to serve as watchers in their division for any election;
- 3) Furnish to the Ward Leader, the names of persons willing to serve any position at the polls which the Democratic Party may be entitled and is vacant ahead of the election;
- 4) Procure and circulate petitions for the nomination of endorsed Democratic candidates;
- 5) Assist them in obtaining and bringing to the voting place all election paraphernalia;
- 6) Not supporting directly or indirectly any non-Democratic candidate.

If at any time a member fails in their duties, is unfaithful to the Democratic Party and the best interest of the party, or refuses, fails, or neglects to work in harmony with the Ward Committee, the Ward Leader shall be empowered to remove said person from its membership and declare a vacancy in the membership of the Ward Committee from the said division.

## **Article 12. Duties of Ward Leader.**

**Section A.** It shall be the duty of the Ward Leader to:

- 1) Preside over the organization of the new Ward Committee;
- 2) Appoint members to various ward committees;
- 3) Attend all meetings of the County Committee and preside over the Ward Committee;
- 4) Submit names of watchers for registration days and election days;
- 5) Appoint or revoke (in writing to the County Chair) a Ward Representative to represent them in all matters with the County Committee except in attending meetings of the County Committee;
- 6) Appoint registered Democrats to represent divisions in the Ward Committee where a committeeperson vacancy exists; these persons, so appointed, shall have the same powers, rights and duties as if duly elected as members in the Ward Committee;
- 7) Appoint "At-Large", "Associate", or "Auxiliary" Committeepeople to assist the Ward Committee in its duties;

- 8) Work with the Ward Treasurer to keep open a bank account and political action committee and to act as its Chair.

### **Article 13. Duties of Ward Chair.**

It shall be the duty of the Ward Chair to assist the Ward Leader in attending to activities of the Ward and to advance the interest of the Democratic Party and its candidates at all times.

### **Article 14. Duties of Other Officers of Ward Committee.**

The duties of the other officers of the Ward Committee shall be similar to those of the corresponding officers of the County Committee.

### **Article 15. Inability or Refusal of Officers to Perform Their Duty.**

In the event of inability of or refusal by any officer of any committee to perform their duties as prescribed under these rules and upon the further inability or refusal of the officer next in line to act, the succeeding officer in line who is able and willing to act shall perform the duties or functions. The line of succession shall be, in the case of the County Committee, the order of election of County Officers as set forth in Rule V, Art. 1(F); and in the case of Ward Committees, in accordance with the order as set forth for the election of Ward Officers in Rule V, Art 2(E).

## **RULE VIII**

### ***RECALL OF WARD OR COUNTY OFFICERS***

### **Article 1. Requirements for Recall of County or Ward Officer.**

**Section A.** The proposed recall of a County or Ward Officer must be initiated by the filing of a petition which shall contain the name of the person whose recall is sought and the specific charges and reasons for the recall. This petition must be signed by at least two-thirds of the enrolled membership of the County or Ward Committee.

It must have affixed thereto an affidavit or affirmation of three of the subscribing petitioners before a person authorized to administer an oath or affirmation, containing averments that the persons whose names appear affixed to the petition personally signed the petition and that all of the signers had full knowledge of the contents of the petition and that the facts contained in the petition are true to the best knowledge and belief of the affiants.



## **Article 2. Filing of a Petition for Recall.**

In the case of the proposed recall of a County Chair or Ward Leader, the petition shall be filed with the First Vice Chair or Ward Chair. In the case of the proposed recall of other officers, the petition shall be filed with the County Chair or Ward Leader. A true and correct copy of the petition shall be served upon the person whose recall is being sought, within forty-eight (48) hours after the filing of the petition(s).

## **Article 3. Notice Of Recall.**

All of the enrolled members of the County or Ward Committee shall be given at least seventy-two (72) hours notice of the special meeting to be held to consider the petition for recall. The said notice shall set forth the purpose of the meeting, the time, date, and place of holding the meeting which shall be the regular meeting place of the County Committee.

## **Article 4. Calling Of The Meeting To Consider The Recall.**

**Section A.** The person with whom the petition for recall has been filed in accordance with these rules shall call a special meeting of the County or Ward Committee not less than seven (7) days and not more than fourteen (14) days after the receipt of the petition for the purpose of acting on the petition for recall.

## **Article 5. Procedure To Be Followed At The Meeting On The Recall.**

**Section A.** The person with whom the petition has been filed, or if refused, the Chair of Organization of the County Committee, shall preside over the meeting.

**Section B.** The presiding officer of the recall meeting shall have the Secretary call the roll of the membership of the committee, record those present, read the call of the special meeting, and after its adoption proceed to debate on the question of the recall.

**Section C.** One of the signers of the petition shall present the reasons why the person named in the petition should be recalled and their office declared vacant.

**Section D.** The person whose recall is being sought shall then be heard in their defense if they desire to be heard.

**Section E.** After the person whose recall is being sought has concluded, the question will be open to debate among the other members of the committee.

**Section F.** When all parties have been heard, then the person whose recall is being sought, shall be given the right to reply.

**Section G.** The person whose recall is being sought shall be the only one permitted to speak more than once on the subject without first obtaining the consent of the committee.

**Section H.** After hearing the pros and cons on the subject and debate having been closed, in the case of a proposed recall, if there are not then present at least 50% of the enrolled membership of the County Committee, the presiding officer shall not proceed in order with the recall, but shall declare the recall to be lost, due to the failure of at least 50% of Committee membership to be present.

**Section J.** The presiding officer shall inquire from each the spokesman for the petitioners and the person sought to be recalled whether they desire to appoint a teller to assist in the tabulation of the vote. The presiding officer shall appoint the persons named by both parties as tellers to cooperate with the Recording Secretary in the tabulation of the vote.

**Section K.** At the conclusion of debate, the presiding officer shall put to the meeting the following question: “Shall (name of the person being sought to be recalled) be recalled and their office (the office they holds) be declared vacant” and advise the member that a vote in the affirmative is a vote for the recall and declaring the office vacant, and that a vote in the negative is a vote against the recall and against declaring the office vacant. The presiding officer shall then proceed by having the Secretary call the roll and recording the vote.

## **Article 7. Recall Within Sixty Days of Any Election.**

**Section A.** Where the recall is desired to be had within sixty (60) days prior to any election, before the filing of any such petition for the recall of any Ward officer, the petitioners must obtain the consent of the County Committee.

**Section B.** A petition for such consent must be filed with the County Chair, setting forth the reason why it is necessary and urgent that the recall should be made at that time. The petition shall be immediately referred to the Committee on Organization, which shall meet within four (4) days after the filing of the petition for the purpose of considering the petition.

**Section C.** If the Committee on Organization by a two-thirds (2/3) vote of the entire membership decides that consent should be given for the filing of the petition, then the petitioners shall be notified and permitted to file their petition for the recall.

# **RULE IX**

## ***Descriptions, Duties, and Power of COMMITTEES FOR WARDS AND THE COUNTY COMMITTEE***

### **Article 1. Applicability to Ward and County Committee Operations.**

This rule and the articles and sections thereof shall be applicable to Ward Committees and the County Committee's Committees except in those cases otherwise provided for in these rules.

### **Article 2. Contest Committees.**

The appointment of the Ward and County Contest Committees shall be in accordance with Rule VI, Article I of these rules.

The County Contest Committee shall have referred to it the following matters:

- 1) All contests pertaining to the election of Ward Officers or County Officers;
- 2) All appeals related to committee person appointment or removal by a Ward Leader.

### **Article 3. Committee on Organization in the County.**

**Section A.** The County Chair shall within thirty (30) days after the organization of the County Committee appoint a Committee on Organization. Who shall serve on this Committee and the number of its members is to be at the sole discretion of the Chair of the County Committee who shall appoint one of its members as Chair of the committee.

**Section B.** The Committee on Organization shall have referred to it the following matters:

- 1) The organization of any Ward or the election of any Ward Leader from that Ward where the said Ward has failed to organize on or before the Wednesday preceding the Monday on which the County supervising the organization of the Ward Committee and the election of the Ward Leader and its officers;
- 2) All appeals from the actions of the Ward Leader or any of the officers of the Ward Committee, where such appeals are allowed;
- 3) It shall have the right and authority at the direction of the County Chair to go into any Ward in order to advance the interest of the Democratic Party or its candidates and to make any investigation concerning the manner in which the Ward Officers are conducting their meetings, not fulfilling duties as detailed in these rules ("dereliction"), or supporting non-Democrats;
- 4) In regrettable and severe circumstances where support of non-Democrats or dereliction is evident, it shall have the power to go into a Ward, suspend or remove its

Leader, officers or members, and/or dissolve the Committee completely and set up a new Democratic Ward;

- 5) It shall render a decision on whether a petition for the recall of officers requested within sixty (60) days prior to any election shall proceed;

**Section C.** All actions of the Committee on Organization shall not become operative until ratified by the County Committee.

### **Article 3. Committee on Organization in a Ward.**

**Section A.** The Committee on Organization in a Ward shall be appointed by the Ward Leader within thirty (30) days after the organizing of the Committee. It shall consist of seven (7) members appointed from membership of the Ward Committee with the Ward Leader acting as Chair.

**Section B.** The Committee on Organization shall cooperate with the Ward Leader and the Ward Officers in building up a Democratic organization in the Ward by assisting in getting watchers in all instances where the Democratic Party is permitted to have watchers; by assisting in circulating, collecting and examining nominating petitions of election officers, party officers, etc., by seeing that they are in proper form before filing; by assisting in encouraging members of the Ward Committee to canvas their decision; by collecting and filing removal cards from those registered who recently moved into the division; by helping to register new voters; and other activities that advance the interest of the Democratic party and its candidates.

### **Article 4. Legal Committees.**

**Section A.** The Legal Committee in Wards shall be appointed on the recommendation of the Ward Leader. The rules governing the number and duties of the Legal Committee shall be the same for the Ward as set forth for the Legal Committee of the County Committee.

**Section B.** In the County Committee, the Legal Committee shall be appointed by the County Chair. The number of members constituting the Legal Committee shall be at the discretion of the County Chair.

**Section C.** The County Chair shall appoint a lawyer as Chair of the Legal Committee to maintain a legal force necessary to adequately handle all legal matters that arise or be referred to the Party. The Chair of the Legal Committee shall:

- 1) Organize “The Honorable Charles Bernard Pro Bono Initiative” to provide legal advice and representation to those who otherwise could not afford it, and live up to the magnanimous legacy of the former 36-year Political Director, The Honorable Charles Bernard;

- 2) Maintain an awareness of any legal activities orchestrated by the Democratic State Committee, the Democratic National Committee, Candidates, or other Party affiliates within the County, assisting, advising, or coordinating with such groups when deemed necessary or appropriate;
- 3) Represent the County Chair and the County Committee in all legal actions, suits, or litigations brought by or filed against the County Chair or against any of the County Committee Officers in their party capacity or those brought against the Democratic County Committee;
- 4) Ensure a sufficient presence at the official tabulation of votes for all elections and thereby protect the interest of the Democratic Party and its candidates;
- 5) Do everything to advance the interest of the Democratic Party or its candidates that in any way requires the service of an attorney.

**Section D.** This article shall not be construed as a limitation of the right of any County Officer or Ward Officer to employ their own special counsel to represent them. Further, the County Chair may, at any time, as well as the County Committee, in their or its discretion, appoint special counsel to represent the County Officers or County Committee or any of its members.

## **Article 5. Other Committees.**

**Section A.** The County Chair may create, appoint to, and conclude committees as they may find necessary or appropriate. The structure, membership, duties, and leadership of these committees and the process of selecting or composing as such is to be at the will of the County Chair.

# **RULE X**

## **VACANCIES**

### **Article 1. Method of Filling.**

Vacancies existing or occurring on the Democratic ticket after the date of a Primary, or created after a Primary by the death, resignation or removal from office of an incumbent elected official, and nominations for candidates to be voted for at special elections to fill vacancies when a primary nomination is impossible (such as when special elections are not held at the time of the regular elections and when such vacancy occurs or exists within (60) days of the regular primary antecedent to such regular election) shall be filled as follows:

- 1) In the case of county/city-wide elected officials, by the County Policy Committee and ratified by the full County Committee;
- 2) In the case of members of Congress, District City Council, State Representative, State Senate or any “District” seat, the vacancy shall be filled at a joint meeting (“Caucus”) of all Ward Leaders with divisions in the said district. In the case of Districts where the district is composed of one ward, the vacancy shall be filled on the advice and consent of the Ward Leader at a special meeting held for that purpose. In the case of members of the State Committee the vacancy shall be filled by the Philadelphia Delegation Chair.

### **Article 2. Calling a Caucus.**

**Section A.** The district caucus shall be called by the “Convener”, the Ward Leader whose ward at the preceding general election had the highest number of Democratic ballots cast. The convener shall call the caucus meeting for a specified time, place, and date and preside over the said meeting to organize, at which meeting shall be elected a Chair (unless the district has previously designated a person to preside over all of their district meetings) and a secretary. In the event of refusal or inability of the convener to call a caucus, the County Chair may assume the role and responsibility of the convener.

**Section B.** In Legislative Districts which consist of one ward, the Ward Leader shall call a special meeting caucus, giving written notice setting forth the time and date for holding the meeting.

**Section C.** In the case of two or more wards comprising a Legislative District, the convener shall call a joint meeting at a time, place, and date and send notice to all Ward Leaders at the addresses, emails, phone numbers provided by the County Committee.

## Article 3. Procedures for a Caucus.

**Section A.** At a caucus meeting, the convener shall appoint two temporary secretaries, two temporary tellers, direct the secretary to take roll call attendance, and call for nominations and conduct the election of a permanent Chair of the meeting. After the election of the permanent Chair, the caucus may proceed to elect a vice Chair, secretary, and such other officers as may be deemed necessary to transact business.

**Section B.** The Secretary shall keep a record of

- 1) the names of all persons nominated
- 2) the number of votes received by each person nominated; and
- 3) the number of persons voting.

**Section C.** The person(s) having been selected by the caucus as the candidate(s) nominated to be placed on the Democratic ballot to be elected shall work with the caucus convener or their designees to produce and deliver certification to the Chair of the meeting, which shall set forth:

- 1) that it is a “nominating certificate to have the name *[name]* placed on the Democratic ballot at the election to be held on *[date]* as a candidate of the Democratic Party for election to the office of *[office]*;
- 2) the address, ward, division, and occupation of the candidate(s);
- 3) the name(s) of the person(s) who were entitled to be present and who voted at the district caucus;
- 4) that the district caucus was called in accordance with these rules;
- 5) that proper notice was given, attaching a copy of the notice of the caucus;
- 6) that the meeting was held as stated in the notice, and if not, why not;
- 7) the name of the person who acted as convener of the meeting;
- 8) the names of the permanent officers elected together with the names of all persons who attended and who voted at the meeting;
- 9) the names of each of the persons nominated, their address, and the votes each received.

**Section D.** Where necessary, the special meeting of the County Committee for the purpose of accepting or rejecting the action of a district caucus, if accepting shall affix to the nomination papers for the candidate(s) nominated a certificate which shall set forth:

- 1) the date of the special meeting of the County Committee;
- 2) the name of the presiding officer;
- 3) that a quorum was present at this meeting;
- 4) that the County Committee did accept the action of the district caucus; and
- 5) that the nomination made by the district caucus and the acceptance of the County Committee is in accordance with the rules of the Democratic County Committee set forth in Rule X, applicable to the nomination in question.

This certificate shall be signed by the permanent officers of the County Committee who were present at this meeting and shall be sworn to by one of the signers as true and correct.

## **Article 4. Ward and County Officer Vacancies.**

**Section A.** Any vacancy that may occur in the offices of any Ward or County Committee by reason of death, disqualification, inability to serve, resignation, or recall of any of said officers, shall be filled after notice has been given in writing to all members of said committee stating the existence of said vacancy and the intention to fill the same for the unexpired term at a meeting to be specified in said notice.

**Section B.** In the event of a vacancy occurring in any office, the next officer in line shall act until the vacancy is filled.

## **Article 5. Meetings for Filling Vacancies.**

All officer vacancies shall be filled by the committees, within thirty (30) days after the vacancy occurs, at a special meeting to be called by the presiding officer of said committee.

## **Article 6. Voting to Fill Vacancies.**

**Section A.** For Citywide, Statewide, and National elected offices, Ward Leaders are afforded one (1) vote.

**Section B.** For offices elected by district, Ward Leaders are afforded the number of votes corresponding to the amount of divisions in said district and must cast those votes as a block.

# **RULE XI**

## ***ENDORSEMENTS***

The Procedures for endorsements of elected offices shall be the same as vacancies.

# **RULE XII**

## ***VOTING***

**Section A.** Voting on all questions and motions shall be by hand vote, voice vote, or roll call with a calling of “ayes” and “nays”.



**Section B.** A secret ballot is only allowed when approved by a two-thirds (2/3) vote of the members present.

## **RULE XIII**

### ***PROXIES***

Proxies are allowed only when approved by a two-thirds (2/3) vote of members present.

## **RULE XIV**

### ***REVISION OF THESE RULES***

#### **Article 1. Revision Procedure.**

Should the County Committee at the time of its organization or at any subsequent regular meeting decide that the rules of the party should be revised or amended, the County Chair may appoint a committee on the revision of rules for the purpose of revising or amending the rules. A report on the revision of rules shall be made to the County Committee at a later meeting, the date of which shall be fixed by the Chair of the meeting and notices shall be sent to all members of the County Committee advising them of the date of the meeting, as previously described and in accordance with aforementioned descriptions of rules regarding County Committee meeting notices. The County Committee shall act upon the report on the revision of the rules at that time, requiring a two-thirds (2/3) vote of the member of the County Committee.

#### **Article 2. Submission of Amendments.**

Amendments to these rules may be made by submitting the proposed amendment to the County Chair in writing and a copy of the same being sent to all the members of the County Committee with a notice that the County Committee at a meeting (time and place set forth in the notice) shall vote upon the amendment. In order for the amendment to become a part of these rules, it must be ratified by two-thirds (2/3) vote of the members of the County Committee.

# **RULE XV**

## ***SUSPENSION OF THESE RULES***

These rules may at any time be suspended at any meeting of the County or a Ward Committee by a two-thirds (2/3) vote of the members of the County or a Ward Committee.