

WEST CHESTER BOROUGH DEMOCRATIC COMMITTEE BY-LAWS

ARTICLE I Name and Objectives

1. The West Chester Borough Democratic Committee is a duly registered political committee in the Commonwealth of Pennsylvania.

2. The West Chester Borough Democratic Committee is part of the Chester County Democratic Committee, whose bylaws shall take precedence and shall apply in areas where the West Chester Borough Democratic Committee's bylaws do not.

3. The objectives of the West Chester Borough Democratic Committee are:

To encourage resident involvement in the civic and political life of our community;

To promote the principles of the Democratic Party;

To support candidates for office who reflect and uphold Democratic ideals;

To work with the Chester County Democratic Committee and its other component entities.

ARTICLE II Committeepersons and Meetings

1. All West Chester Democratic committeepersons, whether elected or duly appointed, are members of the West Chester Borough Democratic Committee.

2. Committeepersons shall promote Democratic party values, manage party relations with Democrats in their precincts, circulate nominating petitions for candidates, distribute appropriate pre-election literature, strive to increase the number of registered Democrats and their turnout at the polls, ensure a continuous presence of greeters representing the party on all election days, and attend Nominating and Reorganization Conventions of CCDC.

3. Committeepersons' expected place is outside the polls on election days; they shall not serve as County election personnel, but shall help find others in their precinct to serve in that capacity.

4. Committeepersons are responsible for raising or contributing an annual amount to be set by the Committee.

ARTICLE III Officers

1. A Chair, Vice-chair, Secretary, and Treasurer shall be elected every four years by written ballot at the Committee's June meeting. Nominations and voting shall take place in that order of officers. The first three shall be committeepersons in West Chester Borough; the latter need not be a committeeperson but must be a registered Democrat living in the Borough.

2. The Chair shall give written (in print or by email) notice of Committee meetings not less than seven days in advance, set agendas, preside at meetings, find candidates to run for public office, represent the Committee at meetings of the Chester County Democratic Committee executive committee, provide election materials from CCDC, see that the Committee's rules and procedures are carried out, and conduct all legal business required of Pennsylvania Political

Committees.

3. The Vice-chair assumes the Chair's functions whenever the chair is unable to carry them out, including at CCDC executive meetings.
4. The Secretary shall take minutes at each meeting, distribute a draft to the Committee before their following meeting, and produce a final version after the following meeting has approved any changes and the overall text. Minutes are for Committeepersons and are not a public document; committeepersons shall not distribute minutes to others. The Secretary shall also carry out the Committee's needed correspondence.
5. The Treasurer shall receive and deposit all the Committee's funds, keep the Committee's accounts, deliver a status report at (or submit before) each meeting subject to acceptance by the Committee, issue a final version with any needed changes, file all required reports on a timely basis with the appropriate government agencies in accordance with federal, state, and local laws, and turn over all records promptly to her or his successor in office.
6. The four officers' term of office shall be until the next election. The Chair and Vice-chair are limited to two consecutive full terms of office. If a vacancy occurs during a term of office, a replacement to complete the term will be voted on at the following meeting, or, if that would be more than 30 days after the vacancy occurs, at a special meeting called by the remaining officers.
7. *The Chair, Vice Chair, and Secretary shall comprise the Executive Committee, which shall act for the Committee as they deem urgently required between Committee meetings.*

ARTICLE IV Meetings

1. The Committee shall *normally* meet once a month *and usually ten times a year* on a regular evening of the month at a time established and changed as needed by the Executive Committee, and made known to committeepersons at least one week in advance, and in a place convenient to a majority of committeepersons.
2. Committeepersons are expected to attend, and those who attend less than half the meetings will be asked to resign.
3. Other registered Democrats are welcome to attend the Committee's regular monthly meetings but only committeepersons may vote on Committee business. However, the Chair may decide that part or all of a meeting will be in executive session, with only committeepersons present.
4. Each agenda shall include a Treasurer's report for transactions since the previous meeting and minutes of the previous meeting, with an opportunity to modify or approve both. Each agenda shall also include reports from the Chair and Vice-chair, reports from Borough Council members, updates from candidates for office, and other items of interest.
5. In order to conduct official business at a meeting, a quorum of 40% of the committeepersons in office at the time of the meeting must be present (including by phone), with fractions rounded upwards. A meeting without a quorum may hear reports and discuss issues but not take votes.
6. Motions shall pass, a quorum being present, by majority vote of committeepersons present

and voting Yes or No. There shall be no proxies.

Absent committeepersons may participate in a meeting only by phone.

ARTICLE V Endorsements and Support of Candidates

1. The West Chester Democratic committee regards candidate endorsements in primary elections as a means to educate and inform voters. It makes endorsements in the spirit of helping voters to understand pertinent issues and the qualifications of candidates, welcoming voters' opinions, and respecting their eventual choices at the polls.

Committeepersons are expected to act in that spirit of respect for voters at all times, including in their contacts with their voters and in distributing information to voters before elections, between elections, and at the polls.

2. The Committee may endorse candidates for offices whose district is larger than a single ward. It shall not endorse candidates whose district is limited to one ward or precinct.

3. However, the Committee may not endorse a candidate for any office for which the Chester County Democratic Committee normally makes an endorsement at its annual Nominating Convention (namely, federal, state, or county offices, school board director, and any Magisterial District Judgeships whose district includes 2 or more municipalities), unless CCDC has already held a nominating convention that did not make any endorsement for that office.

4. The endorsement process shall be: prior notice on the agenda, a majority vote on whether to make an endorsement for that office, and then if the vote is positive: nominations, discussion, and voting, with endorsement requiring 55% of those voting Yes or No. Only committeepersons living in a given district may take part in an endorsement vote on a candidate running to serve that district.

An endorsement vote shall be by secret ballot if any committeeperson so requests.

5. Candidates for endorsement shall be welcome to speak or send a spokesperson at a Committee meeting in the months prior to an endorsement vote and shall also be invited at least one week in advance to address or submit a written statement to the meeting where the endorsement will be decided, but they may not be present at the actual vote unless they have the right to vote in it.

6. An officer shall not use the officer designation in supporting a candidate running against a Democrat who has been endorsed by the Committee or CCDC in a primary election. In a primary election, all committeepersons may publicly support primary candidates of their choice.

7. When there are two committeepersons in a precinct, the two shall agree on all sample ballots, handouts, and other printed or emailed communications to voters that bear their names as committeepersons (not including material produced by candidates).

8. When there is only one committeeperson in a precinct, the Vice-chair is responsible for approving all communications described in V.7.

9. When there is no committeeperson in a precinct or if committeepersons in the precinct do not reach a decision within ten days before an election, the Chair shall see that communications

are distributed reflecting endorsements made by the County and/or Borough Democrats.

10. A committeeperson who is also a candidate must make clear whether any printed or emailed communications to constituents are written as a committeeperson or as a candidate. A committeeperson writing as a committeeperson must conform to V.7-9.

11. In approving or disapproving committeeperson distributions under section V.8, the Vice-chair shall not be considered to be in violation of section V.5.

12. Voters should perceive committeepersons as forthrightly representing their party's positions and processes. Therefore, all communications identified as being distributed by committeepersons with an intent to influence their precinct constituents' votes for specific positions shall identify the name and office sought of all candidates endorsed by the County and/or Borough Democrats for the offices included in said communication.

For example, a handout signed by a committeeperson supporting a primary candidate for the PA House of Representatives must inform voters if that candidate or another candidate for that position has received the party's endorsement.

Committeepersons may, however, produce and pay for handouts that clearly identify themselves as candidates rather as committeepersons writing to their constituents.

13. Officers and committeepersons shall not publicly endorse, publicly support, or allow their names to be used by a candidate running against a Democratic candidate who has won a Democratic primary election or has been endorsed by the Committee or CCDC in a special election.

14. Committeepersons identifying themselves as committeepersons shall not distribute pre-election materials in another precinct without explicit agreement from that precinct's committeepersons.

15. On the official precinct table or posterboard at the polling place, committeepersons must include materials provided by all endorsed candidates. If no candidate is endorsed for a given office, committeepersons shall display materials furnished by all Dem candidates for that office. Committeepersons may or not, as they choose, display or allow candidates running against endorsed candidates in a primary election to display their information. But if they display or allow display of one such candidate's materials, they should do so for all who so request for all offices.

16. Committeepersons, whether acting as individuals, as committeepersons, as candidates, or as representatives of candidates, shall not distribute any handout that is graphically based on the actual ballot or that a reasonable recipient might mistake for a version of the actual ballot unless that sample ballot either 1) has been approved through the official process set forth above in the precinct where it is being handed out or else 2) is clearly marked in large letters at the top "CANDIDATE'S OWN RECOMMENDATIONS - NOT AN OFFICIAL SAMPLE BALLOT."

17. Committeepersons who become aware of any candidate's handout that does not meet the requirements specified in section 16 shall endeavor to inform voters of the discrepancy between the official sample ballot and the candidate's handout.

ARTICLE VI Finances

1. Funds for the operation of the Committee shall be derived from:
 - a. Any dues or precinct goals set by the Committee;
 - b. Voluntary contributions from individuals or organizations;
 - c. Income from fundraising activities.
2. The Committee shall determine the signatures to be required for disbursements from its bank account.
3. The Committee shall authorize all expenditures over \$50.
4. Receipts for all expenses shall be retained and recorded. All donations and expenses must be recorded for reporting within guidelines established by the appropriate governing body.
5. In a primary election, the Committee may financially support only a candidate whom it or CCDC has endorsed or who is the only Democrat on the ballot for a given position.
6. In a general or special election, the Committee may financially support only a candidate who has won the Democratic primary or has been duly chosen to replace a withdrawn candidate or, failing either of the above, has been endorsed as a write-in candidate.
7. The Treasurer shall ensure that any direct financial support to candidates for state or federal office complies with any and all federal and state election laws.
8. The Treasurer must complete all appropriate filings as specified by law.

ARTICLE VII Other

1. The Chair may delegate selected business to other officers and appoint subcommittees to carry out specific assignments that conform to these bylaws and the CCDC bylaws. The chair shall so inform the Committee, and each meeting agenda shall include reports on the status of such assignments.
2. The Chair shall appoint a web site manager, who shall see that the Committee's web site informs constituents about the Committee, its bylaws, its recommendations to voters, how to contact it, and relevant political and civic news.
3. The Chair shall appoint a manager of its Facebook page, who shall post information about the sorts of items mentioned in VII.2 and shall endeavor to stimulate meaningful civic engagement and discussion on current issues.

ARTICLE VIII Amendments

1. Amendments may be made by prior announcement and a vote of 2/3 in favor at two successive regularly scheduled meetings. Amendments passed by the Committee shall become a part of these bylaws with the date of approval indicated.

These bylaws were adopted on November 23, 2015. *Italicized portions are as added or amended on September 25, 2017.*