

**CHARTER AND BY-LAWS
OF THE
LOWER MERION-NARBERTH
(AREA 13) DEMOCRATIC COMMITTEE**

(As amended April 12, 1994)

PREAMBLE

We, the registered Democratic voters of Lower Merion Township and the Borough of Narberth, Montgomery County, Pennsylvania, in recognition of our community of interests, historic precedent and geographic contiguity, do join as a Committee represented through lawfully chosen Committeepersons, grateful for the blessings of liberty, freedom, and a democratic electoral process, proclaim this Charter, in order that our Party Committee may best serve the people.

**ARTICLE I
THE COMMITTEE**

Section One. The governance of the Democratic Party of Lower Merion and Narberth shall be conducted by a Committee, composed, of all lawfully chosen Committeepersons of the election districts within the Township of Lower Merion and the Borough of Narberth. This Committee shall exercise all power and authority in accordance with the National Charter of the Democratic Party of the United States of America and the Rules and By-Laws of the Pennsylvania Democratic State and Montgomery County Committees.

Section Two. Members of the Committee shall be those Democratic Committeepersons in the Township of Lower Merion and the Borough of Narberth chosen in the following manner: at the Spring Primary Election in each gubernatorial election year, two Committeepersons will be elected by the qualified Democratic electors of each election district, to serve from the date of election as certified by the Montgomery County Board of Elections until the day following the next Primary Election in a gubernatorial election year. If, for any reason, a Committeeperson vacancy occurs in any election district, it shall be the obligation of the Chairperson of this Committee to fill such vacancy by appointment subject to approval by the County Chairperson, as soon as possible from the notice of such vacancy; however, no vacancy shall be filled between the date of election of members of the Committee and the next election of County Officers. It shall be the duty of Committee members:

- to participate in meetings of the County and Area Committees,
- to increase the registration of Democratic electors in their voting districts to its maximum number,
- to see that at least one nomination petition shall be properly circulated and filed for each public office for which nominations are to be made at each Primary Election in their respective election districts,
- to organize political activity in their voting districts thoroughly and effectively to the end of achieving a maximum Democratic vote at the polls and Democratic majorities in the elections,

- to campaign and work for Democratic principles and integrity within the Party and the administration of government, and
- to do all things necessary and proper to effectuate this Charter and By-Laws.

Committeepersons shall not publicly support opponents of Party Candidates in the General Election and may be censured for such activity.

Section Three. The following persons may be ex-officio members of this Committee, at the invitation of a majority of those present and voting at a duly constituted meeting of this Committee, with the privileges of attendance and voice at all meetings of this Committee, but without vote unless they are also lawfully chosen members of this Committee in accordance with Section Two of the Article above set out:

An incumbent Democratic governor and any past Democratic governors of this Commonwealth, and said persons may in addition to the foregoing be designated honorary Chairpersons of this Committee;

Any regular Democrat validly elected to any Federal, State, County, Township, or Borough office and members of the State or County Democratic Committees who represent any portion of the electors of this Committee.

ARTICLE II THE OFFICERS

Section One. The Officers of this Committee shall be a Chairperson, three Regional Vice-Chairs, a Secretary, and a Treasurer.

Section Two. Each Officer of this Committee shall be an enrolled Democratic Elector of Lower Merion Township or of the Borough of Narberth, but said Officers need not be members of this Committee as set forth above in Article I, Section Two hereof.

Section Three. The Officers of this Committee shall be elected by a majority vote of the members of this Committee present at the Organizational Meeting. The election shall be by voice vote unless there is a contested election, in which instance there shall be an election by secret ballot.

Section Four. All Officers of this Committee shall serve a term between the Organizational Meetings following the primary elections in gubernatorial election years.

Section Five. It shall be the duty of the Chairperson to convene meetings and to preside at all Committee and Executive Board meetings. The Chairperson is the chief executive officer of this Committee, and in the event of the absence or resignation of any other Officer, the Chairperson shall assume or delegate the duties of such Officer until a replacement is appointed pursuant to Section Twelve of this Article. The Chairperson shall serve as Area Leader and shall represent Area 13 of Montgomery County as the leader of the Area delegation to the County Executive Committee.

Section Six. In lieu of a single Chairperson, two Co-Chairpersons may be chosen to exercise the powers and responsibilities assigned by this Charter and By-Laws to the Chairperson. Two individuals shall not be nominated as Co-Chairpersons unless they both state their willingness to serve together as such. Only one of the two Co-Chairpersons shall be nominated and elected to serve as Area Leader in accordance with the last sentence of Section Five above. In all other respects, any reference in this Charter and By-Laws to the Chairperson shall be construed, in the case of Co-Chairpersons, to refer to the two Co-Chairpersons acting by agreement between themselves. In the event of a disagreement between the two Co-Chairpersons, it shall be resolved by a majority of the Regional Vice-Chairs. If a written statement signed by at least two of the Regional Vice-Chairs is delivered to the Secretary, stating that prolonged and recurring disagreement between the two Co-Chairpersons is seriously impairing the functioning of the Committee, then it shall be the duty of the Secretary to convene a meeting of the Executive Board within one week. At this meeting, the Executive Board, upon an affirmative vote of two-thirds of those members present and voting, may remove one of the two Co-Chairpersons, and in such event, the remaining Co-Chairperson shall serve as sole Chairperson and Area Leader for the remainder of his or her term. In the event of a vacancy in the office of a Co-Chairperson because of a resignation or for any other reason, the remaining Co-Chairperson shall serve as sole Chairperson and Area Leader for the remainder of his or her term, notwithstanding the provisions of Section Twelve below.

Section Seven. A Regional Vice-Chair shall be chosen for each of three Regions, as follows:

- Eastern Region - Lower Merion Wards 7, 9, 12, 13 and 14
- Central Region -- Lower Merion Wards 3, 4, 5 and 8 and Narberth
- Western Region - Lower Merion Wards 1, 2, 6, 10 and 11

A Regional Vice-Chair must be a registered voter within his or her Region. The Regional Vice-Chairs shall be responsible for overseeing and coordinating the day-to-day activities of the Committee within their respective regions and shall report to the Chairperson and the Executive Board on such activities.

Section Eight. In the absence of the Chairperson at any meeting, it shall be the duty of one of the Regional Vice-Chairs (as they may agree or in the absence of agreement, as chosen by lot) to preside over the meeting. In the event that the Chairperson fails to convene a special meeting upon petition in accord with the procedure set forth in Section Three of Article VI, it shall be the duty of any Regional Vice-Chair, upon receipt of such a petition, to convene a special meeting within five (5) days.

Section Nine. The Treasurer shall be the custodian of this Committee's funds; shall keep a detailed account thereof; shall payout monies for legitimate expenditures permissible under law and authorized by the Committee; shall report all receipts and expenditures to the Committee at every regular meeting; shall preserve receipted vouchers or endorsed checks for all expenditures; shall ensure that all Federal, State, and County reporting Statutes or Regulations are duly complied

with; and shall on written demand from five (5) or more Committee members, prepare and present all Committee financial records to an accountant duly designated by the Committee for a full audit between the primary election and the reorganization or organization of this Committee, or upon the resignation of the office of the Treasurer. Said demand shall also be served upon the Chairperson.

Section Ten. The Secretary shall give notice of all meetings of this Committee and of the Executive Board; shall keep accurate minutes of all meetings of this Committee and of the Executive Board and shall produce same at all regular meetings of this Committee and of the Executive Board; shall make available at each meeting of the Committee a copy of this Charter and By-Laws and a copy of the latest revision of *Robert's Rules of Order*.

Section Eleven. Any retiring officer or member of this Committee who may have in his or her custody or control any monies, property, records, or documents of any nature belonging to or under the jurisdiction of this Committee, shall preserve and turn over same intact to his or her successor immediately upon retiring from Office, or if there is no successor at that time to the Chairperson. The Chairperson or other officer receiving such materials from a retiring officer or member shall report such receipt to the Committee at the next regular meeting.

Section Twelve. Should any office of this Committee become vacant for any cause it, shall be filled by the Executive Board, the new officer to serve until the next regular meeting of the Committee at which time a successor shall be elected by a majority vote of the members of the Committee present and voting at the meeting, in accordance with the ballot procedure set forth in Section Three of this Article.

Section Thirteen. The Chairperson, regardless of whether he or she is also a duly elected member of this Committee in accord with Section Two of Article I hereof, may vote only to break a tie at regular, special, and organizational meetings of the Committee or at Executive Board meetings. If there are two Co-Chairpersons and both are present and they cannot agree how to cast their tie-breaking vote, no tie-breaking vote shall be cast.

ARTICLE III AREA REPRESENTATIVES

Section One. There shall be as many Area Representatives to the County Executive Committee as that body may from time to time designate. Each Area Representative shall be an enrolled Democratic Elector of Lower Merion Township or of the Borough of Narberth, but said Area Representatives need not be members of this Committee as set forth above in Article I, Section Two hereof. The Area Representatives shall be elected by a majority vote of the members of this Committee present at the Organizational Meeting. The election shall be by voice vote unless there is a contested election, in which instance there shall be an election by secret ballot. The Area Representatives may concurrently be Officers (except for Area Leader) of the Committee. The Area Representatives shall serve a term between the Organizational Meetings following the primary elections in gubernatorial election years.

Section Two. The Area Representatives shall have the duty to attend the County Executive Committee Meetings and shall report to the Committee on said Meetings. If one is unable to attend, it shall be his or her duty to obtain a proxy in conformity with County By-Laws.

Section Three. Should the position of an Area Representative become vacant for any cause, it shall be filled by the Executive Board, the new Area Representative to serve until the next regular meeting of the Committee at which time a successor shall be elected by a majority vote of the members of the Committee present and voting at the meeting, in accordance with the ballot procedure set forth in Section Three of this Article.

ARTICLE IV STANDING SUBCOMMITTEES

Section One. There shall be seven Standing Subcommittees, as follows:

- (A) Candidate Recruitment. The Candidate Recruitment Subcommittee shall be responsible for identifying and recruiting Democrats as potential candidates for elected and appointed public office.
- (B) Campaign Support and Coordination. The Campaign Support and Coordination Subcommittee shall be responsible for providing assistance to the campaigns of Democratic candidates for elective office and for coordinating the campaign efforts of such candidates in Lower Merion and Narberth.
- (C) Database. The Database Subcommittee shall be responsible for maintaining a list of registered voters in Lower Merion and Narberth and for providing registration information to assist Committeepersons in communicating with registered voters and potential registered voters.
- (D) Finance. The Finance Subcommittee shall be responsible for raising funds, by obtaining contributions and sponsoring fundraising events, in order to finance the activities of the Committee.
- (E) Issues and Policy. The Issues and Policy Subcommittee shall be responsible for investigating and reporting to the Committee on issues of public concern and assisting the Committee in developing policy positions on such issues.
- (F) Long-Range Planning. The Long-Range Planning Subcommittee shall be responsible for reviewing and recommending improvements in the ongoing work and organization of the Committee.
- (G) Publicity. The Publicity Subcommittee shall be responsible, for obtaining publicity and media coverage of Committee activities and candidate campaigns.

Section Two. Each Standing Subcommittee shall be headed by a Subcommittee Chair, appointed by the Chairperson, and approved by the Committee. A Subcommittee Chair need not be a Committeeperson but must be a registered Democrat in Lower Merion or Narberth. The term of a Subcommittee Chair shall be from the time of his or her approval by the Committee until the next quadrennial Organizational Meeting of the Committee. In the event of a vacancy in the position of a Subcommittee Chair, the Chairperson may appoint an Acting Subcommittee Chair, to serve until the next meeting of the Committee. The Chair of a Standing Subcommittee shall have the power to call meetings of the Standing Subcommittee and shall be responsible for overseeing

the activity of the Standing Subcommittee and for reporting on such activity to the Executive Board. A Subcommittee Chair may be removed from his or her position by action of the Committee.

Section Three. Members of a Standing Subcommittee, other than the Subcommittee Chair, shall be appointed by the Chairperson, after consultation with the Subcommittee Chair. A Subcommittee member need not be a Committeeperson but must be a registered Democrat in Lower Merion or Narberth. The term of a Subcommittee member shall be from the time of his or her appointment until the next quadrennial Organizational Meeting of the Committee. Subcommittee members maybe appointed at any time, and there shall be no fixed limit on the number of members of a Subcommittee. A Subcommittee member may be removed by action of the Chairperson, after consultation with the Subcommittee Chair.

ARTICLE V EXECUTIVE BOARD

Section One. The Executive Board shall consist of the Officers of the Committee, the Area Representatives, the Chairs of the Standing Subcommittees, and any member of the Pennsylvania Democratic State Committee who is a registered elector in Lower Merion or Narberth. In addition, each registered Democrats in Lower Merion or Narberth who holds public elective office shall be an ex-officio member of the Executive Board, but without a vote unless he or she is also an Officer, Area Representative, or Chair of a Standing Subcommittee.

Section Two. The Executive Board shall be the governing body of the Committee and shall have authority to conduct the business of the Committee between regular Committee meetings. The Executive Board shall meet at least six (6) times per year at the call of the Chairperson. Members of the Executive Board may not attend by proxy. Persons other than members of the Executive Board may attend meetings at the invitation of the Chairperson.

ARTICLE VI COMMITTEE MEETINGS

Section One. The Committee shall meet for organization not later than fifteen (15) days following the certification of Committeepersons by the County Board of Elections following the Primary Election in each gubernatorial election year, in a public hall large enough to accommodate the entire membership of this Committee. At such meeting, the members of the Committee shall present a certificate of election from the Montgomery County Board of Elections as *prima facie* proof of qualified membership.

Section Two. The Committee shall hold meetings at the call of the Chairperson by written notice at least ten (10) days in advance of said meeting and in no circumstances shall there be fewer than four meetings of the Committee in any one year.

Section Three. It shall be mandatory upon the Chairperson, or in his or her absence, upon the Regional Vice-Chairs to convene a Special Meeting within ten (10) days of receiving a written petition signed by not less than one-third of the members of this Committee.

Section Four. All meetings of this Committee shall be held within the Township of Lower Merion or the Borough of Narberth.

Section Five. All meetings shall be open to the public and news media; however, a meeting may be closed by a three-quarters vote of the voting members present and voting.

Section Six. Any member of this Committee, excepting an ex-officio member, may appoint a proxy for the specific meeting at which such member cannot be present. A proxy must be a qualified Democratic elector of the same election district as the member whose proxy he or she carries. A proxy may cast only one vote per resolution. Each proxy must present written credentials, signed by the absent member and attested by a witness. A proxy qualified under this section may exercise the full privileges of the absent member until such time as the proxy is revoked by the absent member by his or her personal appearance at such meeting or by written, witnessed and signed document of revocation received by the presiding officer.

Section Seven. At any meeting of this Committee a quorum shall consist of fifteen (15) members qualifying under Section Two of Article I hereof.

Section Eight. All meetings of this Committee shall be conducted in accordance with the parliamentary procedures published under the title *Robert's Rules of Order* (Revised), except where such procedure is inconsistent with this Charter and By-Laws, or with the Charter and By-Laws of the County, State, or National Democratic Committee.

Section Nine. Endorsements of candidates for elective public office may be made only by a vote of at least sixty percent (60%) of the members present and voting at a meeting of the Committee.

Section Ten. In any case in which this Committee is authorized by law to select a nominee or candidate to appear on the ballot for public office, such selection shall be made by a majority vote of the members lawfully chosen from districts whose electors have a right to vote for such office or offices. It shall be the duty of the Chairperson to call a Special Meeting of such affected members hereof, if necessary, to accomplish this purpose.

ARTICLE VII NOMINATING PROCEDURE

Section One. The Nominating Committee for offices of this Committee shall consist of the Officers and the Area Representatives. The Chairperson shall appoint one of the Regional Vice-Chairs to serve as chair of the Nominating Committee.

Section Two. The primary purpose of the Nominating Committee shall be to assure that at least one person shall be nominated for each office set forth in Section One of Article II and for each Area Representative position set forth in Section One of Article III. They may choose a slate of Officers and Area Representatives, but only after each announced candidate is afforded the opportunity to appear before the Nominating Committee. If such a slate is chosen, it shall be so des-

ignated in the notice of the, organizational meeting, as will the names of all other known candidates.

ARTICLE VIII AMENDMENTS

Section One. This Charter and By-Laws may be amended at any regular meeting of the Committee by an affirmative vote of two-thirds of members present and voting, provided that written notice of the proposed amendment shall have been mailed to all members hereof at least ten (10) days before the meeting at which such action is to be taken.