



# Rules of the Wilmington Democratic City Committee

## **Officers**

Cassandra Marshall, Chair  
Nicholas Brock, Vice-Chair  
Natalie Di Sabatino, Vice-Chair  
Lynn Fuller, Treasurer  
Javier Horstmann, Secretary

## **District Chairs**

Thea Lopez, 1<sup>st</sup>  
Chantae Vinson, 2<sup>nd</sup>  
Andre Harris, 3<sup>rd</sup>  
Michelle Skoranski, 4<sup>th</sup>  
Kerry McElrone, 5<sup>th</sup>  
Josue Ortega, 6<sup>th</sup>  
Jim Miller, 7<sup>th</sup>  
Jeffrey Sytsma-Sherman, 8<sup>th</sup>

## **Representative District (RD) Chairs**

JJ Francis, 1<sup>st</sup> RD  
Ian Smith, 2<sup>nd</sup> RD  
Jim Miller, 3<sup>rd</sup> RD

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# Rules of the Wilmington Democratic City Committee

## Preamble

We, the Democrats of the City of Wilmington, united in common purpose, hereby dedicate ourselves to the values and principles which have historically animated our party. We are committed to supporting governing principles that are articulated in the Delaware State Democratic Party Platform recognizing that the best of Democrats' success has been when we lead from our principles, our values, and our conviction. We acknowledge that a Democratic Party that aspires to lead must be inclusive, must be accountable, and must operate in a manner that inspires trust and confidence in our vision.

Our mission is to build a Democratic consensus, encourage the fullest possible participation of all Democratic voters, and disseminate the Democratic message, platform, and philosophy. We do this by organizing our grassroots; engaging existing voters and creating new ones; communicating openly and transparently; and welcoming those who share our values.

As Democrats, our united effort is focused on working together, treating each other with respect, and not allowing our differences to divide us. We stand against discrimination on the basis of status, and we support trusting one another to act in our Party's best interest, being aware of our limitations, collaborating to overcome obstacles, and always seeking feedback to improve our Party's work.

As an officer or leader in our party, you have the right to be treated fairly, equally, and within the bounds of party rules. You also have the responsibility to behave in a way that does not negatively impact other members, officers, staff, volunteers, people who interact with the Party in a professional or volunteer capacity, or the party's reputation.

We encourage robust and passionate debate on policy, strategy, and the way in which our party is governed. We also expect our members to behave lawfully and honestly, to be sensitive to other people's feelings, and to respect others' right to have and express different views.

Our responsibilities as party members apply not only to our personal conduct, but also to our conduct in communications, including electronic means, and with the media in all its forms.

To organize as closely to the neighborhood level as possible, the Wilmington Democratic City Committee is first formulated at the election district level with two members elected to represent each election district. The members of the Election Districts come together to form City Ward Districts, which parallel the structure of the City Council of the City of Wilmington. These operate in parallel to the Representative District Committees in the State Party's County Subdivisions. The eight City Council Districts come together to comprise the City Committee.

Pursuant to *Delaware Democratic Party Rule 2.1*, this document details the rules by which the Wilmington Democratic City Committee works to fulfill our mission. These rules are meant align with the standards and rules set by the Delaware Democratic Party as well as the Democratic National Committee. Should a conflict be found, these rules shall be interpreted to be consistent with the State and National Rules or shall be superseded if no such interpretation is possible.

## **Section 1. Definitions**

“City Committee” is the entire governing committee of the City Party and is comprised of all duly elected City Ward Members and the elected members of the City Executive Committee.

“City Executive Committee” is the elected leadership of the entire City Committee and the Ward Chairs. The City Committee chair, vice chairs, secretary, and treasurer are directly elected by the City Committee at a City Convention held after a presidential election. The City Chair further appoints At-large City Executive Committee members. Together, they oversee voter contact and Democratic voter turnout for the entire City.

“City Party” is the City of Wilmington Democratic Party.

“City Ward” is the basic building block of the City Party. It is the organizing committee, geographically consisting of all the Election Districts within a Councilmanic District. Essentially, the neighborhoods within a City Council District, of which there are eight which comprise City Council. These Wards are analogous to Representative Districts in the other three subdivisions of the Delaware Democratic Party.

“City Ward Associate Members” or “Associates” are active and registered Democrats not elected, but willing to volunteer their time and talents to the City Party mission of engaging others to vote. They regularly attend City Ward Meetings and are eligible to vote in some Ward business, but ineligible to vote in broader City Committee business or in candidate endorsements. They are not members of the City Committee.

“City Ward Members” or “Members” are active and engaged registered Democrats from the neighborhoods of Wilmington. They are elected by other registered Democrats in their shared Election District to serve as Democratic neighborhood representatives, with the basic responsibility of engaging their neighbors to vote. In the aggregate across all City Wards, the City Ward Members represent the full City Committee.

“City Ward Officers” are the elected leadership of the ward which are comprised of a chair, vice chair, secretary, and, optionally, a treasurer. The chair also serves as the ward’s representative on the broader City Executive Committee.

“Election District” is a neighborhood or neighborhoods which all report a single polling location. The lines are drawn by the Department of Elections and several Election Districts may share a single polling location. They may also be referred to as “precincts.” There are generally between five and ten Election Districts which comprise a City Ward.

“State Party” is the State of Delaware Democratic Party.

## **Section 2. Standards Governing All Members & Meetings**

**2.1** All meetings at all levels of the Wilmington Democratic City Committee are open to all members of the Democratic Party of the City of Wilmington, regardless of race, gender, gender identity, sexual orientation, age, color, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion. Any person who is a registered Democrat may participate fully in any party meeting and be elected to any party office in accordance with applicable party rules and statutes.

**2.2** No test for membership in, nor any oath of loyalty to, the Wilmington City Democratic City Committee shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the ground of race, gender, gender identity, sexual orientation, age, color, creed, national origin, religion, ethnic identity, disability, economic status, or philosophical persuasion.

**2.3** The Wilmington Democratic City Committee, on all levels, shall support the broadest possible voter registration, without discrimination on grounds of race, gender, gender identity, sexual orientation, age, creed, national origin, religion, ethnic identity, disability, economic status, or philosophical persuasion.

**2.4** The time and place for all public meetings of the Wilmington Democratic City Committee on all levels should be publicized fully and, in such manner, as to ensure timely notice to all interested persons, as discussed more fully in the pertinent sections below. Such meetings must be held in places accessible to all party members and large enough to accommodate all known interested persons. Meetings are permitted in electronic form (Zoom, Microsoft Teams, etc) to comply with limitations on gatherings as may be required by Government mandate.

**2.5** The Wilmington Democratic City Committee shall publicize these rules in such manner as to ensure all prospective and current members of the Wilmington Democratic City Committee are able to fairly participate as members and officers at all levels of the Wilmington Democratic City Committee organization.

**2.6** When not otherwise stated, Robert's Rules of Order, as most recently revised, shall govern the conduct of any meetings or convention. A violation for failure to follow Robert's Rules of Order may not, in and of itself, be ground for a grievance.

## **Section 3. Membership**

### **3.1 Qualifications**

Each individual Member must be a registered Democrat, must reside and be registered in the Election District which they represent, and except in cases of vacancy as provided in *Rule 4.3* herein, shall not have been registered as a member of any other political party within one (1) year prior to their election.

### **3.2 Associates**

Members of the City Ward District may, at any time after the organization of the City Ward District, propose Associates, who shall meet the same qualification as Members. The District Committee

may approve Associates by majority vote. Other than in Ward District officer elections, removal under *Rule 7*, and in matters of endorsement or recommendation of endorsement, Associates shall be accorded voting rights in the business of the City Ward District Committee. Their absence shall not count for or against quorum requirements. They are not members of the City Committee.

### **3.3 Elected Official Members**

Elected officials (defined here as any person elected as a Democrat in a partisan election at the county, city, state, or federal level) who reside in a City Ward are deemed Elected Official Members of the City Ward. These members are exempt from attendance requirements, and their absence shall not count against quorum requirement, but they shall count towards quorum if in attendance (for matters on which they may vote). They may not serve as an officer of a City Ward or the City Committee. Elected Official Members may vote only on (i) endorsements for any elected positions and recommendations for endorsements regarding a partisan office for which they are running, and (ii) disbursing committee funds.

**3.3.1** Elected Official Members may not be elected as a City Ward or City Committee Member or Associates. An official shall cease being an Elected Official Member when the term of their respective office ends.

**3.3.2** City Ward and City Committee Members (and Associates) who have filed to run for partisan office or are otherwise a bona fide candidate may not vote in endorsements of recommendations for endorsements in the race in which they are participating.

### **3.4 Duties of Members**

**3.4.1** Members shall attend at least three-fourths of the meetings of the City Ward District unless excused by notifying their City Ward District Secretary or Chair.

**3.4.2** Members may not miss three successive meetings without being excused.

**3.4.3** Members shall organize the City Ward District for work to be done to register Democrats.

**3.4.4** Members shall submit to the City Ward Chair or City Committee Chair, when requested, names for poll workers, voter registration volunteers, election volunteers, and other event volunteers, who must be registered Democrats with priority focus given to recruiting residents of the Election District in which they will volunteer.

**3.4.5** Members shall organize the City Ward District to get out the Democratic vote during elections and shall work the district on all election days unless excused by the City Ward District Chair.

**3.4.6** All Committee Members are encouraged to participate in community activities.

**3.4.7** Any violation of these duties may be cause for removal under *Rule 7*.

## **Section 4. Election District Composition and Elections**

### **4.1 Composition**

Each Election District shall have two duly elected Members.

### **4.2 Term**

The term of office of the Members shall be for four years. Any Members elected to fill a vacancy shall serve only the balance of the unexpired term.

### **4.2 Nomination and Election of Members**

**4.2.1** On or before the first Thursday in April in the year following a presidential election, a meeting shall be held in a public place within each City Ward District for the purpose of nominating candidates for Membership. On or before the first (1<sup>st</sup>) Monday in March in the year following a presidential election, each City Ward District Chair shall submit to the secretary of the City Committee a notice of the place, date, and hour of the nominating meeting. The City secretary shall publish or cause to be published on the State Democratic Party website the meeting notice in both English and Spanish. The Ward District Chair shall also email a copy of said notice to each Member of the City Ward District not less than fifteen days before the meeting. Should the Ward District Chair fail to send notice, the City secretary is authorized to send a ten day notice.

**4.2.2** At the nominating meeting, each person nominated shall either be present in person or shall have filed physically or electronically with the City Ward District chair, on or before the date of the nominating meeting, a signed letter of intent to be nominated. The City Ward District chair shall certify to the City secretary the names and addresses of the persons nominated without contest, who shall then be deemed duly elected. The City Ward District chair shall also submit to the City secretary the name and address of each person nominated with contest. Within seven days after the nominating meeting, each person with contest shall be notified of the contest by the City secretary. Persons wishing to proceed with election must affirmatively reply to the secretary in writing their intent to move forward with the election within seven days of receiving notice. Should only one person wish to proceed, that person shall be deemed elected.

**4.2.3** Contested elections shall be held at the direction of the City chair within the Election District being contested on or before the last Saturday in April in the year following a presidential election. The election shall take place between the hours of 12 noon and 6 pm. The entire time need not be scheduled for the election, provided a minimum one hundred twenty minutes shall be scheduled. A public location within the Election District shall be selected by the City chair and shall be in the regular polling place, if practicable. If not practicable, the City chair shall select a location, upon advice of Ward District chair and the candidates. In no event shall the election be held in a private residence, absent some extraordinary circumstance as determined by the City chair.

**4.2.4** The City chair shall designate a City Committee officer (“City Committee Officer”) to oversee the election and its implementation. The City chair may choose to perform this function. Each candidate shall select one election officer who may be present in the polling location to observe the casting and counting of ballots but may not otherwise interfere with



the election or interact with voters. For the duration of the election, no candidate nor a candidate's volunteer may enter the polling location, except to vote.

**4.2.5** Only registered Democrats, who are residents of the Election District in which the contest is held, shall have the right to vote. Voter lists shall be made available upon request to the City chair.

**4.2.6** Ballots may not be secret; paper ballots must be signed by the Democrat casting it. At the closing of the polls, the total of number of votes cast shall be publicly proclaimed in a clear and distinct voice. The ballots shall be publicly and separately removed from the box, read and tallied, and submitted for inspection. They shall be retained by the City Committee Officer for thirty days after the election before being destroyed and shall be made available for inspection by any registered Democrat during that time.

**4.2.7** Within two days after the elections, the City Committee Officer shall certify in writing to the City Committee secretary and the Ward District chair the name and address of each winner. Any candidate wishing to challenge their election results must file a grievance with the City chair within seven days after the election. Within twelve days of the grievance, the City Executive Committee shall meet to resolve any grievances, and if appropriate, may schedule a reelection no later than thirty days from the day of that meeting. The criteria outlined in *Rule 9*, herein, shall apply to any reelection.

### **4.3 Vacancies – Committee Members**

If qualified candidates are not forthcoming to run in an Election District, or if a vacancy arises during the term of a committeeperson, causing one or more vacancies to exist, the Members of the City Ward District within which the Election District is contained shall elect a Member by majority vote at or after its first meeting. A Member so elected must be a registered Democrat and reside within the City Ward District, preferably within the Election District, and must not have been registered as a member of any other political party within one year prior to their election.

## **Section 5. City Ward District Organization**

### **5.1 Unit of Organization**

The basic functional unit for the local organization of the Democratic Party in the City of Wilmington shall be City Ward District. The City Ward District Organization shall consist of Members elected in accordance with *Section 4* herein, residing in the respective Election Districts which they represent, contained within the City Ward.

### **5.2 Officers**

There shall be a chairperson, vice-chairperson, and secretary elected in each City Ward District.

**5.2.1 Qualifications** The City Ward District officers shall, at the time of their election, have been residents of the District from which they are elected for at least one year, and registered Democrats at the time of the last general election. City Ward District officers must be Members under Section 4. Failure to remain as a resident of the District or as a registered Democrat shall immediately disqualify and terminate that Officer.

## 5.2.2 Duties of the Officers

**5.2.2.1 Chair** --The chair shall preside at all meetings of the City Ward District, shall be a member of and attend all meetings of the City Executive Committee, and shall be subject to these rules:

- The chair shall appoint all committees within the District and shall exercise general supervision over their work and that of the other officers to ensure the successful attainment of the goals of the Democratic Party. The chair shall have the primary responsibility for the organization of the District for voter registration and for elections.
- In the event that the chair cannot attend a meeting of the City Executive Committee, the District must be represented by an officer who shall represent the District for the specific meeting. The Ward chair shall notify the City secretary in advance of the meeting.
- If the Councilmanic District chair has been absent from three consecutive meetings of the City Executive Committee and has not delegated an officer to represent the District, such failure constitutes cause for removal both from the office of Ward chair and from membership on the City Committee.

**5.2.2.2 Vice-Chair** -- The vice-chair shall perform the duties of the chair in the absence of the latter and shall preside when the chair wishes to participate in a debate or to make a motion, until the chair is ready to resume the chair. In the event that the chair is unable to serve or is removed from office, the vice-chair shall succeed to that position until the next regular meeting of the District Committee.

**5.2.2.3 Secretary** - The secretary shall keep an accurate record of the proceedings of all City Ward District meetings. These recorded proceedings shall be provided to the Members of the City Ward District and the secretary of the City Committee within thirty days of said meeting. The secretary shall be the custodian of the District Committee records, papers, and reports, except those maintained by the treasurer. The secretary shall answer all communications of the District Committee, shall keep the official record of all District rules, and shall provide all District Committee members with copies of the rules of both the District and City Committees.

- The Secretary shall give five days notification to Members of the District Committee of all meetings of the Committee. The Secretary shall maintain a list of the membership of the District Committee and shall provide a copy of that list to the Secretary of the City Committee.

**5.2.2.4 City Treasurer Designee** -- Should a Ward Committee accept contributions; it must be done in coordination with the City treasurer. Such contributions must be given to the City treasurer by the next regularly scheduled City Committee meeting for campaign finance compliance and deposit. Such funds may be attributed to the Ward by request to use at their discretion within operating procedures to be provided by the City treasurer. Should the Ward Committee wish to hold an event with contributions, the City treasurer, either directly or through designee, shall keep records of all income and expenses, and shall report such finances to the Ward Committee at their next regular meeting and to the City Committee.

### **5.3 Election of City Ward District Officers**

**5.3.1** Within two weeks after an election under Section 4, the City Committee secretary shall call a meeting of the newly elected District Committee for the purpose of election of City Ward District officers. A minimum of seven days' notice shall be required for this meeting. Only members of the City Committee residing in the City Ward District are eligible to vote for the District Committee officers, and no proxy votes are to be allowed. In the event that there is no contest for election of any Committee Members in the Ward District, then the Members may conduct an election of District officers during the nominating meeting discussed in *Rule 4.3*.

**5.3.2** In the event of a vacancy for any reason, within sixty days, the Ward District Members shall, provided all notice and quorum requirements are met, elect at a regular meeting or a special meeting called for this purpose a Member to fill the unexpired term of the Chair or any office which might subsequently become vacant.

### **5.4 Vacancies – District Committee Officers**

Should any office of the City Ward District become vacant for any reason for more than sixty days, then that vacancy shall be filled by the Executive Committee. The City Ward District Chair shall be notified thirty days before any appointment by the City Executive Committee.

### **5.5 Redistricting**

If the boundaries of the Councilmanic District should be altered the changed City Ward District organizations shall be deemed vacated, and the City Committee Members residing in the new City Ward District shall meet within sixty days of Election Districts being finalized. The City Ward District shall meet in a central, public place on a date set by the City Executive Committee to elect officers and, where contests may exist, to elect Members of the new City Ward District. Associate Members' positions are similarly vacated, and the newly constituted City Ward District may elect Associate Members in accord with these rules.

### **5.6 Meetings**

**5.6.1** City Ward District Committees shall hold at least six meetings yearly in a public place. Such location shall be preferably within the Councilmanic District. However, if this is not reasonably feasible, the location may be outside of the District as long as it is reasonably close to the boundaries of the District. The District Secretary shall give at least five days written notice of each regular meeting to every member of the District Committee, to Associates, and to the City secretary, stating the date, time and place of meeting. The District secretary shall submit the meeting to the Democratic Party website at time of notice. All meetings of the City Ward District are open to all registered Democrats.

**5.6.2** A special meeting may be called by the District Chair and must be called whenever requested to do so in writing by a majority of the City Ward District Members. The written request must state the purpose of the special meeting, and no other business shall be transacted except that specified in the request.

## **5.7 Quorum**

One-third of the elected Members, or five Members, whichever is more, of the City Ward District shall constitute a quorum at any regular meeting. Should endorsements or recommendations of endorsements be on the agenda, quorum shall be one-half plus one of the elected Members.

## **Section 6. Representative District Committees**

To assure the closest and most relevant association, those Representative District Committees whose boundaries are fully or partially within the City of Wilmington shall be organized as follows:

### **The 1st, 2nd, and 3rd Representative Districts:**

#### **6.1 Committee members**

City Ward committee members shall automatically represent their election district on the appropriate Representative District Committee unless they decline to do so at the time they are elected or otherwise confirmed as a City Ward committee member.

- Within one week after the City Ward committees organize, the City of Wilmington Executive Committee chair shall publicly seek nominations for each election district in the 1st, 2nd, and 3rd Representative Districts outside the City Council boundaries and for those election districts where a City Council member declines the Representative District member position.
- The City Chair shall call a meeting for each Representative District (on 30 days' notice), to elect members for the open election districts, and for the Representative District Committees to elect officers. These officers may be, but are not required to be, the same officers as a City Ward committee.

**6.1.1** The 1st, 2nd, and 3rd Representative District Committees are responsible for conducting state convention delegate selection for their respective Representative Districts. These committees can endorse Representative District candidates in their respective districts.

**6.1.2** The 1st, 2nd, and 3rd Representative District Committees will operate in accordance with Wilmington subdivision rules. The Chairs of the 1st, 2nd, and 3rd Representative District Committees will be part of the Wilmington Executive Committee.

**6.1.3** The 1st, 2nd, and 3rd Representative Districts are required to meet at least twice yearly.

**6.1.4** City Ward committee members for election districts in the 13th and 16th Representative Districts that are within the City of Wilmington are automatically assigned to represent those same election districts on the Representative District Committee. If a City Ward committee member declines the Representative District Committee member position, the Representative District Committee will seek nominations for committee members to represent those election districts. On 30 days' notice, the Representative District Committee shall vote on the nominated candidates.

**6.1.4** Questions regarding the organization or operation of these Representative District

Committees will be addressed to the State Party chair in consultation with the Rules Committee.

## **Section 7. Organization and Operation of the City Committee**

### **7.1 Authority**

The City Committee has full and ultimate authority to promulgate rules for the governance of the Democratic Party for the City of Wilmington, in conformance with the rules of the Democratic Party of the State of Delaware.

### **7.2 Organizational Meeting**

During the month of April of the year following a presidential election, the City chair shall call for a Convention to convene at a public place in City of Wilmington for the purpose of electing officers. Written notice of the date, time, and place for this meeting shall be provided to all Members at least twenty days prior to the meeting date. At the Convention, the City Committee Members may also conduct such other business properly noticed per Section 7, such as amendment of these rules.

### **7.3 Right to Vote**

Only City Committee Members elected in accordance with these rules may vote at meetings of the City Committee. Voting by proxy shall be allowed. The proxy must be signed and dated, and the person bearing the proxy shall be a Democrat registered in the same City Ward District as the person for whom they are substituting and is not already a member of the City Committee or Elected Officer Member. No person can carry more than one proxy.

### **7.4 Officers**

The Members of the City Committee shall elect, at the convention of the year following a presidential election, the officers of the Committee: chair, two vice-chairs, secretary, and treasurer. All officers shall be deemed a member of the City Committee. The vice-chairs shall be ranked as designated by the chair.

#### **7.4.1 Qualifications of Officers**

**7.4.1.1** A City Committee officer at the time of election and during the term of office shall have been a resident of the City of Wilmington for at least two years and a registered Democrat for at least five years or as long as they have been eligible to register.

**7.4.1.2** Failure to remain a resident of the City of Wilmington or a registered Democrat shall immediately disqualify the officer from holding office and such person shall be automatically removed. Any such vacancy shall be filled as provided herein. An officer need not be an elected Member of the City Committee representing an Election District.

## 7.4.2 Duties of Officers

**7.4.2.1 Chair** - The chair shall preside at all meetings of the City Committee and of the City Executive Committee and shall establish the time, date, and place for all meetings thereof, in accordance with these Rules. The City chair shall further appoint the members of all standing and ad hoc committees, except as specified in these rules, and shall be an *ex officio* member of all committees, exercise general supervision of their work and that of the other officers to ensure the successful attainment of the goals of the Democratic Party.

- The chair shall be empowered to speak on behalf of the Committee and serve as its representative to other groups and the general body.

In addition to presiding at all meetings of the Executive Committee and Conventions, the chair shall (i) have and exercise the usual powers and duties of a Party Subdivision Chairperson; (ii) shall serve as the official member of the Delaware State Executive Committee; (iii) shall be empowered to speak on behalf of the City Committee and serve as its representative to other groups; (iv) may delegate any authority granted or assign other tasks to others; and (v) may order audit of financial records.

**7.4.2.2 Vice-Chairs** - The vice-chairs shall perform the duties of the chair in their temporary absence in ranking order. The ranking vice-chair shall preside at any meeting during such time that the chair wishes to participate in debate or make a motion. In the event that a vacancy of the office of chair should occur, the vice-chair in ranking order shall serve as chair until a new chair is elected according to these rules. Vice-chairs may also have such other duties as may be assigned by the chair.

**7.4.2.3 Secretary** - The secretary shall keep an accurate record of the proceedings of all meetings and provide copies of such records to the City Executive Committee. The secretary shall be the custodian of all City Committee records, papers, and reports, except those maintained by the treasurer. The secretary shall maintain a complete list of all City Committee Members, listed by Councilmanic District, and shall ensure that such a list is submitted by the District Secretaries and is kept current. The secretary shall answer all communications at the direction of the Chair or Executive Committee, keep the official record of all City Committee officers and Members with copies of the City Committee rules. The secretary, upon receipt of information from the chair, shall provide timely and accurate notice to Members and officers of the place, date, and hour of all City Committee Conventions and Meetings, and shall provide notice to members of the Executive Committee of the place, date, and hour of the Executive Committee meetings. The secretary shall also forward to the State Democratic Committee a copy of the list of City Committee Members when requested. The secretary will provide oversight to the overall communications strategy of the Committee.

**7.4.2.4 Treasurer** - The treasurer shall receive all monies collected by the City Committee and City Ward Districts, pay all bills at the direction of the chair and/or the Executive Committee, keep a full and accurate account of all monies received and expended, file all reports required by law, and serves on the Executive Committee of the State Party. The treasurer shall have custody of all financial documents of the City Committee and shall render a complete report at all City Committee and Executive Committee meetings. Members may request to review records, but not copy or otherwise duplicate their contents. All disbursements over \$600.00 must be approved or ratified by a majority vote of the Executive Committee, which may, at its discretion, place such other conditions on the activities of the treasurer as it finds appropriate. The treasurer will establish standard operating procedures for the development of planning budgets and reimbursements. Such procedures must also give guidance to Ward Committees.

On all checks drawn, two of the three following officers shall be required: the City Chair and either the treasurer or secretary.

**7.4.2.5 Parliamentarian** - The parliamentarian shall be an attorney and non-voting officer of the City Executive Committee appointed by the City chair. They neither count for nor against Quorum. The parliamentarian shall advise the chair and the Committee on Robert's Rules of Order and give general advice as to smooth and efficient meetings. The Parliamentarian is an ex officio member of the Rules Committee and Chair of the Appeals Committee.

**7.4.2.5 At-Large** - The City chair shall appoint up to three at-large officers to serve on the Executive Committee. These officers may not be an officer of any City Ward District.

### **7.4.3 Vacancies – City Officers**

**7.4.3.1** Should the office of the City chair become vacant for any reason, the vice-chairs, in ranking order, shall automatically become the chair until the next regular or special convention.

**7.4.3.2** If a vacancy occurs in any office of the City Executive Committee for thirty days or in the membership of the Executive Committee for thirty days, then the chair shall nominate a replacement at the next regularly scheduled Executive Committee Meeting. Should the Executive Committee by majority vote approve the nominee, then that person shall become a member until the next convention. However, this vote shall not be required for those members who serve at the pleasure of the chair.

## **7.5 Executive Committee**

**7.5.1.1** The Executive Committee of the City Committee shall govern the affairs of the City Committee between Conventions of the City Committee. Unless the City Committee specifically provides otherwise, the Executive Committee shall establish a budget, approve all expenditures (in excess of \$600) not in the budget, set filing fees for City public offices and for those of the state legislature elected from City of Wilmington as directed by the State chair. The City Executive Committee shall conduct fundraising events and, if appropriate, establish a headquarters.

**7.5.1.2** The Executive Committee shall consist of the officers of the City Committee, and the chair of each City Ward District. The Executive Committee shall meet at least twice quarterly. Meetings of the City Executive Committee are open to any registered Democrat.

**7.5.1.3** All members of the Executive Committee shall be subject to the attendance requirements for City Ward Districts.

## **7.6 Standing Committee**

The following standing committees shall be part of the permanent organizational structure of the City Committee:

### **7.6.1 Appeals Committee**

**7.6.1.1** Each City Ward District chair shall appoint a member of the Appeals Committee and the City Committee Parliamentarian shall be the Chairing member, for a total of nine members. The committee members need not be a Member of the City Committee, but may not be an Chair or Elected Official Member. The District Chair must submit the name of their designated person to the City Chair within thirty (30) days following the first meeting held pursuant to Section 4.

**7.6.1.2** The Appeals Committee shall serve for a term of four years from their designation by the respective Chair. They may be removed only for cause, which includes excused or unexcused absence. by majority vote of the City Executive Committee. Within thirty (30) days after the elections for the City Chair and for Councilmanic District Chairs, a new Appeals Committee shall be formed.

**7.6.1.3** Within sixty (60) days of the formation of the Appeals Committee, the Committee shall meet for the purpose of formulating procedures for their operation in relation to their duties. Procedures and subsequent changes to procedures should be documented within fifteen (15) days of establishment and sent to the City Secretary for distribution to the City Committee and the State Parliamentarian. follow the same process.

### **7.6.2 Rules Committee**

The Rules Committee shall consist of no more than seven City Committee members who shall serve at the pleasure of the City Chair. It shall make recommendations as to these Rules upon request and before Convention.

### **7.6.3 Other Committees**

The City Chair may establish such other standing or ad hoc committees as they shall find necessary to attain the goals of the Democratic Party.

## **Section 8. Conventions**

**8.1** A Convention shall be held no later than June 30 of the year after a Presidential election. The Convention shall be at such time and place as the City Executive Committee may select, for the purpose of electing officers of the State Committee and to transact any other business as outlined in



these rules. At least twenty days written notice of date, time and place shall be provided to all City Committee Members by the City Chair.

**8.2** Special Conventions of the City Committee may be called upon twenty days written notice of the date, time, and place to all City Committee Members. A Special Convention may be called by the City chair, by a majority of Members of the City Committee, or the City chair must call a Special Convention upon written request, signed by a majority of the City Executive Committee. The purpose of the Special Convention shall be contained in the call to the Convention and only the business so specified in the call shall be conducted at the Convention.

**8.3** At any Convention of the City Committee, one-third of the City Committee Members shall constitute a quorum for the purpose of conducting business. For any other business conducted by the City Committee or the Executive Committee, a quorum shall be instituted by no less than one-third of the Members.

## **Section 9. Filing Fees**

On or before May 31 of any year during which a general or special election is to be held in November, the Executive Committee shall establish the filing fee for each City office and State legislative office. The fees shall be uniform for each type of office. The fees may be less than, but shall be no greater than, 1% of the total salary of the office for which the candidate is filing.

## **Section 10. Recruitment & Endorsement of Candidates**

**10.1** The City Ward Committee shall have the sole right by majority vote to endorse a City Council candidate. It may make recommendation to endorse by majority vote for any bona fide candidate standing for election that shares an Election District with the City Ward Committee.

**10.2** The City Executive Committee shall have the sole right by majority vote to endorse at-large City Council candidates and any other City-wide candidate such as Mayor. It may make recommendations by majority vote for any bona fide candidate standing for election that shares an Election District with the City Committee, provided it may not make recommendations in a City Council race that is not at-large.

**10.3** If there is no candidate for a City office by the filing deadline or if after the deadline the nominated candidate cannot run, then the City chair, with the advice and counsel of the affected City Ward Districts, may nominate a candidate.

## **Section 11. Grievances & Form of Writings**

**11.1** Any registered Democrat who believes these rules have been violated may submit a grievance, in writing, to the chair of their District within ten days of the knowledge of the occurrence of the event. Should the alleged harm have occurred as to the organization or operation of the City Committee or City Executive Committee, the grievance may be submitted in writing to the City chair.

**11.2** The grievance shall be added to the agenda of the next relevant Committee meeting, provided time for adequate notice remains. Should there not be adequate notice, the grievance shall be added to the agenda of the subsequent meeting.

**11.3** The grievance shall be discussed as a matter of new business on the agenda, to be disposed of by majority vote, should the grievance not be withdrawn before opportunity to do so. If the vote or disposition of the matter by the pertinent Committee is not satisfactory to the person bringing the grievance, that person may, within ten days after the meeting, present an appeal, in writing, to the City chair who shall immediately notify the Appeals Committee chair. The Appeals Committee chair shall within one month of such notification convene a meeting of the Appeals Committee to discuss the grievance. The committee may request and consider additional documentation and take oral testimony at the meeting, provided all parties affected by the grievance be given the same notice and opportunity to present. The Appeals Committee shall, within two weeks of the meeting, make recommendations in writing to the City Executive Committee. The Executive Committee, after reviewing the recommendations of the Appeals Committee, shall vote on the matter for final disposition, and shall immediately inform the complainant in writing of its decision and also inform all other persons involved in the complaint.

**11.4** Should a grievance not be addressed within sixty days of any of the procedural steps discussed above, the aggrieved person may submit a grievance under Rule 10 of the Delaware Democratic Party Rules.

**11.5** Grievances must be in writing. The writings shall clearly and succinctly set forth the specific rules, laws, or policies that are applicable and shall state specific facts providing the basis therefore. Furthermore, the writing shall express the remedy or remedies sought individually, collectively, or in the alternative. The failure to do so may cause the matter for procedural reasons, without addressing the matter on the merits, to be dismissed in total or in part. Such dismissal may be appealed as a grievance under Rule 10 of the Delaware Democratic Party Rules.

## **Section 12. Removal of Members of City Ward Districts**

**12.1** If a member of a City Ward District considers that another Member or officer of that Committee has failed to properly perform the duties expected according to these rules, the chair of the District shall be notified in writing. The chair shall then notify within ten days the Committee member or officer in question and shall bring the matter before the members of the City Ward District at the next regular meeting, provided that at least ten days have passed since the date of mailing of the notification. A Member may be immediately relieved of their duties by a two-thirds vote of the City Ward District.

**12.2** Either the complainant or the removed Member has the right to appeal the matter to the City Appeals Committee by filing an appeal in writing to the City Chair within ten days of the City Ward District meeting. The Chair shall notify Chair of the Appeals Committee for purposes of hearing witnesses and charges. The Appeals committee, within two weeks, after its meeting shall make recommendations in writing to the Executive Committee. The Executive Committee, after reviewing the recommendations of the Appeals Committee, shall vote on the matter. A vote of two-thirds of the full Executive Committee is mandatory to remove the Member.

## **Section 13. Removal of Officers and Appointees of the City Committee**

**13.1** If any registered Democrat that resides in the City of Wilmington considers that any officer or appointee of the City Committee has failed to perform their duties or has committed an infraction which is believed to seriously impair that officer's performance in that position, the member must notify the City chair and the City secretary in writing. The City chair shall present a copy of the accusation to the allegedly offending officer and the Executive Committee within ten days. The charges are then turned over to the Appeals Committee. That Committee, after reviewing the charges, will make recommendations in writing to the Executive Committee within two weeks. At an Executive Committee Meeting called specifically for that purpose, the alleged offender shall answer the charges. The Executive Committee shall, at that meeting, review the matter and make a decision as to removal.

**13.2** A City chair can only be removed by a two-thirds vote of the entire City Committee at a Special Convention called for the purpose of settling that specific question. Such meeting shall be chaired by the vice-chair in ranking order.

## **Section 14. Amendment of City Rules**

**14.1** No rule contained herein can be altered or amended except as provided by these rules.

**14.2 By Convention.** Before consideration by the Convention, amendments to these rules shall be submitted in writing to the Rules Committee, at least one week before the Convention. The Rules Committee shall make its recommendation to the Convention concerning the advisability of any such amendment. A favorable vote of at least one-third of the members of the Rules Committee shall be required for the amendment to be put to a vote of the Convention. A three-fourths affirmative vote of all the delegates present and voting shall be required to amend these rules.

**14.3 By City Executive Committee.** Any amendment shall first be considered by City Executive Committee provided it has been forwarded to the City Committee Chair and provided to the Executive Committee no later than ten days prior to a scheduled meeting. A three-fourths affirmative vote of all the City Executive Committee members present and voting shall be required to accept the amendment to these rules. Amendments made by this section are considered temporary and must also be acted upon under Rule 14.2 at the next Convention.

**14.4** Amendments to these Rules shall become effectively immediately upon their adoption. The City chair shall distribute copies of the revised rules to all Members of the City Committee within thirty days after adoption.

Adopted April 24, 2021