



## **Rules of the New Castle County Democratic Committee**

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Revised April 13, 2013; Revised April 17, 2021*

### **Officers**

**Dave Woodside, Chairman**

**Kat Caudle, Vice Chairwoman**

**Frank Stevens, Vice Chairman**

**Lydia York, Treasurer**

**James Erickson, Secretary**

**LaKresha Moultrie, Parliamentarian**

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# **Rules of the New Castle Democratic Committee**

## **Preamble**

We, the Democrats of New Castle County, united in common purpose, hereby dedicate ourselves to the principles which have historically sustained our party. Recognizing that the vitality of the nation's political institutions has been the foundation of its enduring strength, we acknowledge that a political party which wishes to lead must listen to those it would lead, a party which asks for the peoples' trust must earn that trust and prove that it trusts the people, and a party which hopes to call forth the best our country can achieve must embody the best of the nation's heritage and traditions.

What we seek for our county, we hope for all people; that is, individual freedom in the framework of a just society, political freedom in the framework of meaningful participation by all citizens. Bound by the United States Constitution and the constitution and laws of the State of Delaware, aware that a party must be responsive to be worthy of responsibility, we pledge ourselves to open, honest endeavor and to the conduct of public affairs in a manner worthy of a society of free people.

## **Rules of the New Castle County Democratic Committee**

I. This organization shall be known as the New Castle County Democratic Committee.

### **II. Unit of Organization**

The Democratic Party in New Castle County outside of Wilmington is organized by Representative District Committee.

### **III. Election District Membership**

#### **A. Election of Members**

Each Election District in New Castle County outside the City of Wilmington shall have two duly elected Members on its Representative District Committee except as provided in Section III.B.

Each member is also a Member of the New Castle County Democratic Committee.

#### **B. Qualifications**

Each Member must reside and be a registered Democrat in the Election District which they represent, except as provided in Section III.G. herein. They shall not have been registered as a member of any other political party within one year prior to their election.

#### **C. Nomination and Election of Members**

1. On or before the first Thursday in March in the year following a presidential election, a meeting shall be held in a public place within each Representative District for the purpose of nominating candidates for membership on the Representative District Committee. On or before the first Monday in February in the year following a presidential election, each outgoing District Chair shall submit to the Secretary of the County Committee a notice of the place, date, and hour of the nominating meeting. They shall also transmit a copy of said notice to each Member of the Representative District Committee in accordance with these rules not less than 10 days before the meeting. The Secretary of the County Committee shall arrange to publish the place, date and hour for each Representative District meeting 7 days in advance of the meeting.
2. At the nominating meeting, each person nominated either shall be present in person or shall have filed on their behalf with the Representative District Chair, on or before that date, a signed letter of intent to be nominated. Within 4 days after the nominating

meeting, the 3 Representative District Chair shall certify to the County Secretary the names and addresses of the persons nominated without contest, who shall then be deemed duly elected; and also the name and address of each person nominated with contest. Within 8 days after the nominating meeting, each person with contest shall file with the County Secretary a signed letter of intent to contest and include therewith the filing fee as determined by the County Executive Committee.

3. Elections for each contested post shall be held at the direction of the County Chair within the Election District being contested on or before the last Saturday in March in the year following a presidential election. The election shall take place between the hours of 12 Noon and 6:00 PM, and shall be by secret ballot. A public polling location within the Election District shall be selected by the County Chair, and shall be in the regular polling place if practicable. If not practicable, the candidates in each District shall select a mutually-agreed-upon public polling place. If the candidates cannot agree, the County Chair shall select a polling place. In no event shall the election be held in a private residence. Each candidate shall select one poll watcher. At least 5 days prior to the date of the election, the Secretary of the County Committee shall place a notice in a public place including, but not limited to, the State Party website and, in its sole discretion, in a publication of general circulation, stating the place, date and hour of the election, and listing the names of the contestants in alphabetical order.
4. Only registered Democrats, who are residents of the Election District in which the contest is held, shall have the right to vote. The Department of Elections, as provided by law, shall make available the registration records in each Election District.
5. At the closing of the polls, the total 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 are then to be placed in another box provided for that purpose. An accurate account of the ballots shall be made and forwarded to the Representative District Chair, and a copy thereof retained with the boxes, the ballots, the poll list and the tally list by the election officials, subject to the disposition of the County Executive Committee.

Within 2 days after the elections, the District Chair shall certify to the Secretary of the County Committee the name and address of each winner. Any candidate who challenges their election results must file a protest with the County Chair within five days after the election. Within 12 days after the elections, the County Executive

Committee shall meet to resolve any disputed or tied elections, and if appropriate, may schedule a reelection no later than 30 days from the day of that meeting. The criteria outlined in Section III.B., herein, shall apply to any reelection.

**D. Associates**

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

The Representative District Committee shall approve Associates by majority vote. Other than the election of Representative District officers, removal under Section XV, and endorsements, Associates shall be accorded voting rights in the business of the District Committee.

Associate Members are not members of the County Committee.

**E. Term**

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

**F. Duties of Members**

1. Members shall attend at least three-fourths of the meetings of the Representative District unless excused by notifying their Representative District Secretary or Representative District Chair.
2. Members who miss three successive meetings without being excused shall be subject to removal under Section XV.
3. Members shall organize the Representative District for work to be done to register Democrats.
4. Members shall submit to the Representative District Chair, when requested, names for poll workers, who must be registered Democrats and residents of the Representative District.
5. Members shall organize the Representative District to get out the Democratic vote during general elections and shall work the district on all general election days unless excused by the Representative District Chair.
6. All Committee Members are encouraged to participate in community activities.
7. Violation of these duties may be cause for removal under Section XV.

**G. Vacancies**

If qualified candidates are not forthcoming to run for election 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 Representative District Committee within which the Election

District is contained may elect a Member. Such election shall be by majority vote.

#### **H. Notice**

Notice under this section shall comply with Section XI of these rules.

### **IV. Representative District Committee**

#### **A. Election of Members**

The Representative District Committee Members are those who are elected in accordance with Section III.

#### **B. Election of Officers**

There shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer elected in each Representative District.

1. Qualifications. The Representative District officers shall, at the time of their election, have been: (a) residents of the District from which they are elected and (b) registered Democrats for at least two years. Failure to remain as a resident of the Representative District and/or as a registered Democrat shall immediately disqualify and terminate that officer, and a successor to fill the unexpired term shall be elected at the next regular meeting of the Representative District Committee following the disclosure of such failure.
2. Election of Representative District Committee Officers
  - a. Within two weeks after the election of Representative District Committee Members, the outgoing Chair shall call a meeting of the newly elected Representative District Committee for the purpose of election of District Officers. A minimum of seven days' notice shall be required for this meeting. Only Election District Members within the Representative District are eligible to vote for the Representative District Committee Officers, and no proxy votes are to be allowed. The Members may conduct an election of District Officers during the nominating meeting discussed in Section III.C.
  - b. Ex Officio 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 Representative District are deemed Elected Official Members of the Representative District Committee. These members are exempt from attendance requirements, and their absence shall not count against quorum requirements, but they shall count towards quorum if in attendance (for matters on which they may vote). They may not serve as an officer of Representative District Committee. Other than in the matters of (i) endorsements and recommendations for endorsements regarding a partisan office

for which they are running and (ii) disbursing committee funds, Elected Official Members shall have full voting rights.

- (1) Elected Official Members may not be elected as Representative Committee members.
- (2) Representative District Committee members who have filed to run for partisan office or are otherwise a bona fide candidate may not vote in endorsements or recommendations for endorsements in the race in which they are participating.

### 3. Duties of the Representative District Officers

#### a. Chairperson

The Chair shall preside at all meetings of the Representative District Committee, shall attend all meetings of the County Executive Committee, shall have a full vote therein, and shall be subject to these rules:

- (1) The Chair shall appoint all committees within the District and shall exercise general supervision over their work and that of the other officers to assure 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.
- (2) In the event that the Chair cannot attend a meeting of the County Executive Committee, the District must be represented, either by the Vice-Chair or another officer, or a member of the District Committee to be appointed by the Chair to represent the District for the specific meeting.
- (3) If the Representative District Chair has not delegated a proxy to represent the District or has been absent unexcused from three consecutive meetings of the County Executive Committee, such failure constitutes cause for removal both from the office of District Chair and from membership on the County Committee.
- (4) The District Chair must submit the name of the person elected to the Appeals Committee to the County Chair within 10 days following the meeting at which they are elected.

#### b. Vice-Chairperson

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. At the next regular meeting an election shall be held to fill the unexpired term of the



Chair and of any office which might subsequently become vacant. The Vice-Chair shall be the alternate to the Chair to the County Executive Meeting.

**c. Secretary**

The Secretary shall keep an accurate record of the proceedings of all Representative District Committee meetings. These recorded proceedings shall be provided to the Secretary of the County Committee within 30 days of said meeting.

The Secretary shall be the custodian of the Representative District Committee records, papers, and reports, except those maintained by the Treasurer, subject to call by the Chair or by the Representative District Committee.

The Secretary shall answer all communications of the Representative District Committee, shall keep the official record of all District rules, and shall provide all Representative District Committee members with copies of the rules of both the Representative District and County Committees.

The 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 County Secretary, stating the date, time and place of the meeting.

The Secretary shall maintain a list of the membership of the Representative District Committee, and shall provide a copy of that list to the Secretary of the County.

**d. Treasurer**

The Treasurer shall receive all monies collected for the Representative District Committee, shall pay all bills at the direction of the Representative District Committee, and shall keep a full and accurate account of all monies received and disbursed.

The Treasurer shall deposit all monies collected for the Representative District Committee in a local financial institutions maintained for that purpose, shall have custody of all financial documents of the Representative District Committee, shall render a complete financial report at each regular District Committee meeting, and shall report to the State Department of Elections as required.

All checks shall be signed by the Treasurer and any other officers. All disbursements over \$200 must be approved by a majority vote

at a regular or special meeting of the Representative District Committee.

**4. Vacancies - District Committee Officers**

Should any office of the Representative District Committee become vacant for any reason for more than 120 days, then that vacancy shall be filled by the County Executive Committee. The Committee Chair shall be notified 30 days before any appointment by the County Committee.

**C. Meetings**

**1. All meetings shall be held in accordance with Section VII.**

Representative District Committees shall hold at least six, monthly meetings held in public places that meet Americans with Disabilities Act guidelines to the maximum extent possible. Such location shall be preferably within the Representative 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 County Secretary, stating the date, time and place of the meeting. All meetings of the Representative District Committee are open to all registered Delaware Democrats.

**2. A special meeting may be called by the Chair and must be called whenever requested to do so in writing by one-third of the Representative District Committee 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.**

**D. Quorum**

One-third of the elected Representative District Committee Members on the Representative District Committee shall constitute a quorum at any meeting of the Representative District Committee.

**V. Organization and Operation of the County Committee**

**A. Organizational Meeting**

During the month of April of the year following a presidential election, the County Committee shall convene at a public place in New Castle County for the purpose of electing officers. The Chair or their designee shall issue written notice of the date, time and place for this meeting to all County Committee members at least 15 days prior to the meeting date. At Organization Meeting, the County Committee Members may also conduct such other business as may properly come before the Committee.

## **B. Conventions**

1. **General Conventions** of the County Committee may be held once per calendar year with at least 30 days written notice of date, time and place which shall be provided to all County Committee Members by the County Chair.
2. **Special Conventions** of the County Committee may be called upon 30 days written notice of the date, time and place to all County Committee Members. A Convention may be called by the County Chair, or the County Chair shall call a Convention upon written request to the County Chair, signed by fifty percent (rounded up to the next whole number) of the County Executive Committee, or by written request of a majority of Members of the County Committee. The purpose of the 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.

## **C. Quorum**

At any Convention of the County Committee, one-third of the County Committee Members shall constitute a quorum for the purpose of conducting business. For any other business conducted by the County Committee or the Executive Committee, a quorum shall be instituted by no less than one-third of the Members. The calculation of quorum shall be in accordance with the State Rules (<https://www.deldems.org/sites/deldems/files/2019%20State%20Party%20Rules.pdf>).

## **D. Right to Vote**

Only County Committee Members elected in accordance with these Rules may vote at meetings of the County Committee. Voting by proxy shall be allowed in the following form: (a) in writing, (b) signed by the person sending the proxy, (c) indicating the person bearing the proxy, and (d) a statement that the person is registered as a Democrat in the same Representative District. The proxy holder shall not already be a member of the County Committee. No person can carry more than one proxy.

## **E. Officers**

The Members of the County Committee shall elect, at the convention of the year following a presidential election, the officers of the Committee: Chairperson; two Vice-Chairpersons, of different genders; Secretary and Treasurer. All officers shall serve as member of the County Executive Committee.

### **1. Qualification of Officers**

- a. A County Committee Officer at the time of election and during the term of office shall have been a resident of New Castle County outside the City of Wilmington for at least two years and a registered Democrat for at least five years.
- b. Failure to remain a resident of the County outside the City of Wilmington or a registered Democrat shall immediately disqualify the officer from holding office. Any such vacancy shall be filled as provided herein. An officer need not be an elected Member of the County Committee representing an Election District. No Chair of a Representative District Committee may serve as an Officer of the County Committee

## **2. Duties of Officers**

### **a. Chair**

The Chair shall preside at all meetings of the County Committee and of the County Executive Committee and shall establish the time, date, and place for all meetings thereof, in accordance with these rules. The County 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, and shall exercise general supervision of their work and that of the other officers to assure the successful attainment of the goals of the Democratic Party.

### **b. First Vice-Chair**

The First Vice-Chair shall perform the duties of the Chair in their temporary absence, and the First Vice-Chair shall be of a gender other than the Chair. The First 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 First Vice-Chair shall serve as Chair until a new Chair is elected according to these rules. The First Vice-Chair may also have such other duties as may be assigned by the Chair.

### **c. Second Vice-Chair**

The Second Vice-Chair shall perform the duties of the Chair or First Vice-Chair in their temporary absence, and the Second Vice-Chair shall be of a gender other than the First-Vice Chair. The Second Vice-Chair shall preside at any meeting during such time that the First Vice-Chair wishes to participate in debate or make a motion. In the event that a vacancy of the office of First Vice-Chair should occur, the Second Vice-Chair shall serve as First Vice-Chair until a new Second-Vice Chair is elected according to these rules. The Second Vice-Chair may also have such other duties as may be assigned by the Chair

### **d. Secretary**

The Secretary shall keep an accurate record of the proceedings of all Organizational, Regular, Special and Executive Committee meetings, and provide copies of such records to the Members of the County Executive Committee. The Secretary shall be the custodian of all County Committee records, papers and reports, except those maintained by the Treasurer, subject to call by the Chair or the Executive Committee. The Secretary shall maintain a complete list of all County Committee Members, listed by Representative 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 County Committee Rules and Meetings, and provide all County Committee Officers and Members with copies of the County 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 County 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 County Committee Members when requested.

**e. Treasurer**

The Treasurer shall receive all monies collected by the County Committee, pay all bills at the direction of the Chair and/or the Executive Committee, and keep a full and accurate account of all monies received and expended. The Treasurer shall have custody of all financial documents of the County Committee, shall render a complete report at all County Committee and Executive Committee meetings, and shall report to the State Department of Elections as required. The Treasurer shall initially deposit monies collected into local financial institutions, but may, with the approval of the Executive Committee, invest monies in suitable financial instruments. All disbursements 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 shall be an ex officio member of the Finance Committee.

On checks drawn in an amount over \$600, two signatures - those of the Treasurer and the Chair - shall be required.

The Treasurer shall report the activities of the Finance Committee at Executive Committee Meetings.

### **3. Vacancies - County Officers**

- a. If a vacancy occurs in any office other than the Chair or the First Vice Chair of the County Executive Committee for 30 days or in the membership of the Executive Committee as defined in Section V.E.1.b. for 30 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.

### **F. Standing Committees**

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

#### **1. Executive Committee**

- a. The Executive Committee of the County Committee shall govern the affairs of the County Committee between Conventions of the County Committee. Unless the County Committee specifically provides otherwise, the Executive Committee shall establish a budget, approve all expenditures not in the budget, set filing fees for county public offices and for those of the state legislature elected from New Castle County, and for Election District contests. The County Executive Committee shall conduct fund-raising events and, if appropriate, establish a headquarters.
- b. The Executive Committee shall consist of the officers of the County Committee, the Chair of each Representative District, five County Committee Members who shall be appointed by the Chair and who shall serve at their pleasure (provided that no two of them shall reside in the same Representative District), an attorney who shall serve at the pleasure of the Chair as parliamentarian and the National Committeeman or woman if such is a resident of New Castle County outside the City of Wilmington. The Executive Committee shall meet at least once each month except July and August. Meetings of the County Executive Committee are open to any registered Democrat.
- c. All Members of the Executive Committee shall be subject to the attendance requirements for District Committee Chairs listed in Section IV.B.3.a(3) of these Rules.

#### **2. Finance Committee**

The Finance Committee shall be the primary fund-raising body of the County Committee. It shall consist of registered Democrats, who shall be appointed by the Chair, and who shall serve at their pleasure; along with the Chair and the Treasurer, both having ex officio status. It shall meet at least once a month, except during July and August.

The Finance Committee shall provide a report to the Treasurer at regular intervals.

**3. Appeals Committee**

- a. The Appeals Committee shall be comprised of one registered Democrat from each Representative District. Each Representative District Committee shall notify interested persons in the District of the opening on the Appeals Committee, and at a regular meeting thereafter shall elect the person to represent their District. The person elected need not be a Member of the Representative District Committee or of the County Executive Committee. The District Chair must submit the name of the designated person to the County Chair within 10 days following the meeting at which the appeals representative is elected.
- b. The Appeals Committee shall be empowered for the term of the County Chair. Within 60 days after the elections for the County Chair and for Representative District Chairs, a new Appeals Committee shall be formed, using the procedure described in Section V.F.3.a.
- c. Within 30 days after the formation of the Appeals Committee, the Committee shall meet once for the purpose of electing a Chair from its membership, and shall meet thereafter when called upon for recommendations in relation to grievances or removal procedures.

**4. Rules Committee**

The Rules Committee shall consist of five County Committee members who shall serve at the pleasure of the Chair. The Chair and Parliamentarian shall serve as ex officio members.

The Rules Committee shall engage in an ongoing review of the County Rules and make recommendations for rule revisions, if appropriate.

**5. Other Committees**

The Executive Committee may establish such other standing or ad hoc committees as it shall find necessary to attain the goals of the Democratic Party.

**G. Financial Report**

The financial records and procedures of the County Committee shall be examined annually and whenever there is a change in the person serving as Treasurer by a Certified Public Accountant using agreed upon procedures. The records shall be available for review upon reasonable request by County Committee Members.

## **VI. Reorganization**

### **A. Redistricting**

1. If the boundaries of the Representative District should be altered as a result of reapportionment, the Representative District Committee organizations shall be deemed abolished, and the County Committee Members residing in the new Representative District shall meet within 60 days in a central, public place on a date set by the County Executive Committee to elect officers and, where contests may exist, to elect members of the new Representative District Committee.
2. If the boundaries of the Representative District are altered as a result of reapportionment, any funds in the treasury of the former Representative District shall be reallocated proportionally (based on the new Election Districts) among the new Representative Districts covering the previous area.

## **VII. Open Meetings**

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

Meetings shall be held in public places that meet Americans with Disabilities Act guidelines to the maximum extent possible.

## **VIII. Tests and Oaths Prohibited**

No test for membership in, nor any oath of loyalty to, the Democratic Party of New Castle County shall be required or used which has the effect or 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, ability, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion.

## **IX. Time and Place**

The time and place for all public meetings of the Democratic Party of New Castle County on all levels should be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings should be held in places accessible to all party members and large enough to accommodate all interested persons.



Electronic meetings are permissible under these Rules.

#### **X. Discrimination Prohibited**

The New Castle County Democratic Party, on all levels, shall support the broadest possible registration, without discrimination on grounds of race, gender, gender identity, sexual orientation, age, ability, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion.

#### **XI. Notice**

- A. The New Castle County Democratic Committee shall publicize and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Committee officers and representatives on all levels. Publication of these procedures shall be done in such fashion that all prospective and current members of the New Castle County Democratic Committee will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the New Castle County Democratic Committee organization.
- B. The New Castle County Democratic Committee shall publicize and in such manner as to assure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the New Castle County Democratic Committee. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the county will have full and adequate opportunity to compete for office.
- C. Whenever these rules require oral notification, written notification, or notification by mail, such notice may now include electronic mail. This rule does not apply where certified mail is required.

#### **XII. Filing Fees**

The Executive Committee shall establish the filing fee for each County office and State legislative office. The fee shall be established no later than six months prior to the date of a primary election. The fees shall be uniform for each type of office. The fees may be less than, but shall be no greater than the total amount permissible by statute.

The Executive Committee shall, on or before the first Thursday in February in the year following a presidential election, set the filing fee for Election District contests. Such fee shall be reasonable in the sole discretion of the Executive Committee.

### **XIII. Open Ballot Slots**

- A. If there is no candidate for a partisan office in the County exclusive of Wilmington by the filing deadline or if after the deadline the nominated candidate cannot run, then the County Chair, with the advice and counsel of the affected Representative District Committees, may nominate a candidate. The final decision regarding nominations rests with the County Chair.
  
- B. At any time prior to the filing deadline, the County Chair, Executive Committee and the Representative District Committees, where appropriate, may recruit, sponsor, and encourage a candidate for a specific office.

### **XIV. Grievance Process**

If any member of a Representative District Committee considers that there has been a violation of these County Rules by a member or officer of the Representative District Committee and chooses to pursue this grievance process, that member shall submit their grievance, in writing, to the Chair of the Representative District Committee within 10 days of the knowledge of the occurrence of the rule violation.

If the vote or disposition of the matter by the Representative District Committee Chair is not satisfactory to the person bringing the complaint, that person may, within 10 days after the Representative District Committee meeting, present an appeal, in writing, to the County Chair.

The County Chair shall then notify, immediately, the Chair of the County Appeals Committee, who shall within two weeks convene a meeting of that Committee for purposes of hearing witnesses and charges. The Appeals Committee shall, within two weeks of that meeting, make recommendations in writing to the 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.

### **XV. Removal of Members of Representative District Committees**

- A. If a member of a Representative District Committee considers that another Member or Officer of that Committee has failed to perform properly the duties in accordance with the Rules, the Chair of the District shall be notified in writing. The Chair shall then notify, within 10 days, by certified mail, return receipt requested, the Committee

- Member or Officer in question, and shall bring the matter before the members of the Representative District Committee at the next regular meeting after notification has been made, provided that 10 days have passed since the date of mailing of the notification. If two-thirds of the Members of the Representative District Committee present find that the Committee Member has failed to perform their duties properly, the Member shall be immediately relieved of their duties.
- B. Either the complainant or the removed Member has the right to appeal the matter to the County Appeals Committee by filing an appeal, in writing, to the County Chair within 10 days of the Representative District Committee meeting. The County Chair shall notify the 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.

#### **XVI. Removal of Officers and Appointees of the County Committee**

- A. If any Member of the County Committee considers that any officer or appointee of the County 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 County Chair and the County Secretary in writing. The County Chair shall present a copy of the accusation to the allegedly offending officer and the Executive Committee within 10 days. The charges are then to be 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 may answer the charges, in writing or in person, on or before the date of meeting. The Executive Committee shall, at that meeting, review the matter and make a decision as to removal.
- B. A County Chair can only be removed by a two-thirds vote of the entire County Committee at a Special Convention called for the purpose of settling that specific question. The Special Convention shall be called in accordance with section V.B.2. Such Special Convention shall be chaired by the First Vice-Chair.

#### **XVII. Parliamentary Authority**

When not otherwise stated, Robert's Rules of Order, as most recently revised, shall govern the conduct of any meeting or convention of the New Castle County Democratic Committee and its Representative Districts, as defined herein.

### **XVIII. Proxy Voting**

Voting by proxy shall not be permitted at the County Convention and Special Conventions. Except as prohibited under these rules, voting by proxy shall otherwise be permitted in the New Castle County Democratic Committee meetings.

Voting by proxy shall be allowed in the following form: (a) in writing, (b) signed by the person sending the proxy, (c) indicating the person bearing the proxy, and (d) a statement that the person is registered as a Democrat in the same Representative District. No person can carry more than one proxy. No person can have more than one vote under any circumstances.

### **XIX. Amendment of the County Rules**

- A. No Rule contained herein can be altered or amended except as provided by these Rules.
- B. An amendment of these Rules may be initiated at any time upon written petition signed by 50 members of the County Committee or upon a vote of two-thirds of the Members of the Executive Committee.
- C. After the completion of the requirements of XIX.B, the County Chair shall have the matter heard at the next Convention pursuant to Rule V.B.1.
- D. The County Chair shall ensure that each Member of the County Committee shall receive 15 days written notice of the date, hour, and place of the Convention, along with a copy of the proposed changes and of the Rules affected. Only amendments germane to the proposals for which such notice has been given shall be considered at the Convention.
- E. All amendments to the Rules shall require a majority vote of those County Members present.
- F. Amendments to these Rules shall become effective immediately, unless stated otherwise, upon their adoption by a County Convention. The County Chair shall cause a copy of the revised rules to be posted on the Delaware Democratic Party website.