



Rules of the Wilmington Democratic City Committee

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Rules of the Wilmington Democratic Committee

Preamble

We, the Democrats of the City of Wilmington, 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 City, 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 the to the conduct of public affairs in a manner worthy of a society of free people.

The following standards, previously adopted by the Democratic National Committee, as adopted as a part of these rules.

A. All public meetings at all levels of the Democratic Party of City of Wilmington are open to all members of the Democratic Party of city of Wilmington, regardless of race, gender, age, color, 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.

B. No test for membership in, nor any oath of loyalty to, the Democratic Party of City of Wilmington 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, age, color, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion.

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

D. The Democratic Party of City of Wilmington, on all levels, shall support the broadest possible registration, without discrimination on grounds of race, gender, age, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion.

E. The Democratic Party of City of Wilmington, shall publicize fully and in such manner as to ensure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party officers and representatives on all levels. Publication of these

procedures shall be done in such fashion that all prospective and current members of the Democratic Party of City of Wilmington will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party of City of Wilmington organization.

F. The Democratic Party of City of Wilmington shall publicize fully and in such manner as to ensure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Democratic Party of City of Wilmington. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the City will have full and adequate opportunity to compete for office.

Rules of the Democratic Party of City of Wilmington

Section 1. Membership

1.1 Representation

Each Election District in City inside the City of Wilmington shall have two duly elected Members of its Councilmanic District Committee. These Members form the City Democratic Committee.

1.2 Qualifications

Each Member of the Councilmanic District Committee, who is thus a Member of the City Committee, must be a registered Democrat, must reside and be registered in the Election District which he/she represents, except as provided in *Rule 1.7* herein, and shall not have been registered as a member of any other political party within one (1) year prior to his/ her election.

1.3 Associates

Members of the Councilmanic District Committee may, at any time after the organization of the Councilmanic District Committee, propose Associates, who shall meet the same qualification as Members. The District Committee shall approve Associates by majority vote. Other than in District elections, removal under *Rule 7*, and in matter of endorsements, Associates shall be accorded voting rights in the business of the District Committee. They are not members of the City Committee. There shall be no more than two (2) Associate Members (one male and one female) per Councilmanic District.

1.4 Duties of Members

- 1.41** Members shall attend at least three-fourths (3/4) of the meetings of the Councilmanic District unless excused by notifying their District Secretary or Councilmanic District Chair.
- 1.42** Members who miss three successive meetings without being excused shall be subject to removal under *Rule 7*.
- 1.43** Members shall organize the Election District for work to be done to register Democrats.
- 1.44** Members shall submit to the Councilmanic District Chair, when requested, names for poll workers, who must be registered Democrats and residents of the Election District.
- 1.45** Members shall organize the Election District to get out the Democratic vote during general elections and shall work the district on all general election days unless excused by the Councilmanic District Chair.
- 1.46** All Committee Members are encouraged to participate in community activities.
- 1.47** Any violation of these duties may be cause for removal under *Rule 7*.

1.5 Term

The term of office of the Members of the Councilmanic District Committee shall be for four (4) years. Any committeepersons elected to fill a vacancy shall serve only the balance of the unexpired term.

1.6 Nomination and Election of Members

- 1.6.1** On or before the first (1st) Thursday in April in the year following a presidential election, a meeting shall be held in a public place within each Councilmanic District for the purpose of nominating candidates for membership on the City Committee. On or before the first (1st) Monday in March in the year following a presidential election, each District Chair shall submit to the Secretary of the City Committee a notice of the place, date, and hour of the nominating meeting. He/ She shall also mail a copy of said notice to each Member of the Councilmanic District Committee not less than ten (10) days before the meeting. The Secretary of the City Committee shall arrange to publish the place, date and hour for each Councilmanic District meeting in the Wilmington News-Journal at least twice, one (1) week in advance of the meeting. Additionally, the same notice, at the City Chair's discretion, may be published in at least one (1) minority owned Newspaper, and one that is published primarily in Spanish, to the extent that it is practical, given cost and the timelines for printing and distribution of the aforesaid papers consistent with the specific intent and spirit of this notice provision. In any event, the News Journal notice must be in both English and Spanish, if it is practical.
- 1.6.2** At the nominating meeting, each person nominated either shall be present in person or shall have filed on his/ her behalf with the District Chair, on or before that date, a signed letter of intent to be nominated. Within four (4) days after the nominating meeting, the 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; and also the name and address of each person nominated with contest. Within eight days after the nominating meeting, each person with contest shall file with the City Secretary a signed letter of intent to contest and include therewith the filing fee as determined by the City Committee, which shall be no less than \$25.00.
- 1.6.3** Elections for each contested post 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 6:00pm, and shall be by secret ballot. The entire time need not be scheduled for the election, and at a minimum one hundred twenty (120) minutes shall be scheduled. A public polling 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 candidates in each District shall select a mutually-agreed-upon public polling place. If the candidates cannot agree, the city chair shall select a polling place. In no event shall the election be held in a private residence, absent some extraordinary circumstance as determined by the chairperson. Each candidate shall select one election officer. Five (5) days prior to the date of the election, the Secretary of the City Committee shall place a

notice in the Wilmington News-Journal stating the place, date and hour of the election, and listing the names of the contestants in alphabetical order. And, there may be additional notices in other newspapers as set forth in *Rule 1.6.1* above.

- 1.64** 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.
- 1.65** 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 are ten to be placed in another box provided for that purpose. An accurate account of the ballots shall be made and forwarded to the Councilmanic 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 City Executive Committee.
- 1.66** Within two (2) days after the elections, the District Chair shall certify to the Secretary of the City Committee the name and address of each winner. Any candidate who challenges his/ her election results must file a protest with the City Chair within five days after the election. Within twelve (12) days after the elections, the City Executive Committee shall meet to resolve any disputed or tied elections, and if appropriate, may schedule a reelection no later than thirty (30) days from the day of that meeting. The criteria outlined in *Rule 1.2*, herein, shall apply to any reelection.

1.7 Vacancies – Committee Members

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 Councilmanic District Committee within which the Election District is contained shall elect a Member by majority vote. A Member so elected be a registered Democrat and reside within the Councilmanic 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 his/ her election.

1.8 Electronic Mail

Whenever these rules require oral notification, written notification, or notification by mail, such notice may now include use of electronic mail.

Section 2. Councilmanic District Organization

2.1 Unit of Organization

The basic functional unit for the local organization of the Democratic Party in the City of Wilmington shall be Councilmanic District Committee. The Councilmanic District Committee shall consist of City Committee Members elected in accordance with *Rule 1.6* herein and residing in the respective Election Districts which they represent. Members of the Councilmanic District Committee shall meet within their respective City Council Districts, unless otherwise noted herein.

2.2 Officers

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

2.2.1 Qualifications The Councilmanic District officers shall, at the time of their election, have been residents of the District from which they are elected for at least two years, and registered Democrats at the time of the last general election. Councilmanic District officers must be Members of the City Committee. Failure to remain as a resident of the District and/ or as a registered Democrat shall immediately disqualify and terminate that officer, and a successor to fill the unexpired term shall be at the next regular meeting of the Councilmanic District Committee following the disclosure of such failure.

2.2.2 Duties of the Officers

2.2.2.1 Chairperson

The Chair shall preside at all meetings of the Councilmanic District Committee, shall attend all meetings of the City Executive Committee, shall have a full vote therein, 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, 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. Such person will carry a letter of proxy signed and dated by the District Chair and will present such proxy to the City Secretary prior to the meeting.
- If the Councilmanic District Chair has been absent from three consecutive meetings of the City Executive Committee, and has not delegated a proxy to represent the District, such failure constitutes cause for removal both from the office of District Chair and from membership on the City Committee.

2.2.2.2 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 City Executive Meeting (*see Rule 2.2.2.1, last paragraph*).

2.2.2.3 Secretary

The Secretary shall keep an accurate record of the proceedings of all Councilmanic District Committee meetings. These recorded proceedings shall be provided to the Secretary of the City Committee within thirty (30) days of said meeting. The Secretary shall be the custodian of the District Committee records, papers, and reports, except those maintained by the Treasurer, subject to call by the Chair or by the District Committee. 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 (5) 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.

2.2.3 Election of Councilmanic District Committee Officers

2.2.3.1

Within two weeks after the election of City Committee Members, the outgoing chair shall call a meeting of the newly elected District Committee for the purpose of election of District Officers. A minimum of five days notice shall be required for this meeting. Only members of the City Committee 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 Councilmanic District, then the Members may conduct an election of District Officers during the nominating meeting discussed in *Rule 1.6*.

2.2.3.2

In the event of a dispute concerning the election of any officer of a Councilmanic District Committee, the dispute must be reported immediately to the City Chair, who will, within seven (7) days, call a meeting of the City Rules Committee to resolve the dispute. Should the complainant not be satisfied with decision of the City Rules Committee, the matter may be appealed to the City Executive Committee, who will review the matter at its next regular meeting, and issue a final determination.

2.2.4 Vacancies – District Committee Officers

Should any office of the Councilmanic District Committee become vacant for any reason for more than sixty (60) days, then that vacancy shall be filled by the Executive Committee pursuant to *Rules 3.6.3.2 and 2.2.1*. The Committee Chair shall be notified thirty (30) days before any appointment by the City Committee.

2.3 Redistricting

If the boundaries of the Councilmanic District should be altered as a result of reapportionment, the Councilmanic District Committee organizations shall be deemed abolished, and the City Committee Members residing in the new Councilmanic District shall meet within sixty (60) days 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 Councilmanic District Committee. The aforesaid elections and organization shall be conducted solely under the authority and auspices of the City Executive Committee. Furthermore, upon dissolution or the abolishment of the committee, all Associate Members' positions are likewise dissolved or abolished, and the newly constituted Councilmanic District Committee may elect Associate Members in accord with these rules.

2.4 Meetings

241 Councilmanic Districts Committees shall hold at least four (4) monthly meetings yearly in a public place, if possible. 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 (5) 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. All meetings of the Councilmanic District Committee are open to all registered Democrats.

242 A special meeting may be called by the Chair and must be called whenever requested to do so in writing by a majority of the Councilmanic 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.

2.5 Quorum

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

Section 3. Organization and Operation of the City Committee

3.1 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.

3.2 Organizational Meeting

During the month of April of the year following a presidential election, the City Committee shall 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 City Committee members at least fifteen (15) days prior to the meeting date. At the convention the City Committee Members may also conduct such other business as may properly come before the Committee.

3.3 Conventions

3.3.1 Annual Conventions of the City Committee shall be held during April of all years other than those following a presidential election. At least fifteen (15) days written notice of date, time and place shall be provided to all City Committee Members by the City Chair.

3.3.2 Special Conventions of the City Committee may be called upon fifteen (15) 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 to the City Chair, 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.

3.4 Quorum

At any Convention of the City Committee, one-third (1/3) 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 (1/3) of the Members.

3.5 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, provided that the proxy shall be signed and dated, and that the person bearing the proxy shall be a Democrat registered in the same Councilmanic District as the person for whom he/ she is substituting, and is not already a member of the City Committee. No person can carry more than one proxy.

3.6 Officers

The Members of the City Committee shall elect, at the convention of the year following a presidential election, the officers of the Committee: Chairperson; four (4) Vice-Chairpersons, two (2) of each gender; Secretary and Treasurer. All officers shall serve as a member of the City Committee. And, the Vice-Chairs shall be ranked as first (1st) thru fourth (4th) as designated by the Chairperson.

3.6.1 Qualifications of Officers

3611 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 (2) years and a registered Democrat for at least five (5) years.

3612 Failure to remain a resident of 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 City Committee representing an Election District. No Chair of a Councilmanic District Committee may serve as an Officer of the City Committee.

3.6.2 Duties of Officers

3621 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.

3622 Vice-Chair

The Vice-Chair shall perform the duties of the Chair in his/ her temporary absence, and the Vice-Chair in ranking order 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.

3623 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 City Executive Committee. The Secretary shall be the custodian of all City 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 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

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.

3.6.24 Treasurer

The Treasurer shall receive all monies collected by the City 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 City Committee and shall render a complete report at all City Committee and Executive Committee meetings. 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 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 shall be an ex officio member of the Finance Committee.

On all checks drawn, two (2) signatures – two (2) of the three (3) following officers (Treasurer, Secretary Chair), shall be required.

3.6.3 Vacancies – City Officers

3.6.3.1 Should the office of the City Chair become vacant for any reason, Vice- Chairs in ranking order shall automatically become the Chair until the next regular or special convention as provided by *Rule 3.3.1*.

3.6.3.2 If a vacancy occurs in any office of the City Executive Committee for thirty (30) days or in the membership of the Executive Committee as defined in *Rule 3.7.1.2* for thirty (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.

3.7 Standing Committee

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

3.7.1 Executive Committee

3.7.1.1 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. The City Executive Committee shall conduct fundraising events and, if appropriate, establish a headquarters.

37.12 The Executive Committee shall consist of the officers of the City Committee, the Chair of each Councilmanic District, three (3) registered City Democrats who shall be appointed by the Chair and who shall serve at his/ her pleasure, an attorney who shall serve at the pleasure of the Chair, and the National Committeemen or woman if such is a resident of the City of Wilmington. The Executive Committee shall meet at least four (4) times yearly. Meetings of the City Executive Committee are open to any registered Democrat.

37.13 All members of the Executive Committee shall be subject to the attendance requirements for District Committee Chairs listed in *Rule 2.2.2.1*.

3.7.2 Finance Committee

The Finance Committee shall be the fund-raising body of the City Committee. It shall consist of registered Democrats, who shall be appointed by the Chair, and who shall serve at his/ her pleasure; along with the Chair and the Treasurer, both having ex officio status. It shall meet at least two (2) times a year.

3.7.3 Appeals Committee

37.31 The Appeals Committee shall be comprised of one registered Democrat from each Councilmanic District. Each Councilmanic District 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 Councilmanic District Committee or of the City Executive Committee. The District Chair must submit the name of designated person to the City Chair within ten (10) days following the meeting at which he/ she is elected.

37.32 The Appeals Committee shall be empowered for the term of the City Chair. Within thirty (30) days after the elections for the City Chair and for Councilmanic District Chairs, a new Appeals Committee shall be formed, using the procedure described in *Rule 3.7.3.1*.

37.33 Within thirty (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.

3.7.4 Rules Committee

The rules Committee shall consist of seven City Committee members who shall serve at the pleasure of the Chair, who shall also serve as a member, ex officio. It shall decide all

questions relating to the interpretation and meaning of these rules. Anyone aggrieved by a decision of the Rules Committee may appeal to the Executive Committee for a review of the decision.

3.7.5 Other Committees

The City Committee Chairperson may establish such other standing or ad hoc committees as he/ she shall find necessary to attain the goals of the Democratic Party.

3.8 Financial Report

The financial books and records of the City Committee shall be examined annually by a Certified Public Accountant. These shall be available for observation on reasonable request by city Committee Members.

Section 4. 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 5. Recruitment of Candidates

5.1 The Executive Committee may endorse a candidate for a specific office in accordance with any and all Resolutions duly adopted by the Executive Committee.

5.2 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 Councilmanic District Committees, may nominate a candidate.

Section 6. Grievances

6.1 If any member of a Councilmanic District Committee considers that he/ she either has not been treated fairly in relation to District political business, or has a problem with the organization and operation of that District Committee or of the City Committee as a whole, or of someone who has violated these City Rules, that member may submit his/ her grievance, in writing, to the Chair of the District within ten (10) days of the knowledge of the occurrence of the event.

6.2 If the vote or disposition of the matter by the District Committee is not satisfactory to the person bringing the charges, that person may, within ten (10) days after the District meeting, present an appeal, in writing, to the City Chair. The City Chair shall then notify, immediately, the Chair of the City 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 the 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.

Section 7. Removal of Members of Councilmanic District Committees

7.1 If a member of a Councilmanic District Committee considers that another Member or Officer of that Committee has failed to perform properly the duties expected according to the Rules, the Chair of the District shall be notified in writing. The Chair shall then notify, within ten (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 Councilmanic District Committee at the next regular meeting after notification has been made, provided that ten (10) days have passed since the date of mailing of the notification. If two-thirds of the Members has failed to perform his/ her duties properly, the member shall be immediately relieved of his/ her duties.

7.2 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 (10) days of the Councilmanic District Committee 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 8. Removal of Officers and Appointees of the City Committee

81 If any Member of the City Committee considers that any officer or appointee of the City Committee has failed to perform his/ her 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 (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 shall answer the charges. The Executive Committee shall, at that meeting, review the matter and make a decision as to removal.

82 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 9. Form of Complaint/ Petition for Grievances, Removal, Challenges or Otherwise

The writing shall clearly and succinctly set forth the specific rules, laws, policies etc. applicable, and shall state specific facts and 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.

Section 10. Parliamentary Authority

When not otherwise stated, Robert's Rules of Order, as most recently revised, shall govern the conduct of any meetings or convention of the Democratic Party of the City of Wilmington and its Councilmanic Districts, as defined herein.

Section 11. Amendment of City Rules

11.1 No Rule contained herein can be altered or amended except as provided by these Rules.

11.2 Any amendment of these Rules may be initiated at anytime upon written petition signed by 50 members of the City Committee or upon a vote of two-thirds of the Members of the Executive Committee.

11.3 After the completion of the requirements of *Rule 10.2*, the City Chair shall have the matter heard at the next regular Convention pursuant to *Rule 3.3.1*.

11.4 The City Chair shall ensure that each Member of the City Committee shall receive fifteen (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.

11.5 All amendments to the Rules shall require a majority vote of those City Members present.

11.6 Amendments to these Rules shall become effectively immediately upon their adoption by a City Convention. The City Chair shall distribute copies of the revised rules to all Members of the City Committee within thirty (30) days after the Convention.

Section 12. Transitional Rule

Regardless of the terms and conditions set forth herein, with respect to the various positions' terms, conditions, elections or otherwise, all positions, where applicable, shall comply with and be subject to, terms and conditions, elections or otherwise set-forth herein commencing in 2009. The sole intent and purpose of this rule is to bring the various positions in line with these rules as their adoption as well as initial elections and organization here under were consummated in November, 2005 as opposed to April, 2005.

Adopted November 7, 2005, superseding Rules adopted March 14, 1966 according to Section 16 of the rules Democratic City Committee in existence since June 16, 1921 and amended May 28, 1963.