

PRINCE GEORGE'S COUNTY DEMOCRATIC CENTRAL COMMITTEE
GOVERNING DOCUMENTS

FIRST READER: JUNE 18, 2019

SECOND READER: JULY 16, 2019

APPROVED: JULY 16, 2020

AMENDED-ADOPTED: JULY 1, 2021

CONSTITUTION

ARTICLE I

Section 1 – Name: The name of this organization shall be the Prince George's County Democratic Central Committee, hereafter referred to as the PGCDCC.

ARTICLE II

Section 1 – Objective: The purpose of the PGCDCC shall be to act as the governing body of the Democratic Party in Prince George's County, Maryland. The PGCDCC shall have full power and authority conferred upon it by the Maryland Democratic Party and the laws of the State of Maryland to act in respect to all matters pertaining to the organization, maintenance, conduct, affairs and interests of the Democratic Party in Prince George's County, Maryland. It shall be the responsibility of the PGCDCC to promote, establish, and conduct political campaigns in Prince George's County, Maryland for nominees of the Democratic Party. The PGCDCC Chair shall be the official spokesperson for the Democratic Party in Prince George's County on all questions of public policy.

ARTICLE III

Section 1 – Membership: The PGCDCC shall have four (4) membership classes as follows:

- 1. Membership:** The PGCDCC shall consist of thirty-two (32) members elected by the Democratic voters of Prince George's County in the Party's Gubernatorial Primary Election. Eight (8) members elected at-large shall represent Prince George's County; one from each Legislative District. Three (3) members shall be elected per Legislative District. Central Committee members shall be elected by a process that recognizes three (3) gender categories: (1) Male; (2) Female; and (3) non-Binary. Elections shall ensure that no one gender category shall exceed 50 percent of the Committee's District membership. Gender balance at the district level shall be determined by the at-large winner from that Legislative District. A Legislative District shall be considered gender balanced as long as variance between men and women in the group does not exceed one. In the case of gender non-binary, they shall not be counted as either a male or female, and the remainder of the committee shall be equally divided.
- 2. Elected Membership:** Members elected during the Gubernatorial Democratic Primary Election shall have all authority and powers to govern and manage Prince George's County Democratic Party affairs, per the Elections Article of the Maryland Annotated Code.
- 3. Vacancy Appointed Membership:** Members appointed to fill a vacancy in an elected member's district. Vacancy appointed members shall have all authority and powers to govern and manage Prince George's County Democratic Party affairs. Per the Elections Article of the Maryland Annotated Code, vacancy appointed members may not serve in the Chairperson, First Vice Chairperson or Second Vice Chairperson capacity on the PGCDCC.
- 4. Prince George's County Young Democrats Membership:** Two (2) members of the Prince George's County Young Democrats shall be appointed by the PGCDCC, as provided for in Article XII of the PGCDCC Constitution.
- 5. A regulated lobbyist may not, if serving on the PGCDCC, participate as an officer of the PGCDCC; in fundraising activity on behalf of the PGCDCC; or in actions relating to filling a vacancy in a public office, as defined under**

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Section 5-103 of the General Provisions Articles of the Maryland Annotated Code.

6. All members are expected to attend and actively participate in all meetings and events of the PGCDCC and the Maryland Democratic Party.

Section 2 – Membership Vacancy: Vacancies in the membership of the PGCDCC shall be filled by a majority of the remaining members of the PGCDCC within 30 days following the occurrence of the vacancy. Notice shall be given to all members of a vacancy immediately upon its occurrence. No vacancy shall be filled prior to the public advertising thereof and the holding of a public hearing for the purpose of soliciting candidates to fill said vacancy. Any person who becomes a member of the PGCDCC pursuant to this Section shall exercise the same rights and privileges as any elected member, provided, however, that such an appointed member shall not be eligible to serve as Chairperson, First Vice Chairperson, or Second Vice Chairperson of the PGCDCC.

ARTICLE IV

Section 1 – Officers: Officers of the PGCDCC shall be elected from its membership and shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. Officers shall be elected by a majority of the full membership. Additionally, the Chairperson shall appoint a Third Vice Chairperson and a Parliamentarian who shall also serve as officers of the PGCDCC.

Section 2 – Election of Officers: Officers shall be elected by a majority vote at a meeting of the PGCDCC to be convened by the prior Chairperson no later than 45 days after the Gubernatorial Primary Election in which they were duly elected. The Officers shall assume their duties immediately upon their election and shall serve for a two-year term or until their successors are duly elected.

Section 3 – Officer Vacancies: A vacancy in the office of Chairperson shall result in the First Vice Chairperson becoming Acting Chairperson for a period not to exceed 30 days. A special election to fill the vacancy in the Office of Chairperson must be held within 30 days of the vacancy. A special election for vacancies in all other offices shall be held within 30 days of the vacancy. Said special elections shall be determined by two-thirds of the full PGCDCC membership. Notice of such special elections shall be via U.S. mail, hand-delivered, or sent via electronic transmission to all members at least 10 days prior to said meeting.

Section 4 – Removal of Officers: Any officer of the PGCDCC can only be relieved of his/her office for malfeasance, misfeasance, conviction of a felony or for due cause by a two-thirds vote of the total membership of the PGCDCC taken at a meeting specifically called for such purpose upon not less than 10 days' notice, either by first class mail postage prepaid, hand-delivered or electronic transmission.

ARTICLE V

Section 1 – Finances: The PGCDCC shall have authority to raise funds as necessary for the implementation of its budget.

Section 2 – Audit: An annual audit may be conducted by an accountant who is not a member of the PGCDCC. The results of this audit shall be available at a regular meeting of the PGCDCC.

Section 3 – Parliamentarian: From the membership of the PGCDCC, a Parliamentarian shall be designated by the Chairperson and shall advise the Chairperson as to the interpretation and implementation of the PGCDCC's Standing Rules and Robert's Rules of Order.

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ARTICLE VI

Section 1 – Regular Meetings: Regular meetings of the PGCDCC shall be held not less than nine (9) times in each calendar year. The Chairperson shall call all regular or statutory meetings. All regular meetings shall be held the 3rd. Tuesday of the month, with the exception of August, November and December when no regular meetings shall be held. In the event of the Chairperson's neglect, failure, refusal or incapacity, the First Vice Chairperson, Second Vice Chairperson, or Third Vice Chairperson shall call such regular or statutory meetings.

Section 2 – Emergency or Special Meetings: May be called by the Chairperson or a majority of the PGCDCC.

Section 3 – Notice of Time and Place: The notice of time and place of any meeting shall be via electronic transmission or U.S. mail, postage prepaid, with a copy of the proposed agenda to each member of the PGCDCC at least five (5) days prior to such meeting; provided that in case of an emergency or time constraints any reasonable notice shall be sufficient.

Section 4 – Quorum: A majority of the members of the PGCDCC present and in person shall constitute a quorum for the transaction of business. If, at any meeting of the PGCDCC, or a subcommittee thereof, a quorum is not present, those present may recess from time to time until a quorum shall be present.

Section 5 – Voting: Each member of the PGCDCC shall be entitled to one vote which must be cast in person. All votes shall be cast publicly and placed in the minutes of the meeting. Roll-call votes shall be taken when there has been a debate and/or discussion of the motion on the floor and all votes shall be recorded in the official minutes of the PGCDCC. A voice vote may be taken only when there is no debate and/or discussion of the motion on the floor. Members believing themselves to have a conflict of interest shall abstain from voting. All votes shall be indicated by either a yea or a nay. There shall be no secret votes taken.

Section 6 – Public Participation:

1. **Public Participation at Regularly Scheduled Meetings:** Recognizing that certain contemplated actions of the PGCDCC may have extraordinary public impact, or be of widespread public concern, the PGCDCC hereby acknowledges the need for members of the public to provide comments on agenda items and other issues that fall under its purview. To receive such commentary, the PGCDCC shall allow 30 minutes for public participation at each of its regularly scheduled meetings for the purpose of receiving verbal and/or written testimony from members of the public. Members of the public shall be permitted to address the PGCDCC on agenda items and on issues that fall under its purview. The maximum number of speakers per meeting shall not exceed 15 since the total time allotted for public participation is 30 minutes, with each speaker having 2 minutes to present their testimony.
2. **Public Participation at Public Hearings to Fill Vacancies:** Public attendance may be allowed, however, public participation shall not be permitted at Public Hearings convened by the PGCDCC to specifically fill vacancies either on the PGCDCC or on the federal, state, and/or county levels of government, except as specified and authorized herein. Pursuant to Article VI, Section 6(a) Public commentary at public hearings to fill vacancies shall be received by the PGCDCC as follows:
 - Candidates applying to fill a vacancy shall be permitted to speak for 2 minutes each, and
 - Each candidate shall be permitted to have 2 people speak on their behalf for 2 minutes each.

Section 7 – Order of Business: The following order of business shall be observed at all meetings as far as applicable:

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1. Roll Call / Attendance Report
2. Chair's Report
3. Adoption of the Agenda
4. Approval of the Minutes
5. Treasurer's Report
6. Public Participation
7. Old Business
8. New Business
9. Reports of Officers/Subcommittees
10. Announcements
11. Adjournment

Section 8 – Executive Sessions: All meetings of the PGCDCC shall be open to the public and in accordance with the Maryland Open Meetings Act, unless the Chairperson or a majority of the PGCDCC members who are present, vote to enter into an Executive Session for the consideration of stated particular subjects. The nature of subjects must have been announced publicly before the PGCDCC enters into Executive Session. Only members of the PGCDCC and the PGCYD liaison(s) shall be present in Executive Session; and if invited by the Chairperson for expert advice concerning a specific matter, legal counsel to the PGCDCC shall participate in the Executive Session. The PGCDCC shall not make policy decisions or elect officers in Executive Session, but may discuss matters affecting individual members of the PGCDCC, employees, litigation, purchase or contract negotiations, insurance, as well as process and procedural issues. The PGCDCC shall not vote on any matter in Executive Session including informal votes, polls, straw polls or straw ballots. All matters discussed in Executive Session shall be discussed and/or voted upon and confirmed in Open Session. Any action within the power of the PGCDCC may be taken at any regular meeting, except as otherwise prohibited by the Constitution or Bylaws of the PGCDCC. All matters discussed in Executive Session shall be confidential and shall not be released to the general public. PGCDCC members and PGCYD liaison(s) shall sign a Confidentiality Agreement wherein they solemnly swear and affirm that they shall uphold and honor the requirement of confidentiality as outlined in the Constitution and Bylaws of the PGCDCC. Members of the PGCDCC and PGCYD liaison(s) who do not honor the Confidentiality Agreement shall be immediately reprimanded, which could lead to censure or expulsion.

Section 9 – Ballot Questions: A two-thirds (2/3) majority of those voting shall be required for adoption of the official Democratic Party positions on ballot questions and marking of the official sample ballot.

Section 10 – Robert's Rules of Order: The rules contained in the current edition of Robert's Rules of Order will govern the PGCDCC in all cases in which they are not inconsistent with the PGCDCC Constitution and Bylaws or any special "Rules" or "Orders" the PGCDCC may adopt.

ARTICLE VII

Section 1 – Headquarters: The PGCDCC shall establish and maintain a permanent party headquarters in Prince George's County, the site to be determined by the PGCDCC. The headquarters shall be staffed as deemed necessary by the PGCDCC in order to provide the necessary services for efficient governing of the Democratic Party.

Section 2 – Staff: PGCDCC may employ a full-time executive director, secretary, and/or staff as deemed necessary. Said staff shall perform such duties as are assigned by the Chairperson. No member of the staff of the PGCDCC shall be permitted to participate in any Democratic Party primary on behalf of any candidate or slate of candidates.

ARTICLE VIII

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Section 1 – Attendance: The PGCDCC shall meet in regular session at a minimum nine (9) times per year and the Maryland Democratic Party meets at a minimum two (2) times per year - for a total of eleven (11) meetings. PGCDCC members are allowed three (3) unexcused absences - as determined by the Chairperson out of the eleven (11) State and PGCDCC meetings in a rolling twelve-month period. The Secretary shall maintain written attendance records for all regular meetings. Any member of the PGCDCC who exceeds three unexcused absences of the State Democratic Party meetings and PGCDCC regular and statutory meetings during a rolling twelve-month period will be deemed to have resigned and their resignation automatically accepted.

Section 2 – Secretary's Report: At each meeting of the PGCDCC, the Secretary shall present an Attendance Report indicating the number of absences during the last 12-month period for each member of the PGCDCC. In the event that a member is deemed resigned pursuant to Article VIII, Section 1 of this Constitution, the Secretary will promptly notify the member in writing and provide the member ten (10) days in which to respond. If a response is not received, the Secretary will promptly send notice via certified mail to the Secretary and Executive Director of the Maryland State Democratic Party and via electronic transmission to the members of the PGCDCC, that the member has violated Article VIII, Section 1 of this Constitution by violating the local Democratic Central Committee attendance rule. The Secretary shall then officially notify the member in writing that their seat has been vacated.

Section 3 - Confidential Party Assets: Any member of the PGCDCC who inappropriately uses or sells Democratic Party internal assets to assist themselves and/or candidate(s) in any political election – e.g., Municipal Election, Primary Election, or General Election – shall be immediately reprimanded, which could lead to censure or expulsion. Assets of the Democratic Party are voter lists, MDVAN access, contributor's information or money from the Party.

ARTICLE IX

Section 1 - Standing Committees / Ad Hoc Committees: The Chairperson shall appoint or establish such Standing Committees and Ad Hoc Committees as may be deemed necessary with a majority vote of the PGCDCC.

Section 2 – Appointment of Standing Committees / Ad Hoc Committees: The Chairperson shall appoint the membership on all standing and ad-hoc committees and will designate the member or members who shall serve as Chairperson or Co-Chairpersons.

ARTICLE X

Section 1 – Legislative Vacancies: In case of death, disqualification, resignation, refusal to act, expulsion, or removal of any person who shall have been elected as a Democratic State Delegate or Senator from a legislative district that includes Prince George's County, Maryland, or in case of a tie in a Primary Election between two or more such qualified persons, the Governor shall appoint a person to fill such vacancy from a person whose name shall be submitted to him/her in writing, within thirty (30) days after the occurrence of the vacancy, by the PGCDCC from the legislative district from which the Delegate or Senator was appointed or elected, provided that the appointee shall be a member of the Democratic Party in the legislative district at the time of the last election or appointment of the vacating Delegate or Senator. It shall be the duty of the Governor to make said appointment within fifteen (15) days after the submission thereof to him/her.

Section 2 – If a name is not submitted by the PGCDCC within thirty (30) days after the occurrence of the vacancy, the Governor, within another period of fifteen (15) days, shall appoint a person who shall be a member of the Democratic Party from the legislative district at the time of the last election or appointment of the vacating Delegate or Senator, and who is otherwise properly qualified to hold the office of Delegate or Senator in the District.

Section 3 – In addition to submitting a name to the Governor to fill a vacancy in a Delegate or Senators' legislative district,

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as the case may be, the PGCDCC shall follow these provisions:

1. If the vacancy occurs in a district having the same boundaries as a county, the Central Committee of the county shall submit the name of a resident of the district.
2. If the vacancy occurs in a district which has boundaries comprising a portion of one county, the Central Committee of that county shall submit the name of a resident of the district.
3. If the vacancy occurs in a district which has boundaries comprising a portion or all of two or more counties, the Central Committee of each county involved shall have one vote for submitting the name of a resident of the district; and if there is a tie vote between or among the Central Committees, the list of proposed names shall be submitted to the Governor, and he/she shall make the appointment from the list. ***Maryland State Constitution, Article III, § 13***

Section 4 – Filling Vacant Elective Offices: From time to time, a local Democratic Central Committee may be empowered or required by law, or by the Constitution and Bylaws of the Maryland Democratic Party, to fill vacant elective office. In such an event, the local Democratic Central Committee shall ensure that reasonable public notice is given concerning the vacancy, the procedure for filling the vacancy, and the qualifications and requirements for candidates to fill the vacancy. Meetings held by a local Democratic Central Committee for the purpose of filling such a vacancy shall be open to the public, and votes for the purpose of filling the vacancy shall be conducted by roll call. ***Maryland Democratic Party Bylaws, Article IX, § 6***

Section 5 – Public Advertisement: No vacancy shall be filled prior to the public advertising thereof and the holding of a public hearing for the purpose of soliciting candidates to fill said vacancy.

ARTICLE XI

Section 1 – Amendments: Amendments to the governing documents of the PGCDCC (e.g., Constitution, Bylaws, Standing Rules, and MOU w/PGC Young DEMS) shall be adopted within the first year only of a four-year term of the PGCDCC in the following manner:

1. All proposed amendments to the Constitution of the PGCDCC shall first be reviewed and approved by the PGCDCC Bylaws & Endorsement Subcommittee
2. The PGCDCC Bylaws & Endorsement Subcommittee shall submit the amendment(s) in the form of a Resolution to the Chair ten (10) calendar days prior to a regular meeting of the PGCDCC.
3. Said amendments shall be acted upon at the next regular meeting of the PGCDCC and a favorable two-thirds (2/3) vote of the total membership is required for adoption.
4. Notice is to be given to the members of the PGCDCC in writing at least fifteen (15) calendar days prior to the meeting of the final voting upon the proposed amendment and a copy of the amendment must be sent along with the meeting notice to each member of the PGCDCC.

ARTICLE XII

Section 1 – Prince George's County Chapter of Young Democrats: The PGCDCC shall create 2 at-large appointed positions on the PGCDCC to be filled specifically by 1 male and 1 female representative of the PGCYD, with said term (4 years) coinciding with the elected members of the PGCDCC. The PGCYD appointees to the PGCDCC shall be permitted to vote on all matters before the PGCDCC, excluding vacancy appointments to the Maryland General Assembly and the United States Congress. The PGCYD appointees shall be eligible to apply to fill a vacancy in an elected member's district, as well as be

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considered to the following leadership positions: 3rd Vice Chair, Parliamentarian, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The positions will be limited to persons under the age of forty (40).

ARTICLE XIII

Section 1 – Maintenance of Governing Documents: The Secretary shall maintain a current and correct compilation of the governing documents of the PGCDCC (including the Constitution and Bylaws of the PGCDCC; the Memorandum of Understanding with the Prince George's County Young Democratic; and, the Standing Rules of the PGCDCC). Such governing documents shall be available to the general public upon request and via the PGCDCC website.

Section 2 – Within thirty (30) days after the adoption of any change to these documents, the Secretary shall provide revised copies – as approved by the PGCDCC – to each member of the PGCDCC; (2) the Maryland Democratic Party; (3) the Maryland State Board of Elections; and, the Prince George's County Board of Elections. The Secretary shall also ensure the posting of the amended documents on the PGCDCC website. Notwithstanding this policy, failure to process the requirements herein shall not invalidate or suspend the operation of any amendment to the governing documents of the PGCDCC (or any new governing document) that has otherwise been properly adopted.

ARTICLE XVI

Section 1 – Legal Counsel: The PGCDCC may select Legal Counsel for the County Democratic Party who shall not be a member of the PGCDCC. Legal Counsel will serve at the pleasure of the Chair of the PGCDCC and shall not be permitted to actively participate in any Democratic Party primary on behalf of any candidate or slate of candidates. Active participation shall include, but is not limited to, serving as a candidate, chairman or treasurer for a campaign committee of a candidate or slate of candidates. The term of Legal Counsel shall correspond with the term of the elected PGCDCC.

Section 2 – Compensation and Status: Legal Counsel is not a member or staff of the PGCDCC and shall provide pro bono legal services to the PGCDCC,

Section 3 – Assistant Legal Counsel: The PGCDCC may select Assistant Legal Counsel in the same manner and for the same term as provided for in Section 1, Article XVI. Assistant Legal Counsel shall not be a member of the PGCDCC and shall not be permitted to actively participate in any Democratic Party primary on behalf of any candidate or slate of candidates. Active participation shall include, but is not limited to, serving as a candidate, chairman or treasurer for a campaign committee of a candidate or slate of candidates.

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EFFECTIVE DATE

The Constitution of the PGCDCC – as clarified and stated herein – shall go into effect and become effective immediately upon its adoption, said date being July 1, 2021.

CERTIFICATION OF ADOPTION

We, the undersigned members of the PGCDCC, hereby certify the adoption of the Constitution of the PGCDCC.

Cheryl Summers Landis 07-01-2021

Cheryl Summers Landis
Chairwoman
Prince George's County Democratic Central Committee

Denise Mitchell 07-01-2021

WITNESS
Denise Mitchell
Secretary
Prince George's County Democratic Central Committee

Kent Roberson 07-01-2021

Kent Roberson
First Vice Chair
Prince George's County Democratic Central Committee

Patricia Waiters 07-01-2021

WITNESS
Patricia Waiters
Assistant Secretary
Prince George's County Democratic Central Committee

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BYLAWS

ARTICLE 1

Section 1 - Membership: The PGCDCC shall consist of thirty-two (32) members elected by the Democratic voters of Prince George's County in the Party's Gubernatorial Primary Election. Eight (8) members elected at-large shall represent Prince George's County; one from each Legislative District. Three (3) members shall be elected per Legislative District. Central Committee members shall be elected by a process that recognizes three (3) gender categories: (1) Male; (2) Female; and (3) non-Binary. Elections shall ensure that no one gender category shall exceed 50 percent of the Committee's District membership. Gender balance at the district level shall be determined by the at-large winner from that Legislative District. A Legislative District shall be considered gender balanced as long as variance between men and women in the group does not exceed one. In the case of gender non-binary, they shall not be counted as either a male or female, and the remainder of the committee shall be equally divided.

ARTICLE 2

Section 1 – Duties of Chairperson: The Chairperson of the PGCDCC shall:

1. Preside at all meetings of the PGCDCC;
2. Preserve order during deliberations;
3. Serve as the official spokesperson for the PGCDCC and Party;
4. Appoint a Third Vice Chairperson;
5. Appoint a Parliamentarian;
6. Appoint and modify subcommittees, standing committees, and ad-hoc committees as deemed appropriate;
7. Serve as ex-officio member of such subcommittees, standing committees, and ad-hoc committees;
8. Sign appropriate documents in connection with the work of the PGCDCC; and,
9. Perform such other duties as may be determined by the PGCDCC.

Section 2 – Duties of First Vice Chairperson: The First Vice Chairperson shall perform the duties of the Chairperson in his/her absence. In the event of a vacancy in the Office of the Chairperson, the First Vice Chairperson shall serve as Acting Chairperson and perform the duties of the Chairperson for a period not to exceed thirty (30) calendar days. A special election called by the First Vice Chairperson or a majority of the PGCDCC to fill the vacancy in the Office of Chairperson must be held within 30 calendar days of the vacancy.

Section 3 – Duties of Second Vice Chairperson: The Second Vice Chairperson shall perform such duties as directed by the Chairperson of the PGCDCC.

Section 4 – Duties of Third Vice Chairperson: The Third Vice Chairperson shall perform such duties as directed by the Chairperson of the PGCDCC.

Section 5 – Duties of the Secretary (and in the Secretary's Absence, Assistant Secretary): The Secretary of the PGCDCC shall:

1. Record the minutes at all meetings and present same for adoption and approval at every regular or special meeting of the PGCDCC;
2. Record and maintain a roster of PGCDCC member attendance at all meetings, as required in Article III, Section 1 of the PGCDCC Constitution;

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3. Submit a written Attendance Report on PGCDCC member attendance at all meetings, as required in Article III, Section 1 of the PGCDCC Constitution;
4. Retain all vote ballots for a period of three (3) months;
5. Ensure that a copy of all approved minutes of the PGCDCC are provided to the Maryland Democratic Party, as required by the Maryland Democratic Party Bylaws; and,
6. Perform such other duties as may be directed by the Chairperson of the PGCDCC.

Section 6 – Duties of the Treasurer (and in the Treasurer’s Absence, Assistant Treasurer): The Treasurer shall be the official Party Treasurer and may be bonded in such an amount as the PGCDCC may designate, the cost of the bond to be borne by the PGCDCC; present a financial report at all regular meetings of the PGCDCC; prepare and present an annual budget to the PGCDCC; and perform, such other duties as may be directed by the PGCDCC Chair. All expenditures shall be authorized by the Treasurer and shall be paid upon presentation of receipted bills or vouchers.

ARTICLE III

Section 1 – Duties of the Bylaws & Endorsement Subcommittee: The Bylaws & Endorsement Subcommittee shall provide formalized and structured processes by which the PGCDCC governs and conducts its work, as defined by its governing documents – i.e., Constitution, Bylaws and Standing Rules; and in accordance with the Constitution and Bylaws of the Maryland State Democratic Party. All amendments to the PGCDCC governing documents shall be processed first through the Bylaws & Endorsement Subcommittee and then submitted to the Chairperson who will add the proposed amendment(s) to a regularly scheduled meeting agenda for final approval and adoption by a two-thirds (2/3) vote of the PGCDCC. The Bylaws & Endorsement Subcommittee shall develop processes and make recommendations regarding requests for endorsement that are received from time to time by the PGCDCC. The Bylaws & Endorsements Subcommittee shall ensure that all matters presented to the full Central Committee are properly vetted, inclusive of stakeholder input where appropriate, and in accordance with the governing documents of the PGCDCC. Most requests for endorsements usually deal with matters not within the traditional purview of the PGCDCC.

Section 2 – Duties of the Community Outreach & Engagement Subcommittee: The Community Outreach & Engagement Subcommittee shall support and foster community outreach and engagement opportunities by being transparent with providing vital communications information that will educate, engage, and empower the citizens of Prince George’s County to become involved and participate in the democratic process.

Section 3 – Duties of the Legislative Subcommittee: The Legislative Subcommittee shall review, develop, and propose legislation as may be deemed warranted; as well as advise the PGCDCC on possible legislative actions. The Legislative Subcommittee shall also facilitate opportunities for the PGCDCC to strengthen its relationship with Prince George’s County elected and appointed officials at all levels of government.

Section 4 – Duties of the Young Adult Outreach & Engagement Subcommittee: The Young Adult Outreach & Engagement Subcommittee shall educate and inspire young adults on how to become outstanding and lifelong contributors to the process of democracy in Prince George’s County.

Section 5 – Duties of the Public Relations & Communications Subcommittee: The Public Relations & Communications Subcommittee shall develop objectives, strategies, and media work plans, establish high standards of quality for all materials released, maintain communication channels with appropriate media contacts to help assure effective relationships and craft public relations action plans in support of the PGCDCC and the Maryland Democratic Party.

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Section 6 – Duties of the State Party Affairs and Political Strategy Subcommittee: The State Party Affairs and Political Strategy Subcommittee shall serve as a liaison to the Maryland State Democratic Party for the purpose of representing the interests and concerns of the PGCDCC, particularly those issues that may have extraordinary public impact and/or be of widespread public concern to the Maryland Democratic Party. As leaders of the Democratic Party at the State level, the State Party Affairs Subcommittee works to ensure that Prince George's County is well represented through its delegation to the Democratic National Convention.

Section 7 – Duties of the Voter Registration Subcommittee: The Voter Registration Subcommittee shall build a strong political base of registered voters in Prince George's County by coordinating activities that promote residents to become politically active and involved in all aspects of voting. Activities shall include, but not be limited to, working with the Board of Elections, individuals, and civic associations on how to perform successful voter registration drives and target the 18 to 30-year old age group through mass media, Facebook, Twitter, Instagram, and LinkedIn.

Section 8 – Duties of the Ways & Means Subcommittee: The Ways & Means Subcommittee shall coordinate and execute fundraising events to raise resources and assist in securing monetary contributions to support the efforts of the Democratic Party in Prince George's County to elect Democratic candidates to public office.

ARTICLE IV

Section 1 – Call to Order: The Chairperson shall call all regular, special and emergency meetings. In the event of the Chairperson's neglect, failure, or refusal, the First Vice Chairperson, the Second Vice Chairperson or the Third Vice Chairperson shall call such meetings.

Section 2 – Standing Rules: All meetings shall be conducted under the rules set forth in the PGCDCC's Standing Rules which may be amended at the PGCDCC's discretion.

Section 3 – Robert's Rules of Order: Unless inconsistent with the Constitution, Bylaws and Standing Rules of the PGCDCC, Robert's Rules of Order, latest revision, shall be followed at all meetings.

ARTICLE V

Section 1 – Voting: Each member of the PGCDCC shall be entitled to one vote which must be cast in person. All votes shall be cast publicly and placed in the minutes of the meeting. Roll-call votes shall be taken when there has been a debate and/or discussion of the motion on the floor and all votes shall be recorded in the minutes of the PGCDCC. A voice vote may be taken only when there is no debate and/or discussion of the motion on the floor. Members believing themselves to have a conflict of interest shall abstain from voting. All votes shall be indicated by either a yea or a nay. There shall be no secret votes taken. Unless otherwise required by the Constitution or Bylaws of the PGCDCC, a majority of those votes cast on any question shall be required to determine the question.

ARTICLE VI

Section 1 – Subcommittees & Ad-Hoc Committees: All matters must first receive a favorable report from the appropriate Subcommittee and/or Ad-Hoc Committee and then submitted to the Chairperson who will add the measure(s) to a regularly scheduled meeting agenda for final approval and adoption by a majority vote of the PGCDCC.

Section 2 – Minutes: All Subcommittee and Ad-Hoc Committee meetings shall be recorded and kept as part of the

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AMENDED-ADOPTED: JULY 1, 2021

official books and records of the PGCDCC. All approved Subcommittee minutes shall be provided to the full PGCDCC; and the Maryland State Democratic Party, as required by the Maryland Democratic Party Bylaws.

ARTICLE VII

Section 1 – Duties of Executive Director: The PGCDCC may hire and appoint an Executive Director. If so hired and appointed, the Executive Director shall keep and disseminate the minutes of meetings; compile statistics and other data as may be required for use by members of the PGCDCC; be responsible for the transmittal of all official PGCDCC communications; keep an ongoing record of all policy decisions; and maintain all books, papers, records and other documents of the PGCDCC. In addition, the Executive Director shall keep accounts of all monies the PGCDCC receives and disburses; deposit all monies and valuables in the name of, and to the credit of, the PGCDCC in such banks and depositories as the PGCDCC shall designate by appropriate resolution; be bonded in such an amount as the PGCDCC shall designate, the cost of the bond to be borne by the PGCDCC; assist the Treasurer in the preparation of a monthly financial reports and the annual budgets; assist the officers and the PGCDCC as necessary; and perform such other duties as may be assigned.

ARTICLE VIII

Section 1 – Amendments: Amendments to the governing documents of the PGCDCC (e.g., Constitution, Bylaws, Standing Rules, and MOU w/PGC Young DEMS) shall be adopted within the first year only of a four-year term of the PGCDCC and shall be vetted and processed through the Bylaws & Endorsement Subcommittee and then submitted to the Chairperson in writing as a First Reader who will add the proposed amendment(s) to a regularly scheduled meeting agenda for final approval and adoption by a two-thirds (2/3) vote of the PGCDCC..

EFFECTIVE DATE

The Bylaws of the PGCDCC – as clarified and stated herein – shall go into effect and become effective immediately upon its adoption, said date being July 1, 2021.

CERTIFICATION OF ADOPTION

We, the undersigned members of the PGCDCC, hereby certify the adoption of the Bylaws of the PGCDCC.

Cheryl Summers Landis 07-01-2021
Cheryl Summers Landis
Chairwoman
Prince George's County Democratic Central Committee

Kent Roberson 07-01-2021
Kent Roberson
First Vice Chair
Prince George's County Democratic Central Committee

Denise Mitchell 07-01-2021
WITNESS
Denise Mitchell
Secretary
Prince George's County Democratic Central Committee

Patricia Waiters 07-01-2021
WITNESS
Patricia Waiters
Assistant Secretary
Prince George's County Democratic Central Committee

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STANDING RULES

Attendance: Members of the Prince George's County Democratic Central Committee (hereinafter PGCDCC) absent from any meeting shall provide written notice of the absence and reason for same to the Chairperson and Executive Director prior to the start of the meeting. The Chair shall announce during roll call if the absence of a member is deemed excused or unexcused. Upon request, any member may have the reason for the absence so stated and entered into the minutes. The Secretary/Assistant Secretary shall record the attendance and absences in the official minutes, as well as present an Attendance Report at all regularly scheduled meetings.

Order of Business for Regularly Scheduled Meetings – The following Order of Business shall be observed at all regularly scheduled meetings as far as applicable:

1. Roll Call / Attendance Report
2. Chair's Report
3. Adoption of the Agenda
4. Approval of the Minutes
5. Treasurer's Report
6. Public Participation
7. Old Business
8. New Business
9. Reports of Officers/Subcommittees
10. Announcements
11. Adjournment

Order of the Agenda: To change the order of the Agenda will require a majority of votes from the members present.

Motions and Subcommittee/Ad-Hoc Committee Reports: Motions and Subcommittee/Ad-Hoc Committee reports must first receive a favorable report from the appropriate Subcommittee and/or Ad-Hoc Committee and then submitted to the Chairperson who shall add the measure(s) to a regularly scheduled meeting agenda for final approval and adoption by a majority vote of the PGCDCC. The Chairperson may, if deemed appropriate, refer the matter back to the originating Subcommittee and/or Ad-Hoc Committee – or to another affected Subcommittee – for further review and consideration.

Treasurer's Report: The Treasurer's Report shall be in written form with copies for each PGCDCC member. The Treasurer's Report should be a part of the Agenda Packet mailed or emailed to PGCDCC members prior to the meeting.

Order of Succession: The Chairperson, or in his/her absence, the next officer in line, shall preside at all meetings of the PGCDCC at the hour appointed. The Chairperson shall take the chair and immediately call the meeting to order should a quorum be present. The succession of the Chairperson shall be the First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Secretary, and then Treasurer. The Secretary, Assistant Secretary, or Executive Director will enter into the minutes the names of members present and those absent. The Chairperson shall announce if a member's absence is excused or unexcused.

Recognition by Chairperson to Speak at Public Meetings: PGCDCC members desiring to be recognized by the Chairperson shall address the Chairperson first by raising his/her hand. No PGCDCC member may speak until recognized by the Chairperson. If multiple members seek recognition at the same time, the Chairperson shall determine which member has the floor. Once the Chairperson has recognized a PGCDCC member, said member shall

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have the floor for no more than three (3) minutes per topic, unless additional time has been explicitly granted by the Chairperson prior to yielding the floor. If a PGCDCC member has been recognized to speak on a particular topic said PGCDCC member will not be recognized to speak again on said topic until all PGCDCC members have had an opportunity to speak.

Regular Meeting Dates: With the exception of August, November and December (except during a Gubernatorial election cycle) when there will be no meetings, regularly scheduled meetings of the PGCDCC shall be held the third Tuesday of every month beginning at 7:00 p.m. and ending no later than 10:30 p.m. Actions not finished at the regularly scheduled meeting shall be held over until the next regularly scheduled meeting, except those items which must be finished due to a date deadline. In that event, a majority vote will be required to extend the meeting to take care of the unfinished business.

Public Participation at Regularly Scheduled Meetings: Recognizing that certain contemplated actions of the PGCDCC may have extraordinary public impact, or be of widespread public concern, the PGCDCC hereby acknowledges the need for members of the public to provide comments on agenda items and other issues that fall under its purview. To receive such commentary, the PGCDCC shall allow 30 minutes for public participation at each of its regularly scheduled meetings for the purpose of receiving public testimony from members of the public. Members of the public shall be permitted to address the PGCDCC on agenda items and on issues that fall under its purview. The maximum number of speakers per meeting may not exceed 15 since the total time allotted for public participation is 30 minutes, with each speaker having 2 minutes.

Members of the public wishing to address the PGCDCC during the time allotted for public participation at its regularly scheduled meetings must register on-site by 7:30 p.m. the day of the meeting. The Secretary of the PGCDCC shall ensure that a sign-up form for public participation is available to all attendees upon their arrival. The sign-up form shall ask for the following information:

1. Name
2. Topic to be Addressed
3. Email Address
4. Phone Number

Speakers will be recognized in sign-up order; however, persons speaking on an agenda item shall be given priority over those speaking on other topics. The PGCDCC may temporarily halt the public comment period to address and take action on those agenda items that have received public testimony only. Once those agenda items are addressed, the public comment period will resume.

Time shall be kept by the PGCDCC Secretary/Assistant Secretary and at the conclusion of 2 minutes; they shall display signage visible to all that the speakers' time has expired. Individuals may thereafter conclude their remarks in a sentence or two, but may not exceed an additional 15 seconds time, after which time the Chairperson will request that the speaker conclude and the Chairperson will call the next speaker. The Chairperson shall rule out of order the comments of any member of the public who verbally and/or personally attacks a member of the PGCDCC. Further, the Chairperson will ensure that persons signed up to speak to an agenda item only address the agenda item and not some other topic. At no time may a registered speaker yield their time to another registered or unregistered speaker.

PGCDCC members shall not interact or debate with speakers during public participation. Nor shall they express their support or opposition to testimony presented on any issue being considered. The PGCDCC will, however, be

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recognized by the Chairperson for the following reasons only:

- To correct misinformation presented during testimony; and
- To add information so that citizen comments may be heard in context.

Order of Business for Public Hearings to Fill Vacancies: The order of business to conduct a Public Hearing to recommend filling a vacancy shall be as follows:

1. Roll Call / Attendance Report
2. Statement of Purpose
3. Adoption of the Agenda
4. Announcements
5. Adjournment

Public Participation at Public Hearings to Fill Vacancies: General public participation shall not be permitted at Public Hearings convened by the PGCDCC to specifically fill vacancies either on the PGCDCC, or on the federal, state, and/or county levels of government.

Speakers at Public Hearings to Fill Vacancies: All speakers for Public Hearings to Fill Vacancies will be limited to 2 minutes. Speakers may not transfer their time to another registered or unregistered speaker. This does not include questions from PGCDCC members. The following process shall be adhered to during Public Hearings to Fill Vacancies:

1. Candidates shall speak in alphabetical order, 2 minutes each.
2. Candidates may have no more than 2 people speak on their behalf, 2 minutes each.
3. Elected and appointed officials, as well as Municipal officials, speaking on behalf of a candidate shall speak in rank order (2 minutes each).
4. Persons shall speak in sign-in order, giving preference to elected officials and Municipal officials as they arrive.

PGCDCC Members Speaking on Behalf of a Candidate at Public Hearing to Fill Vacancies: During a public hearing held for the purpose of recommending the filling of a vacancy, PGCDCC members will not be permitted to endorse or speak on behalf of any candidates. PGCDCC members may, however, comment on the credentials, background, and, their personal knowledge of individual candidates.

Verification of Party Affiliation, Residence, and Voter Registration: The PGCDCC shall require the following documents from candidates who apply to fill a vacancy:

1. Letter of Intent;
2. Resume; and
3. Voter Registration Card

If a candidate wishes to submit letters of recommendation, such letters must be included with the required documents from candidates at the time of application is submitted for such vacancy. Each candidate must provide one copy of their document packet for each member of the PGCDCC at the Public Hearing. The PGCDCC may also conduct background searches using, by way of example, the Maryland Judiciary Case Search and the Maryland Sex Offenders Registry. The results of such background searches may be shared as appropriate with all PGCDCC members, but only in an Executive Session meeting called by the Chairperson. Once the Public Hearing has been concluded, all

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documents provided by the candidate shall be collected and shredded by the PGCDCC or returned to the candidate upon request from the candidate.

Vote of the Chairperson at Public Hearings: It will be the prerogative of the Chairperson as to whether or not he/she shall vote, and if voting - whether he/she will vote first or last. In the case of a tie, the Chairperson must vote to decide the issue.

Motion to Meet in Executive Session:

- The *Motion to Meet in Executive Session* is not a debatable motion.

Motion to Suspend the Rules:

- A *Motion to Suspend the Rules* shall require two-thirds (2/3) approval of the PGCDCC members present.

Motion to Reconsider:

- The *Motion to Reconsider* a matter that was brought before the PGCDCC shall require a second and a majority vote of the members of the PGCDCC to be heard. The "Motion to Reconsider" a specific issue may be offered only once to the PGCDCC either on the same day the original vote was taken or on the next succeeding day within the session on which a business meeting is held. It is a debatable motion but it is not amendable.

EFFECTIVE DATE

The Standing Rules of the PGCDCC – as clarified and stated herein – shall go into effect and become effective immediately upon its adoption, said date being July 16, 2019.

CERTIFICATION OF ADOPTION

We, the undersigned members of the PGCDCC, hereby certify the adoption of the Standing Rules of the PGCDCC.

Cheryl Summers Landis 07-01-2021

Cheryl Summers Landis
Chairwoman
Prince George's County Democratic Central Committee

Denise Mitchell 07-01-2021

WITNESS
Denise Mitchell
Secretary
Prince George's County Democratic Central Committee

Kent Roberson 07-01-2021

Kent Roberson
First Vice Chair
Prince George's County Democratic Central Committee

Patricia Waiters 07-01-2021

WITNESS
Patricia Waiters
Assistant Secretary
Prince George's County Democratic Central Committee