

BYLAWS OF THE RUTLAND COUNTY DEMOCRATIC COMMITTEE
Adopted on December 7, 2005, and amended August 28, 2013, and amended
February 21, 2017, and amended January 14, 2019

ARTICLE I
Name

The name of this organization is the Rutland County Democratic Committee composed of delegates elected by Democratic Town Committees.

ARTICLE II
Executive Committee and Officers

The Executive Committee of the County Committee shall consist of the County Committee Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and the State Committeewoman and State Committeeman and their respective alternates, elected by the membership of the County committee, and not more than four non-voting members elected by the Executive Committee. The Executive Committee of the County Committee shall also include a Grassroots Liaison appointed by the Executive Committee of the County Committee, and a Rutland City Liaison appointed by the voting members of the Rutland City committee.

The Executive Committee shall have general management of the affairs of the County Committee and may take such steps as it may consider reasonably necessary and expedient to carry into effect the purposes and programs of the County Committee including, but not limited to, the approval of all contracts, leases and other agreements by the County Committee.

ARTICLE III
Duties of Officers

Section 1, Chair. The Chair shall preside at all County Committee meetings and shall also be ex officio Chair of the Executive Committee. In addition the Chair shall maintain a current list of all county and town committee members, ensure the development of an annual action plan for the County Committee, make sure that all reports required by state and federal law are compiled and filed within times specified by law, ensure that timely notices of all meetings are provided, and perform such other duties and functions as customary and necessary to meet the goals and purposes of the County Committee.

Section 2, Vice Chair. The Vice Chair shall assist the Chair in the discharge of her or his duties and preside in her or his absence.

Section 3, Secretaries. The Recording Secretary shall keep a full and complete record of the proceedings of all meetings and shall preserve all documents, reports and communications connected with the business of the County Committee and the Executive Committee, provide meeting notices, and perform such other duties as usually pertain to the office. The Corresponding Secretary

shall be responsible for incoming and outgoing correspondence, shall maintain committee membership lists, shall be responsible for meeting arrangements and notices, and perform such other duties as usually pertain to the office.

Section 4, Treasurer. The Treasurer shall be the financial officer of the County Committee and shall be responsible for the custody and supervision of all its funds and donor lists; shall cause all debts and obligations of the Committee to be paid; shall furnish the Committee with annual budgets and regular financial reports; and shall file all reports required by law, including all financial disclosure reports pursuant to 17 VSA, Chapter 59.

Section 5, Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in the performance of her or his duties, and shall act as Treasurer in the event that office becomes vacant.

Section 6, Grassroots Liaison. The Grassroots Liaison shall act as the go-between for the Rutland County Democratic Executive Committee and its allied grassroots organizations, including but not limited to Rutland area National Association for the Advancement of Colored People, Rights and Democracy (RAD), Castleton Indivisible, 350Vermont, Migrant Justice, and other groups as appropriate. The Grassroots Liaison will be responsible for updating the Executive Committee regarding events, actions, and opportunities provided by these groups. During election season, the Grassroots Liaison will facilitate communication between the Executive Committee and the grassroots groups in an effort to ensure all are working as effectively and efficiently as possible.

Section 7, Rutland City Liaison. The Rutland City Liaison shall act as the go-between for the Rutland City and Rutland County Democratic Executive Committees. The Liaison shall have full voting privileges and be responsible for reporting to the County Executive Committee and the County membership any news or changes related to the City Committee and its delegation.

ARTICLE IV Meetings

The first meeting of the County Committee shall take place as required by Title 17 VSA. Regular meetings of the County Committee and the Executive Committee will be held at such places and on such dates as the Executive Committee may determine. In addition, other meetings of the County Committee and the Executive Committee may be called by the Chair or by any five voting members of the Executive Committee.

ARTICLE V Notices

Notice of all regular meetings of the County Committee shall be in writing and mailed by regular post or electronically to each delegate at least fifteen (15) days before such meeting. Notices of all regular meetings of the Executive Committee shall be in writing and mailed by post or electronically to each member at least seven (7) days before such meeting.

Notices of special meetings shall state in detail the subject proposed and to be acted upon, and at such meeting no other matter shall be acted upon.

ARTICLE VI Quorum

One-fourth of the delegates elected to the County Committee shall constitute a quorum at any meeting of the County Committee. Five voting members shall constitute a quorum at any meeting of the Executive Committee.

ARTICLE VII Voting

All actions by the County Committee and the Executive Committee shall be by a simple majority vote of those voting members present and voting at any meeting of the Committees. Voting by proxy shall not be allowed. Only County Committee delegates are entitled to vote at County Committee meetings.

To supplement, but not replace, the regular or special meetings, the Executive Committee may have discussion and make decisions by an electronic process provided that:

- a) The topic and period of time for discussion and decision making are specified before the electronic process begins;
- b) No Executive Committee member objects to the electronic process; and
- c) Any decision or vote of the Executive Committee during the electronic process is recorded in minutes that are approved at the subsequent meeting of the Executive Committee.

ARTICLE VIII

Amendments

These bylaws may be amended by a simple majority vote of those delegates present and voting at any County Committee meeting at which a quorum is present, provided notice in writing of such amendment has been given to each delegate at least fifteen (15) days before the meeting.

Proposed amendments must be in writing, signed by two delegates and sent to the Secretary in sufficient time to be included in the notice for the meeting at which the amendment is to be acted upon. The Executive Committee may initiate any proposed amendment for submission to a meeting of the County Committee.

The bylaws of the County Committee cannot be suspended under any circumstances.

ARTICLE IX

Elections

At the first biennial meeting of the County Committee, the delegates shall elect officers to the County Committee and perfect the organization for the ensuing two years. All officers and other members of the County Committee and all delegates to the State Committee shall be registered Rutland County voters.

Vacancies occurring in any office shall be filled by appointment by the Executive Committee until the next regular meeting of the County Committee.

ARTICLE X Compliance with Vermont Law

The organization, actions and activities of the County Committee, the Executive Committee, all members and officers thereof, and all other matters pertaining to the Rutland County Democratic Committee shall be governed by Vermont law, particularly the requirements and provisions of Title 17 VSA, all actions, decisions, resolutions, bylaws and other rules of the Committees to the contrary notwithstanding.