

MT. LEBANON DEMOCRATIC COMMITTEE BY-LAWS

PREAMBLE

We believe in the principles of the Democratic Party on the national, state and local levels. We believe that the successful furthering of these principles demands an active party organization in every community. We believe that such an active organization can only exist if it is representative of all the Democratic voters in such communities, and responsive to the will of the majority of those voters. In consonance with these beliefs, we adopt these By-Laws to be the guiding instrument for such an organization in Mt. Lebanon, Pennsylvania.

ARTICLE 1

NAME

The name of the organization shall be the Mt. Lebanon Democratic Committee.

ARTICLE II

PURPOSES

The purpose of the organization shall be:

- 1) To provide an active Democratic organization in Mt. Lebanon, Pennsylvania;
- 2) To promote the basic principles of the Democratic Party on the national, state and local levels;
- 3) To encourage the participation of all Democrats in the affairs of their Party;
- 4) To seek and support candidates for public and Party office of ability and integrity who are dedicated to public service, to promote measures designed to serve all the people, and to encourage the appointment of qualified public officials and employees;
- 5) To further the interest and participation of all citizens in the political and civic affairs of our community; and
- 6) To administer the affairs of the Party in Mt. Lebanon, and promote measures for harmony, efficiency and the success of the Mt. Lebanon Democratic Party.

ARTICLE III

MEMBERSHIP

1. This organization shall be composed of all members of the Mt. Lebanon Democratic Committee, either elected at the spring primary election held each even numbered year, or thereafter appointed as provided for by law to fill vacancies caused by death, resignation, removal, or otherwise for unexpired terms on such Committee. The

number of members of the Mt. Lebanon Democratic Committee shall be as provided for the Pennsylvania Election Code.

2. No test of membership in, nor any oaths of loyalty to, the Democratic Party shall be required or used that have the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, sex, or national origin. The Democratic Party, on all levels, shall support the broadest possible registration without discrimination on grounds of race, color, creed, sex, or national origin.

ARTICLE IV

OFFICERS AND WARD CHAIRPERSONS

Section 1: The officers of the Committee shall be a Chairperson, one Vice-Chairperson, Secretary and Treasurer. The Chairperson and the Vice-Chairperson, who shall not be of the same sex, and the Secretary shall be elected by a majority of the members of the Committee present at the first Committee meeting following the election of the Allegheny County Democratic Chairperson. The Treasurer shall be appointed by the Chairperson.

Section 2: there shall also be five Ward Chairpersons of the Organization, who shall be members of the Committee and shall be elected at the same time as and serve terms concurrent with the Committee Officers. There shall be a Ward Chairperson for each Ward elected by the members of the Committee from that Ward or, in case of a vacancy, appointed by the Chairperson.

Section 3: The Chairperson, Vice- Chairperson, Secretary, Treasurer, and Ward Chairpersons, shall constitute the Executive Committee of the Organization, and shall hold office for a term concurrent with that to which each has been elected or appointed pursuant to Article III (1) or (2) hereof. Each member of the Executive Committee shall be entitled to one vote to be exercised personally at meetings of the Executive Committee. At least two-thirds of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4: The Chairperson shall preside at all meetings of the Committee and shall be ex-officio a member of all Committees. He/she shall appoint all other Committees (unless other provisions are herein made) and shall discharge the duties imposed upon him/her by these By-Laws and the Pennsylvania Election Code.

Section 5: The Vice-Chairperson shall preside at meetings of the Committee in the absence of the Chairperson and in his/her absence, perform all duties devolving upon the Chairperson of the Committee.

Section 6: The Secretary shall notify the members through the mails of the time and place of all meetings, keep a true record of the proceedings of the meetings with a roll of the

members, and their respective addresses. The Secretary shall also be the custodian of all books, papers, and other property of the Committee.

Section 7: The Treasurer shall receive and hold in trust all funds of the Committee and when in funds honor all authorized drafts made by the Executive Committee or by the Chairperson of the Committee, and shall have the power to collect monies that shall be contributed or received by the Committee. He/she shall keep a complete and accurate account of the finances of the Committee in books which shall be the property of the Organization, and which shall be open for inspection at any time by the other officers and Executive Committee. His/her accounts may be audited at any time by request of the Executive Committee, and in any event within 30 days following the appointment and qualification of a new Treasurer. All checks shall be signed by both the Treasurer and the Chairperson.

ARTICLE V

ORGANIZATION AND MEETINGS

Section 1: All meetings shall be held at the call of the Chairperson.

Section 2: Twenty-five percent of the members of the Committee shall constitute a quorum for the transaction of business, and all matters before the Committee shall be decided by a majority vote of those present and voting, unless otherwise provided for by these By-Laws.

Section 3: At least 72 hours (postmarked) mailed notice of every meeting must be given to each member of the Committee, except when an emergency is declared by the Chairperson. It shall be the duty of each member to deliver to the Secretary the address to which he/she desires his/her official communications to be forwarded. The Secretary shall prepare an agenda for each meeting which shall consist of all items of business directed to be placed thereon by the Chairperson or the Executive Committee and such additional items of business as any member shall request by written petition submitted to the Secretary at least 7 (seven) days prior to the meeting. Items of business not on the Secretary's agenda may not be acted upon at a meeting without consent of two-thirds of the members present provided there is quorum. The meetings of the Committee or any part thereof may be held in executive sessions upon request of a majority of the Committee members present.

Section 4: At the meeting of the Mt. Lebanon Democratic Committee to be held at the time provided for the election of officers thereof, as set forth in Article IV (1) herein, the Committee shall be called to order by the Chairperson of the outgoing Committee, who shall act until the certified roll shall be called and the temporary Chairperson is chosen. In the absence of the Chairperson, the Vice-Chairperson, the Secretary, or the Treasurer of the outgoing Committee shall preside in the order named. The following shall be the order of business at this meeting:

1. Call of the certified roll
2. Election of temporary Chairperson
3. Election of Officers and Ward Chairpersons
4. Adjournment

Section 5: The order of business at all other meetings, which shall ordinarily be held monthly and in any event no less frequently than bimonthly except as otherwise agreed to by vote of the Committee, shall be as follows:

1. Roll call
2. Reading of the minutes of preceding meeting.
3. Treasurer's report
4. Report of standing committees
5. Report of special committees
6. Communications
7. Unfinished business
8. New business
9. Miscellaneous

Section 6: All resolutions shall be reduced to writing and signed by the member offering same on request of the presiding officer or any member of the Committee.

Section 7: Parliamentary procedure shall be governed by *Robert's Rules of Order*, in the absence of any contrary provisions in these By-Laws.

Section 8: The Chairperson shall call a special meeting of the Committee upon no less than 10 (ten) days notice upon written request of at least 10 (ten) members thereof.

Section 9: The Executive Committee shall direct and supervise the policies, management, and procedures of the Committee, and in pursuance of these functions may make such rules and regulations not inconsistent with law or these By-Laws as it shall deem necessary and proper. The Executive Committee shall be generally responsible for the administration of the Committee between meetings thereof.

ARTICLE VI

COMMITTEES

The Chairperson with the advice of the Executive Committee shall have the power to appoint all Committees, and may establish standing committees for Budget and Finance, Endorsement, Judicial Endorsement, Nomination, Publicity, Campaign(s), Programs, Fund Raising, Public Concerns, Legislation, County Democratic Party Liaison, and such other Committees as the Chairperson, the Executive Committee and the Committee membership shall deem appropriate. The Committee, through its standing committees, may hold public hearing on problems of interest to the public and/or Democratic Party, and may issue public reports and statements relevant to these problems.

ARTICLE VII

CANDIDATES FOR PUBLIC AND PARTY OFFICE

Section 1: Endorsement of Candidates in Primary Elections. Endorsement of candidates for election to party office or for nomination as the Democratic candidate for public office where such office is to be voted upon in a forthcoming primary election in Mt. Lebanon, or in a larger political subdivision which includes all or part of Mt. Lebanon, may be proposed by the Endorsement Committee or by a written petition signed by twenty-five percent of the membership entitled to vote pursuant to Article III, Section 1 hereof, and submitted to the Secretary. Such proposal shall be included in the notice of next meeting. All candidates proposed for endorsement by the Endorsement Committee shall be reported to the full Committee. All candidates proposed for such office, after consideration by the Committee at such meeting, then shall be voted upon by secret ballot by the members entitled to vote pursuant to Article III, Section 2 hereof. The Candidate who obtains a majority of the votes cast shall receive the endorsement of the Committee. The provisions of the Section shall not apply to candidate for election as members of the Committee.

Section 2: Members Entitled to Vote. All Committee members shall be entitled to vote on the endorsement of candidates in primary elections, except that on voting for an official whose district does not encompass all Mt. Lebanon Wards, the member must be registered to vote in one of the Wards from which the official is to be elected.

Section 3: Limitation on Use of Committee Name. No person whether a member of the Committee or not shall use the name of the Committee in any way which may indicate official sanction by the Committee of any statement or action or in any way which may indicate support by the Committee of any candidate without prior authorization by the Executive Committee, or by the prior affirmative vote of the membership of the Committee. The circulation of nominating petitions shall not be deemed to violate this Section.

ARTICLE VIII

PARTICIPATION IN COMMITTEE ACTIVITIES

All members are urged and encouraged to lend their financial support to the Committee. Committee members are also encouraged to participate actively in the work of the Committee, including attendance at regularly noticed meetings. If a Committee member fails to attend four (4) consecutive, regularly scheduled Committee meetings, the Secretary shall notify the Chairperson. The Chairperson or a member of the Executive Committee shall contact the individual to determine his/her interest in continuing to serve on the Committee and inform him/her of this provision of the By-Laws. If the Committee member indicates a lack of interest in continuing to hold office, the member will be encouraged to submit a letter of resignation to the Democratic Party of Allegheny

County. If a letter of resignation is submitted, the Chairperson may recommend to the Chairperson of the Democratic Party of Allegheny County another qualified person to be appointed for the remainder of the unexpired term.

ARTICLE IX

AMENDMENTS

Amendments to these By-Laws may be proposed by the Executive Committee or by written petition signed by fifteen (15) members and submitted to the Secretary. To become effective any amendment so proposed must be approved and adopted thereafter by two-thirds of the members present at a single meeting of the Committee. The substance of the change to be effected by such proposed amendments must be included in the notice of the meeting.

We hereby certify that the foregoing By-Laws were duly adopted by the Mt. Lebanon Democratic Committee at a meeting of said Committee duly called and held on the 11th day of March 2001 at the Mt. Lebanon Municipal Building, Mt. Lebanon, Pennsylvania, as the By-Laws to govern said Committee.

Robert Johnson, Chairperson
Mt. Lebanon Democratic Committee

G. Clinton Kelley, Secretary
Mt. Lebanon Democratic Committee