

RULES OF THE DEMOCRATIC PARTY OF LEHIGH COUNTY

RULE I - OFFICERS

The organization of the Democratic Party of Lehigh County shall consist of the following, to wit:

- (1) A COUNTY COMMITTEE, consisting of the members of the State Committee from Lehigh County and of two committeepersons from each election district in the County of Lehigh, who shall be duly registered and enrolled Democratic voters of such election district and who shall be elected at the Spring Primary in every Gubernatorial election year for a term of four years and who shall hold office for the term of four years commencing the date of the County Reorganization Meeting. The County Committee shall be known as the Lehigh County Democratic Committee.
- (2) A CHAIRPERSON, AND A VICE CHAIRPERSON of the opposite sex, of the County Committee, to be elected for the term of four (4) years by a majority vote of the representatives of the Districts in the County voting at the meeting, at the County seat, for the purpose of organization, not later than the fourth Wednesday following the Spring Primary Election in even numbered years coinciding with the gubernatorial election.
- (3) A SECOND VICE CHAIRPERSON, to be elected in like manner as the County Chairperson is elected. The Second Vice Chairperson shall be of the opposite sex of the Vice Chairperson.
- (4) A SECRETARY, to be elected in like manner as the County Chairperson is elected.
- (5) A TREASURER, to be elected in like manner as the County Chairperson is elected, and whose duty it shall be to keep records of all receipts and disbursements, to properly account for all monies received from any officer, member or representative of the County Committee or from any other source whatsoever and to deposit all funds so received in a banking institution within Lehigh County. Said funds are to be disbursed only with the signature of one County Committee officer for amounts under \$100.00 and the signature of two County Committee officers for amounts of \$100 or more. The Treasurer will read the financial report at every quarterly County Committee meeting and will submit his or her books for audit by any persons appointed by the Executive Committee for such purpose. The Treasurer will complete all necessary financial reports. Upon the expiration of his or her term of office, the Treasurer will forthwith deliver all funds and County Committee property and records to his or her lawful successor.
- (6) The Chairperson, and the Vice Chairperson, the second Vice Chairperson, the Secretary, the Treasurer and all other officers, clerks or secretaries shall be chosen from the members of the Democratic Party of Lehigh County and may or may not be members of the County Committee, and unless otherwise provided by these Rules, may be either men or women.
- (7) The County Chairperson shall have the right to appoint an Advisory Committee and/or any other committees which he/she deems necessary to aid him/her in the performance of his or her duties.

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(8) Any member of the Democratic Party desiring to run for any office of the County Committee, with the exception of the Executive Committee, may notify the County Chairperson or the duly appointed Board of Election in writing of his or her intent no later than the second Wednesday after the Primary, so that his or her name can be entered on the Ballot.

The Ballot must provide blank space so that additional names can be written in to provide for any Candidate who may be nominated from the floor at the time of the Reorganization Meeting.

RULE II - COUNTY COMMITTEE

Section I. The representatives of the County Committee shall be the authoritative body of the Democratic Party in Lehigh County and in all matters of Party management not specifically covered by law or by these Rules, it shall have full power and authority to act for the Democratic Party of Lehigh County and may delegate such power and authority to committees or to representative Democratic voters of the County. In addition to the Reorganization Meeting, the County Committee shall meet quarterly and shall receive five (5) days' written or printed notice given them by the Chairperson or, in his or her absence, the Vice Chairperson, and may meet from time to time at the call of the County Chairperson or, in his or her absence, the Vice Chairperson, for any purpose, upon five (5) days' written or printed notice given the County Committee by the Chairperson or, in his or her absence, the Vice Chairperson.

The Committee shall be called together by the County Committee at the request of any fifteen members, but such call shall always state the object thereof or the business to be transacted and no other business than that specified in the call shall be transacted or considered at that meeting and at such meeting a majority of all the members of the Committee shall constitute a quorum.

Section 2. The County Chairperson and, in his or her absence, the Vice Chairperson, shall preside at all the meetings of the County Committee and in the absence of the Chairperson and the Vice Chairperson, the second Vice Chairperson shall preside. In the absence of those three officers, the members of the County Committee shall elect one of their own number to preside.

Section 3. Fifteen members of the County Committee shall constitute a quorum for the transaction of business, except as herein otherwise provided.

Section 4. The Secretary shall keep minutes of the proceedings, and minutes of prior meeting shall be read at each County Committee Meeting by the Secretary. Minutes shall be kept in a book provided for that purpose, which shall be turned over to his or her successor. The Secretary shall attend to such other duties as the Chairperson shall from time to time direct.

Section 5. In the case of a vacancy in the office of County Committeeperson from any election district of the County, caused by death, resignation, failure to elect at the Spring Primary Election or otherwise, the County Chairperson, upon the recommendation of the remaining Committeeperson of such election district, if any, shall appoint a qualified Democratic voter of said District to fill the vacancy of the unexpired term.

Section 6. Should any vacancy in the office of the Chairperson, Vice Chairperson, Second Vice Chairperson, Secretary, or Treasurer, by death, resignation, removal for cause, or otherwise, the same shall be filled at a special meeting of the County Committee called for that purpose. Any officer chosen at such meeting shall serve for the unexpired term of the office so vacated.

Section 7. Any member of the County Committee who is unable to attend, in person, a Meeting of the Committee, may vote by Absentee Ballot, providing that the reason given by the member requesting such Ballot is valid and acceptable to an Election Board appointed by the Executive Committee. The Ballot shall be duly signed by the member, notarized and in all other respects completed as may be required on said form, and returned to the Election Board prior to the start of the Meeting.

Section 8. The Meetings of the County Committee shall be conducted in accordance with the rules of procedure laid down in Robert's Rules of Order, Newly Revised.

RULE III -COUNTY EXECUTIVE COMMITTEE

Section I. The County Executive Committee shall consist of such persons who have been lawfully registered as members of the Democratic Party for three years and shall include the following: the Chairperson; the Vice Chairperson; the Second Vice Chairperson; the Secretary; the Treasurer; the members of the State Committee from Lehigh County; the District Leaders; three (3) members from each Lehigh County Commissioner District to be elected by the Committeepersons residing within the Commissioner District at the annual Committee Meeting or within fourteen (14) days thereafter, to be determined and appointed by the County Chairperson. Chairpersons or their designees of the active Democratic Clubs in Lehigh County shall also have a seat on the Executive Committee. All representatives serving on the Executive Committee shall all be residents of Lehigh County.

Five members of the Executive Committee shall constitute a quorum for the transaction of business, except as herein otherwise provided.

The officers of the County Committee shall serve as officers of the Executive Committee. The members of said Committee and the officers shall serve until their successors assume office. Said committee shall be elected quadrennial at and immediately after the organization of the County Committee. In the event of vacancies occurring, the County Chairperson shall, by appointment, fill such vacancies subject, nevertheless, to the provisions concerning membership as herein contained.

Records shall be kept of the proceedings of the Executive Committee by the Secretary thereof and during every year at least six (6) regular meetings shall be held, upon such schedule as may be adopted by the Committee.

Said Committee shall also have exclusive jurisdiction on all matters pertaining to patronage, concerning which said Committee shall recognize only such recommendations as may be made by the duly elected members of the County Committee in the various Districts throughout the County.

Section 2. The County Executive Committee shall at all times act in an advisory capacity to the County Chairperson and shall perform such other functions as may be conferred by these Rules or otherwise delegated to it by the County Committee.

Any special meetings of the Executive Committee may be called by the County Chairperson, or by a petition of one-third (1/3) of its members, by giving three (3) days' notice thereof and one-third (1/3) of its members attending such special meeting, or any regular meeting, shall constitute a quorum, but such call shall always state the object thereof or the business to be transacted, and no other business than that specified in the call shall be transacted at that meeting.

Section 3. The County Executive Committee shall appoint a Board of Election, consisting of three (3) people who are not members of the Executive Committee and are not candidates for election to any office, To conduct the Elections at the Reorganization Meeting.

The Election Board shall have the power to appoint additional committees and/or individuals to aid them in conducting and preparing for the Election.

RULE IV - VACANCIES

Section I. The County Executive Committee shall have power to fill all vacancies happening or existing on the Democratic ticket, by reason of death, withdrawal, failure to nominate at the Primary Election, calling of a special election or other cause, and which cannot be filled at a primary election under the law, and shall have authority to make and certify nomination.

RULE V - COUNTY MEETING

Section I. A County Meeting shall be held annually, either before or after the primary election, at a time and place to be fixed by the Executive Committee.

Section 2. All resolutions, rules and minutes of the County Meeting shall be retained by the Secretary.

RULE VI - AMENDMENTS

Section I. These rules may be amended at any meeting of the County Committee by the affirmative vote of the majority of the members present, provided written notice of such proposed amendments is mailed to all members of the County Committee at least ten (10) days previous to the meeting at which action is to be taken thereon.

Amended and approved 24 June 2003.