



Sussex County Democratic Party

Rules

Sussex County, Delaware

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Preamble

The Sussex County Democratic Party is, and always has been, the party of all people;

It is the belief of the Sussex County Democratic Party that this party should be open to all interested persons so as to allow for meaningful participation by all of its members;

The Sussex County Democratic Party values community involvement, improving lives, promoting the best candidates, keeping government responsive, and strengthening local organizations;

The Sussex County Democratic Party is open to all members regardless of race, gender, gender identification, age, color, national origin, religion, ethnic identity, sexual orientation, disability status, economic status, or philosophical persuasion;

The Sussex County Democratic Party is a Party that is open, inclusive, and transparent in its conduct of Party business;

The officers of the Sussex County Democratic Party lead with openness to all and encourage dialogue, discussion, and pride in our Democratic Party;

Any person regardless of race, gender, gender identification, age, color, national origin, religion, ethnic identity, sexual orientation, disability status, economic status, or philosophical persuasion, who is a registered Democrat may attend any Party meeting in accordance with applicable Party rules and statutes;

The Sussex County Democratic Party establishes in this document the rules that its members and Representative Districts shall follow when conducting the business of the Sussex County Democratic Party.

RULE 1. Purpose, Organization and Responsibilities

Note: All references to “days”, “weeks” and “months” herein refers to calendar days, weeks and months unless specifically defined differently.

Note: All references to “he/she”, “his/hers”, “him/her” herein refer to any person identifying using any of the dynamic and evolving terms that define gender identity.

1.1 Purpose.

1.1.1 These Rules are established to govern the organization of the Sussex County Democratic Party and to direct the Committee People and the officers of the Sussex County Democratic Party. More specifically, these Rules are intended to establish standards to direct Committee People representing the Delaware Representative Districts, the Sussex County Democratic Committee and the Executive Committee in electing their members and officers.

1.1.2 To the extent the Democratic Party Rules defer this governance to the subdivisions or are silent on a topic, these Rules shall exercise that right. To the extent the Rules of the Delaware Democratic Party direct governance, these Rules shall be subordinate and the Rules of the Delaware Democratic Party shall supersede Sussex County Democratic Party and Representative District Rules. This includes rules and guidance for the State Convention which can be found in the State Democratic Party’s Rules.

1.1.3 In the absence of any Rules, fairness and good faith should prevail.

1.2 Organization

1.2.1 The Sussex County Democratic Party (“SCDP”) is a subdivision of the Delaware Democratic Party. The SCDP is comprised of the Representative District (Districts or “RDs”) Democratic Parties in Sussex County, Delaware, as defined by the Delaware Democratic Party.

1.2.2 The SCDP consists of all the duly registered Democrats residing in Sussex County, Delaware.

1.2.3 The Sussex County Democratic Committee (“SCDC”) is comprised of all registered Democrats duly elected as Committee People in each of the Representative Districts in Sussex County, Delaware.

1.2.4 The Sussex County Democratic Committee Executive Committee (“EC”) shall consist of the officers of the SCDC and the chairs of each RD Democratic Committee.

1.2.5 The Officers of the SCDC are the Chair, two Vice Chairs (each of a different gender), Treasurer, Recording Secretary, Corresponding Secretary, and Member-at-Large. All SCDC Officers are equal voting members of the EC along with the chairs of each RD Democratic Committee.

- 1.2.6 A Parliamentarian of the SCDC shall be nominated by the Chair and confirmed by a majority vote of the EC.
- 1.2.7 The RD Committees shall consist of those Committee People and officers duly elected and organized from the established Delaware Representative Districts within Sussex County, Delaware as defined by the State.
- 1.2.8 Election Districts (“EDs”), are established by the State of Delaware Department of Elections. EDs are recognized as sub-districts of each RD and used by the RD Democratic Committees for the purpose of choosing Committee People and for organizing RD Democratic Committee activities, such as Get Out The Vote (“GOTV”) efforts.
- 1.2.9 The officers of each RD Democratic Committee in Sussex County shall be, at a minimum, the following: Chair, Vice Chair, Treasurer, and Secretary. All RD officers are equal voting members of their RD EC.
- A. The duties of RD officers shall be consistent with these Rules.
 - B. The Chair and other Officers of an RD must be residents of the RD.
 - C. If no resident of an RD is willing to serve as the RD Chair, the SCDC Chair may place a temporary RD Chair with a term of up to six months. The SCDC Chair may renew the temporary RD Chair for an additional six months if no resident of the RD is identified to serve as the RD Chair.
 - C.1 Any temporary officer placed by the SCDC Chair may only serve in the position up to a maximum of one year from the start of their initial term.
 - C.2 The role of a temporary RD Chair is to organize Democrats in the RD, hold a caucus to elect CPs and then elect RD Officers according to the rules herein.
- 1.2.10 Committee People or Committee Person (“CP”) are registered Democrats who are registered in, and reside in, the Delaware Sussex County RD of the Democratic Committee they want to join and who have been duly elected to represent the SCDP for a specific RD/ED.
- 1.2.11 Caucus, for the purpose of these Rules, shall be a gathering of registered Democrats in Sussex County, Delaware, by RD or the SCDC.
- A. The purpose of the RD Caucus is to choose the Committee People in each RD by a vote of the Democrat attendees as described in Rule 2.
 - B. The purpose of the SCDC Caucus is defined in Rule 2.
- 1.2.12 All Sussex County Democratic Party meetings shall be open to all Sussex County registered Democrats.
- A. For RD Committee meetings only elected Committee Persons in the RD holding the meeting can vote.
 - B. The Chair of the organization holding the meeting shall have the authority to declare a meeting closed to attendance by only elected members of the organization holding the meeting in order to discuss sensitive personnel matters.

- a. The Chair shall announce the closed meeting declaration at least three days prior to the meeting to all members in the organization holding the meeting.
- b. If the subject/person of the sensitive personnel discussion is to be present at the closed meeting, they may give their permission for the meeting to be made public by informing the Chair in writing or by email prior to the meeting, which the Chair of the meeting shall grant immediately and without hesitation.

1.3 Responsibility

1.3.1 Committee People

- A. CP are expected to attend local, county, and state Democratic Party functions.
- B. Each CP shall be responsible for being involved in their community, for promoting the Democratic Party and membership in the party, for communicating with elected officials, and for recruiting and advancing Democratic candidates and elected officials.
- C. A CP is expected to attend Committee meetings and shall attend a majority of the Committee meetings unless excused by the RD Chair. Each CP shall be responsible to notify their Chair and request an excusal when they will not be able to attend an RD Committee meeting or function.
- D. A CP shall be a member of, or participate in the activities of, at least one Standing Committee of their RD Committee.
- E. Each CP shall participate in suggesting candidates for RD Committee membership.

1.3.2 RD Committees

RD Democratic Committees shall be responsible for:

- A. Organizing their Districts;
- B. Promoting the activities of their RD Committee and CPs;
- C. Fostering their local organization's vitality;
- D. Supporting, including endorsing, helping campaign, and providing financial resources, to only Democratic candidates; and
- E. Participating in the SCDC and Delaware Democratic Party organizations.

1.3.3 Sussex County Committee

- A. Sussex County Democratic Committee
 - A.1 The SCDC shall be responsible for:
 - a. Supporting RDs;
 - b. Raising money;
 - c. Recruiting Democratic candidates;
 - d. Advancing Democratic candidates;
 - e. Supporting and communicating with elected officials; and

- f. Carrying out all business associated with a political party in order to promote the interests of Sussex County Democrats.
- A.2 The SCDC shall be the highest authority in the Sussex County Democratic Party organization.
- B. Sussex County Democratic Committee Executive Committee (“EC”)
 - B.1 The EC, whose members are defined in Rule 1.2.7, is responsible for carrying out the interests of the SCDC.
 - B.2 Each member of the EC shall regularly attend EC meetings and shall report to the rest of the EC on their activities related to their position on the EC.
 - B.3 The EC shall have authority to:
 - a. Form committees;
 - b. Set aside special funds;
 - c. Schedule meetings as determined by the SCDC Chair;
 - d. Issue press releases;
 - e. Recruit and promote candidates;
 - f. Elect replacement EC officers;
 - g. Provide guidance to the Member-At-Large position regarding direction on votes before the Delaware Democratic Party State Committee by way of a majority vote of the EC members present;
 - h. Other responsibilities and authority as described herein; and
 - i. Carry out all business in the interest of the Sussex County Democratic Party.
 - B.4 The members of the EC shall attend at least half of the meetings of the EC in a calendar year, notifying the Chair prior to missing any EC meeting. If the Chair is unable to attend an EC meeting, the Chair shall notify the First Vice Chair, obtaining their commitment to lead the meeting, and if not available shall notify the Second Vice Chair to lead the meeting, as described in Rule 1.1.3 D Vice Chairs.
- C. SCDC Chair
 - C.1 The Chair is the leader of the SCDC organization, and directs all its affairs and activities in accordance with the organization’s Rules.
 - C.2 The Chair presides at all meetings of the organization, including SCDC caucuses and elections, and sits ex-officio on all committees of the organization.
 - a. SCDC Chair shall confirm eligibility and vote totals for the election of all RD Committee CPs and RD officers using the results provided by the RD Chair. The SCDC Chair may delegate this responsibility to another EC officer in the following order: First Vice Chair, Second Vice Chair, then other officers.

- b. The SCDC Chair shall determine the date, time and location of all EC meetings.
 - c. The SCDC Chair shall have the authority to schedule a meeting of the SCDC as determined by the SCDC Chair or upon the majority vote of the SCDC EC, with the same notice requirements as defined for scheduling the SCDC Caucus in Rule 2.3.
- D. Vice Chairs
 - D.1 There shall be two Vice Chairs of the SCDC, each of a different gender. e.g., If the Chair is a female, the First Vice Chair shall not be female and the Second Vice Chair shall be a different gender than the First Vice Chair; if the Chair is a male, the First Vice Chair shall not be a male and the Second Vice Chair shall be a different gender than the First Vice Chair.
 - D.2 Each Vice Chair shall assist the Chair and perform tasks assigned by the Chair.
 - D.3 The First Vice Chair shall be the replacement for the Chair at SCDP meetings and Delaware Democratic Party meetings.
 - D.4 If the First Vice Chair is not available to replace the Chair at SCDP or Delaware Democratic Party meetings, the Second Vice Chair shall replace the Chair at the meeting.
- E. The Recording Secretary shall:
 - E.1 Prepare general minutes of the meetings of the SCDC including meetings of the EC;
 - E.2 Circulate the minutes of each meeting, including the EC meetings, to only EC members for comment and provide an updated copy for approval at the next EC meeting;
 - E.3 Following approval of the minutes:
 - a. Distribute the minutes to the members of the EC and post to the SCDC web site; and
 - b. Sussex County RD Chairs shall be permitted to share the EC meeting minutes with their CPs.
 - E.4 Be responsible for maintaining the files of the organization, including its financial records as prepared by the Treasurer and the Audit Committee.
- F. The Corresponding Secretary shall:
 - F.1 Be responsible for all the communications of the organization, including dissemination of meeting notices, agendas, press releases, and meeting minutes after approval by the EC, and any public notices required by these Rules; and
 - F.2 In the absence of the Recording Secretary, prepare the minutes of SCDC meetings, including meetings of the EC according to the description of responsibilities of the Recording Secretary.

- G. The Treasurer shall:
 - G.1 Be responsible for keeping accurate and timely records of the organization's finances and submitting the monthly reports in writing to the Recording Secretary for safekeeping;
 - G.2 File all financial reports on a timely basis with the Delaware Department of Elections as required by law; and
 - G.3 Support the Audit Committee in execution of its responsibilities.
- H. The Member-At-Large shall:
 - H.1 Regularly attend RD Committee meetings and regularly communicate with RD Chairs to understand the issues and topics of interest in an RD and report at each EC meeting on what s/he has learned;
 - H.2 Be responsible for representing the SCDC at Delaware Democratic Party State Committee meetings, promoting the best interests of Sussex County and shall report back to the EC on these meetings, discussions and the actions accomplished at these meetings; and
 - H.3 The Member-At-Large shall accept and implement guidance from the EC regarding votes on matters in front of the Delaware Democratic Party State Committee.
- I. Parliamentarian
 - I.1 The Parliamentarian rules on procedural matters at SCDC meetings and caucuses in accordance with, in the order listed here, these Rules and Robert's Rules of Order, as most recently revised.
 - I.2 If the Parliamentarian is not present, the First Vice Chair shall serve as the Parliamentarian. If the First Vice Chair is also not present, then the Second Vice Chair shall serve as the Parliamentarian. If neither are present or they are unable to provide a ruling, the related issue shall be tabled until the next meeting.
 - I.3 The Parliamentarian shall:
 - a. Be a registered Democrat living in Sussex County;
 - b. Serve the SCDC and EC but is not a voting member of the EC;
 - c. Attend meetings and caucuses as requested by the Chair; and
 - d. Not add interpretations to these rules beyond the rules as written.
- J. Response to Possible Conflict of Interest
 - J.1 In order to avoid a possible conflict of interest RD & SCDC officers shall recuse themselves from their officer position on the day that they register as a candidate as a Democrat for a partisan elected office. The applicable Chair may elect to temporarily appoint a replacement.
 - a. When a candidate becomes an elected official (defined as any Democrat elected in a partisan election at the city, county, state

- or federal level) they may not serve as a RD officer nor as a RD CP, though they may serve as a county or SCDC officer.
- b. When a candidate does not become an elected official, they may resume their former officer or CP position.
- J.2 In order to avoid a possible conflict of interest a CP, a RD officer or a SCDC officer shall recuse themselves when their organization is considering donating money to, or endorsing, or otherwise supporting a candidate for elected government office to whom they are related by marriage or blood.
- J.3 A CP, RD officer, SCDC officer or Democratic Party organization in Sussex County may not offer support, i.e., action or financial, in private or publicly, to a non-Democratic candidate.

RULE 2. Elections, Vacancies, Replacements, and Redistricting

2.1 Elections of Committee People.

2.1.1 Each RD Committee in the SCDP shall elect their CPs at a RD Caucus to be held by each RD Committee during the month of January or February following a presidential election (every four years).

- A. A RD Caucus shall be a gathering of registered Democrats residing in each RD to choose their Committee People.
- B. The RD Caucus:
 - B.1 Should be held within the RD for which CP are being elected, but may be held jointly with one or more RDs in Sussex County in which case the caucus shall be held in one of the RDs jointly conducting the caucus; and
 - B.2 A SCDP RD Caucus shall only be held inside Sussex County.
- C. The RD Committee shall notify:
 - C.1 Existing Committee People directly by mail or email;
 - C.2 Other registered Democrats in the RD by:
 - a. Issuing a press release to local newspapers;
 - b. Delivery of the press release via email;
 - c. Posting on social media; and
 - d. May include at least one or more local radio stations.
- D. All notifications shall be published at least ten, but not more than 30, days prior to the RD Caucus.
- E. The notices of the RD Caucus shall explain:
 - E.1 The date, start time, and location of the RD Caucus;
 - E.2 Only registered Democrats residing in the RD holding the RD Caucus are eligible to attend and participate;
 - E.3 No participants shall be admitted into the RD Caucus after a specified time; and

- E.4 An RD Committee meeting to elect Committee Officers shall follow immediately after the conclusion of the RD Caucus.
 - F. The existing Committee Secretary shall confirm the Democratic registrations and the RD and ED location of all RD Caucus attendees using the latest voter registration information reasonably available from the Delaware Department of Elections and with the assistance of the Delaware Democratic Party officials when available.
 - G. The existing RD Chair shall preside over the RD Caucus with the assistance from County and Delaware Democratic Party officials when available.
 - H. The existing RD Chair shall have the option of forming an Ad Hoc committee of up to five people to assist in the election process. At no time shall a member of this Ad Hoc committee assist in the recording of nominations or counting of votes for the ED in which they reside.
 - I. Nominations for a CP may be made by any person attending the caucus.
 - J. Only registered Democrats residing in Delaware for a period of one year prior to the date of the RD Caucus and residing in the RD at the time of the caucus may be nominated as a CP.
- 2.1.2 Each ED is entitled to three Committee People, who shall be elected at the RD Caucus.
- A. Prospective candidates shall identify themselves by name and ED of residence.
 - B. If there are exactly three candidates and if the gender diversity requirements are met for the three positions in an ED, those candidates may be elected as an uncontested slate via a majority voice vote of the caucus attendees.
 - C. If there are more than three candidates for the three positions in an ED, the Chair may ask if any of those candidates is willing to run for a position in an ED that does not have a full slate of three candidates.
 - D. If more than three candidates remain for the three positions in an ED, Committee Persons shall be elected individually. The male candidate and female candidate who receive the highest number of votes shall be elected. The third position shall be filled by the candidate, regardless of gender, who receives the highest number of votes from the remaining pool of candidates.
- 2.1.3 Each RD shall take steps to ensure that each Committee Person resides in the ED they represent and shall only elect a Committee Person that resides outside the ED, but within that RD, when no ED resident is available for the committee position in that ED.
- 2.1.4 The results shall be recorded, reported to the Committee and to the SCDC Chair within 30 days of the election, and kept for at least six months by each RD.

2.1.5 Committee People shall be elected for a term of four years at the RD Caucus elections held in the month of January or February following the presidential elections and ending at the next RD Caucus.

2.2 Election of RD Officers.

2.2.1 RD Committees shall elect their officers at an RD Committee meeting that shall be held immediately following the RD Committee Caucus.

2.2.2 The existing RD Chair oversees the election of a new Chair. The new Chair oversees the election of the remaining Officers.

2.2.3 Nominations for RD Officers may only come from one of the newly elected CPs.

2.2.4 A candidate for RD officer must be a CP in that RD.

2.2.5 The candidate who receives the most votes, in each position to be elected, from all Committee People, shall be elected.

2.2.6 The names of the duly elected RD Officers shall be sent to the SCDC Chair within 30 days of the election.

2.2.7 The vote count for the election of the RD Committee Chair and each officer shall be sent to the SCDC Chair, at the time the officer name(s) are sent, for review.

2.2.8 RD Officers are elected for a term of four years that ends at the start of the next RD Caucus.

2.3 Election of SCDC Officers.

2.3.1 All members of the SCDC shall be invited to elect the SCDC Chair and all SCDC Officers at a SCDC Caucus.

2.3.2 The SCDC Caucus to elect the SCDC Officers shall be held in March following each presidential election, in conjunction with the monthly EC meeting.

2.3.3 The SCDC EC shall notify existing SCDC members directly by mail or email;

2.3.4 All notifications shall be sent at least ten, but not more than 30, days prior to the SCDC Caucus.

2.3.5 The notice of the SCDC Caucus shall explain:

A. The date, start time, and location of the SCDC Caucus;

B. Only current SCDC members are eligible to attend and participate; and

C. No participants shall be admitted into the SCDC Caucus after a specified time.

2.3.6 The existing SCDC Chair shall oversee the election of a new Chair. The new Chair shall oversee the election of the remaining Officers.

2.3.7 Nominations for SCDC Officers may only come from one of the current members of the SCDC (i.e., the CPs of the RDs located in Sussex County Delaware).

2.3.8 Each officer who receives the most votes from all CP attending the meeting shall be elected.

- 2.3.9 The names of the duly elected Officers shall be sent to the Chair of the Delaware Democratic Party within 30 days of the election.
 - 2.3.10 The SCDC Officers shall serve a four-year term, until the SCDC Caucus meeting in March following the presidential election, as defined above.
 - 2.3.11 SCDC Officers must be a resident of Sussex County and meet the qualifications of a CP.
- 2.4 Vacancies of Committee People, RD Officers and SCDC officers.
- 2.4.1 In the event a Committee Person's position is relinquished for any reason whatsoever, the RD may nominate and elect a new CP who meets the same CP eligibility criteria as defined herein. Such CP shall be elected who receives the most votes from the existing CPs. This procedure may be followed by the RD Committees at any time to fill vacancies, notwithstanding, however, the requirements for a caucus under Rules 1.2 and 2 herein. Any change in CP shall be sent to the SCDC Chair within 30 days of the change.
 - 2.4.2 In the event a SCDC officer's position, other than the Chair, is relinquished for any reason whatsoever, the Chair shall send notification to the SCDC members and the Delaware Democratic Committee within five days providing notice of the vacancy and the plan and/or process for replacing the SCDC officer.
 - 2.4.3 In the event the Chair relinquishes their position, the First Vice Chair shall send the notification to the SCDC members and the Delaware Democratic Committee within five days providing notice of the vacancy and the plan and/or process for replacing the Chair.
 - A. If the Chair relinquishes his or her position or is unable or unwilling to perform the activities/responsibilities assigned to the Chair and complete his or her term of office:
 - A.1 The First Vice Chair shall succeed to the office of Chair automatically, without a vote, and shall serve the remainder of the term of the Chair;
 - A.2 If the First Vice Chair is not available to assume the duties of the Chair, then the Second Vice Chair shall assume the duties of the Chair automatically, without a vote;
 - A.3 If neither of the Vice Chairs are able or willing to fulfill the responsibilities of the Chair, the EC shall elect a new Chair to complete the term of the Chair at the next meeting of the EC; and
 - A.4 When a Vice Chair steps in to complete the term of the Chair the applicable Vice Chair position shall be replaced per Rule 2.4.
 - B. For a vacancy of an SCDC officer other than the Chair:
 - B.1 The notice of the plan and/or process for filling the opening shall include a notice to hold an election for replacing the officer at the next meeting of the EC;

- B.2 The notice to hold an election of a new officer shall be issued at least 10 days prior to the applicable EC meeting, even if to be conducted at the next regularly scheduled EC meeting.
 - B.3 The elected replacement SCDC officer shall serve for the remainder of the term.
- 2.4.4 When a SCDC or RD officer or CP relinquishes a position, they shall not vote for the replacement.
- 2.5 Removing Committee People.
 - 2.5.1 When a Committee Person is suspected to be not fulfilling their responsibilities, the applicable RD Chair shall talk to the person, reviewing the rules & responsibilities with them and try to resolve the matter.
 - 2.5.2 If the RD Chair cannot resolve the matter with the CP the Chair shall refer the matter to the full RD Committee to determine if the CP is not fulfilling his or her responsibilities by a majority vote of the RD Committee in attendance.
 - 2.5.3 After an RD Committee determines a CP is not fulfilling his/her responsibilities, the RD Committee Chair shall send a notice to the CP informing him/her of the RD's concern and intent to consider their status and possibly vote to replace him/her:
 - A. The notice shall inform the CP that they may respond at the next RD meeting; and
 - B. Following the CP responding to the RD Committee, if they decide to do so, another vote at the RD Committee meeting where the CP has the opportunity to respond, shall be held to replace the CP and shall require a total of two-thirds votes of the quantity of the full RD Committee (i.e., approval of the action requires a positive vote quantity totaling two-thirds of the number of the full RD Committee Persons).
 - 2.5.4 In this Rule the term "not fulfilling his/her responsibilities" shall include, but not be limited to:
 - A. Failure to attend monthly RD meetings (unexcused);
 - B. Failure to follow responsibilities as defined under State, County and RD Rules;
 - C. Failure to maintain confidentiality of voter information and records;
 - D. Failure to report to SCDC Chair any criminal action as defined by Delaware Code, excluding minor motor vehicle violations; and
 - E. While serving as a CP, s/he may not endorse or provide any support of any kind to a non-Democratic candidate publicly (verbally or in writing), privately, or financially, as described earlier.
 - F. Note:
 - F.1 For whom a CP votes is up to each CP and is not a matter for review by the SCDP or its subordinate organizations;

- F.2 It does not matter if there is a Democratic candidate for an elected position or not, these restrictions apply to CPs and SCDC officers; and
- F.3 These restrictions do not apply to the families and relatives of CPs and SCDC officers.

2.6 Removing SCDC Officers

- 2.6.1 When a SCDC officer is suspected to be not fulfilling their responsibilities, the SCDC Chair shall talk to the person, reviewing the rules & responsibilities with them and try to resolve the matter.
- 2.6.2 If the Chair cannot resolve the matter with the officer, the Chair shall refer the matter to the SCDC EC to determine if the officer is not fulfilling his or her responsibilities by a majority vote of the committee in attendance.
- 2.6.3 After the EC determines a SCDC officer is not fulfilling his/her responsibilities, the Chair shall send a written or email notice to the officer informing him/her of the EC's concern and intent to consider their status and possibly vote to replace him/her. The notice shall inform the officer that they may respond at the next EC meeting, giving the date and time;
- 2.6.4 Following the officer responding to the EC, if they choose to do so, then the EC shall hold a vote to replace the officer which shall require a total of two-thirds votes of the quantity of the full EC (i.e., approval of the action requires a vote quantity totaling two-thirds of the number of full Executive Committee members).
- 2.6.5 In this Rule the term "not fulfilling his/her responsibilities" shall include, but not be limited to:
 - A. Failure to attend monthly SCDC Executive Committee meetings (unexcused);
 - B. Failure to follow responsibilities as defined under State, County, and SCDC Rules;
 - C. Failure to maintain confidentiality of voter information and records;
 - D. Failure to report to the SCDC Chair any criminal action as defined by Delaware Code, excluding minor motor vehicle violations; and
 - E. While serving as an SCDC officer, s/he may not endorse or provide any support of any kind to a non-Democratic candidate publicly (verbally or in writing), privately, or financially, as described earlier.
 - F. Note:
 - F.1 For whom a SCDC officer votes is up to each officer and is not a matter for review by the SCDP or its subordinate organizations;
 - F.2 It does not matter if there is a Democratic candidate for an elected position or not, these restrictions apply to CPs and SCDC officers; and
 - F.3 These restrictions do not apply to the families and relatives of CPs and SCDC officers.

2.7 Redistricting

- 2.7.1 Every ten years, the geographical bounds of each RD may change based on census data. If the boundary of a RD, or one or more of the EDs within a RD, changes or a new RD is created, the RD shall hold a caucus to elect/re-elect Committee People, consistent with Rule 2.1, within 45 days of the new boundaries becoming effective.
- 2.7.2 Immediately following the caucus, the updated RD Committee shall elect/re-elect officers consistent with Rule 2.2.
 - A. If the Chair and Secretary from the previously defined RD are still located in the updated RD, they shall serve the rolls defined in Rules 2.1 and 2.2.
 - B. If the RD boundary is redefined in such a way that:
 - B.1 There is no RD Chair located in the updated RD, the SCDC Chair shall appoint a temporary RD Chair from among the registered Democrats in the updated RD to lead the RD Caucus until a new RD Chair is elected;
 - B.2 Two or more Chairs of the RDs as defined immediately prior to the redistricting, the Chairs of the prior RDs shall discuss and agree, by three weeks prior to the caucus, which Chair shall temporarily serve as the Chair of the updated RD until a new Chair is elected as defined in Rule 2.1. If the Chairs of the prior RDs cannot agree which of the prior Chairs shall temporarily serve as the Chair to fulfill the responsibilities defined in Rule 2.1 until a new Chair is elected consistent with Rule 2.1 by three weeks prior to the caucus, the SCDC Chair shall appoint a temporary RD Chair from among the registered Democrats in the updated RD, not necessarily from amongst the prior Chairs, to lead the RD Caucus until a new RD Chair is elected; and
 - B.3 If there is no RD Secretary located in the updated RD, the RD Chair shall designate one person from among the registered Democrats in the updated RD to serve as the RD Secretary until a new RD Secretary is elected according to Rule 2.2.
- 2.7.3 Once an RD has reorganized, the RD Chair shall send to the SCDC Chair and the Delaware Democratic Party a complete list of names, postal addresses, phone numbers, and email addresses of all Committee People organized by ED. In addition, the RD Chair shall identify each officer elected by the RD.
- 2.7.4 The SCDC Chair shall have authority to resolve disputes involving reorganization after redistricting. The Chair shall be guided by the SCDP's intent to use the redistricting as a time to encourage interest in our Democratic grassroots organization and foster new members.

RULE 3. Meetings, Quorums, Proxies, Voting, and Digital Voting

3.1 Meetings

- 3.1.1 All meetings of the organization shall be conducted in accordance with Robert's Rules of Order.
- 3.1.2 The organizational official designated to preside at the SCDC Caucus and any meetings convened to elect SCDC officers or to modify these Rules shall appoint a Parliamentarian to rule on procedural matters in accordance with Robert's Rules of Order as defined in Rule 1.3.3.I.1.
- 3.1.3 RDs shall meet at least monthly during at least nine months of the year. RDs should be prepared and are obligated to participate in the SCDC meetings.
- 3.1.4 Financial reports distributed during SCDC and RD meetings may only be retained by the officers. Copies of financial reports provided to other attendees shall be collected from them before they depart the meeting room. This is to help maintain the confidentiality of the Party's financial status.
- 3.1.5 At the discretion of the Chair of the organization holding the meeting, members of the SCDC and a RD may participate in official meetings by telephone or video conference and be considered present for all purposes.
- 3.1.6 The Chair of the organization holding the meeting has the authority to ask a person to leave any meeting for behavior that violates the rules or is disruptive. When this is done the Chair shall notify the next organizationally higher Chair of the occurrence within three days.

3.2 Quorum

- 3.2.1 A meeting of the SCDC, EC or RD shall require a quorum to be considered an Official Meeting.
- 3.2.2 A quorum for any Official Meeting of the SCDC, EC, or RD shall require the presence of no less than:
 - A. One-third of the members of the applicable SCDC, EC, or RD; and
 - B. A simple majority of the Officers for that organization.
- 3.2.3 Only a vote by the applicable organization at an Official Meeting shall be recognized by the SCDP according to these Rules.

3.3 Proxies.

- 3.3.1 Proxies shall not be allowed for:
 - A. Any votes of the SCDC, the EC, or an RD; nor
 - B. Any determination of a quorum at an SCDC, EC, or RD meeting.
- 3.3.2 Only members present at the Official Meeting of the applicable SCDC, EC, or RD shall be able to vote.

3.4 Voting

- 3.4.1 Unless another standard is provided by these rules, all matters shall be subject to a vote of a majority of the members present and voting.
- 3.4.2 For clarity, abstentions shall not count as “no” votes. (For example, in a committee with ten members, if eight are present at a meeting (and so a quorum is present), and five members vote, a measure would pass with a vote of three in favor and two opposed.)

3.5 Digital Voting

- 3.5.1 The SCDC EC may vote and approve adopting a secure, verifiable, remote digital voting mechanism.
- 3.5.2 The secure digital voting mechanism adopted by the SCDC EC may also be used for voting on all SCDC or SCDC EC matters. The RDs may adopt the same secure digital voting mechanism.

RULE 4. Annual Audit

- 4.1 The SCDC shall conduct an audit of the finances of the organization each year.
- 4.2 At the November EC meeting each year, the Chair shall appoint three Committee People who are not RD Chairs or the SCDC Chair or the Treasurer to serve as the Audit Committee, with one person selected by the SCDC Chair as Chair of the Audit Committee.
- 4.3 The Audit Committee shall conduct an audit of the organization’s financial records for the preceding year, with the assistance of the Treasurer.
- 4.4 The Chair of the Audit Committee shall report its findings at the February EC meeting. The audit does not need to be done by a paid professional.
- 4.5 The Audit Committee shall submit a written report to the Recording Secretary for inclusion in the organization’s official files and submission to the Delaware Democratic Party.

RULE 5. State Convention

Deleted

RULE 6. Grievances

- 6.1 If a registered Sussex County Democrat, Committee Person or officer has a dispute with the SCDP, RD, SCDC, or EC, s/he shall notify, in writing, the RD (from where the grievance originates), SCDC Chair or the EC within ten days of the knowledge of the occurrence of the event. If the Chair or EC receives such notice, they may direct the applicable RD to consider the matter. The notice of

dispute may be delivered via email if it includes a letter of complaint signed by the complainant.

- 6.2 For disputes received by the Chair or the EC, the Chair shall initially speak to the person submitting the complaint and try to resolve the matter. If the dispute involves the Chair, the First Vice Chair shall initially contact the aggrieved party and attempt to resolve the dispute.
- 6.3 If the Chair is unsuccessful, the EC shall formally consider and attempt to resolve the dispute.
- 6.4 If, after the RD, or RD Chair and/or EC has considered the matter and have submitted their findings, the aggrieved party may appeal the matter to the Chair of the SCDC. All appeals must be in writing and either sent by certified mail or via email to the Chair of the SCDC. In considering such an Appeal, the SCDC Chair shall appoint a five-member Ad Hoc Appeals Committee, consisting of five Committee People from different RDs, none of whom may reside in the aggrieved party's RD, and led by the Parliamentarian, or if not available, the First Vice Chair within two days of receipt of the appeal. The Appeals Committee shall notify the aggrieved party of a hearing date not more than 30 days from the date of the Appeal notice. The hearing will allow all interested parties to present witnesses and explain the charges. The Appeals Committee shall decide what is relevant and may take written information for the record. The Appeals Committee shall then make a written recommendation to the EC, which shall vote on final disposition at its next regularly held meeting. The EC shall notify the aggrieved party at least five calendar days prior to the EC vote on the matter.
- 6.5 Following each level of consideration, the aggrieved party shall receive a written response within seven calendar days with the results of the Appeal Committee consideration by the EC, being provided by the EC. These responses may be provided via email.

RULE 7. Amendments

These Rules may only be altered, suspended, amended, or replaced with a three-fourth's vote of the SCDC members present and voting.

This vote may occur at:

- a SCDC Caucus; or
- a meeting of the SCDC scheduled by the SCDC Chair, for this or other purposes, with the same notice requirements as defined for scheduling the SCDC Caucus in Rule 2.3.