



Sussex County Democratic Committee

Rules

Sussex County, Delaware

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Preamble

The Sussex County Democratic Committee, a subdivision of the Delaware Democratic Party, is and always has been, a committee that comprises all people;

It is a principle of the Sussex County Democratic Committee that it should be open to all interested persons in order to advance meaningful, representative, and productive participation of its various constituencies;

The Sussex County Democratic Committee values community involvement, focusing on improving lives, promoting the best candidates, ensuring a responsive and accountable government, and strengthening local organizations;

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

The Officers of the Sussex County Democratic Committee 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 Committee meeting in accordance with applicable Committee rules and statutes;

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

RULE 1. Purpose, Organization, and Responsibilities

Note: All references to “days”, “weeks”, and “months” herein refer 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 or using any of the dynamic and evolving terms that define gender identity.

1.1 Purpose

1.1.1 These Sussex County Democratic Committee (“SCDC”) Rules (“**Rules**”) are established to govern the organization of the SCDC and to direct the Committee People (“**CPs**”) and the Officers of the SCDC. More specifically, these Rules are intended to establish standards to direct CPs representing the SCDC, the Sussex County Representative Districts (individually, an “**RD**” and, collectively, “**RDs**”) and their respective Executive Committees (each, an “**EC**”) 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 SCDC Committee Rules and the RD Committee Rules. This includes rules and guidance for the State Convention which can be found in the Delaware 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 SCDC is a subdivision of the Delaware Democratic Party. The SCDC is comprised of the RD Democratic Committees.

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

1.2.3 The SCDC is comprised of all registered Democrats duly elected as CPs in each of the RDs.

1.2.4 The SCDC EC shall consist of the Officers of the SCDC and the chairs of each RD Democratic Committee (individually an “**RD Committee**” and, collectively, the “**RD Committees**”).

- 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 Committee.
- 1.2.6 A Parliamentarian of the SCDC shall be nominated by the Chair and confirmed by a majority vote of the SCDC EC.
- 1.2.7 The RD Committees shall consist of those CPs and officers duly elected and organized from the established RDs.
- 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 Committees for the purpose of choosing CPs and for organizing RD Committee activities, such as get out the vote (“GOTV”) efforts.
- 1.2.9 The officers of each RD 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 respective 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 registered to vote in 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 (1) 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 CPs or a Committee Person (“CP”) shall be registered Democrats who are registered in, and reside in, the Delaware Sussex County RD of the RD Committee they want to join, and who have been duly elected to represent the SCDC for a specific RD/ED.
- 1.2.11 A caucus (“Caucus”), for the purpose of these Rules, shall be a gathering of registered Democrats in Sussex County, Delaware, by an RD Democratic Committee or the SCDC.
- A. The purpose of the RD Caucus is to choose the CPs in each RD by a vote of the Democratic 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 Committee 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.
- A.1 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.2 The Chair shall announce the closed meeting declaration at least three (3) days prior to the meeting to all members in the organization holding the meeting.
- A.3 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 Person

- A. Each CP is expected to attend local, county, and Delaware 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 at least seventy-five percent (75%) of the committee meetings held unless excused by the RD Chair. Each CP shall be responsible for notifying 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 Democratic Committees

- A. RD Committees:
- A.1 Shall be responsible for:
- a. Organizing their RD;
- 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 Democratic 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. SCDC Executive Committee (“**SCDC EC**”)

- B.1 The SCDC 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 SCDC EC shall regularly attend EC meetings and shall report to the rest of the SCDC EC on their activities related to their position in the SCDC EC.

- B.3 The SCDC 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 SCDC EC officers;
 - g. Provide guidance to the Member-At-Large regarding direction on votes before the Delaware Democratic Party State Committee, by way of a majority vote of the SCDC 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 Committee.

- B.4 The members of the SCDC EC shall attend at least seventy-five percent (75%) of the meetings of the SCDC EC held in a calendar year. If a member of the SCDC EC will be unable to attend a meeting, the member is responsible for notifying the Chair prior to missing any SCDC EC meeting. If the Chair is unable to attend an SCDC EC meeting, the Chair shall notify the First Vice Chair, obtaining their commitment to lead the meeting, and if he/she is not available, the Chair shall notify the Second Vice Chair to lead the meeting, as described in Rule 1.1.3 D.3 and D.4 relating to Vice Chairs.

C. SCDC Chair

- C.1 The Chair is the leader of the SCDC organization, and directs all of its affairs and activities in accordance with the SCDC’s Rules.

- C.2 The Chair presides at all meetings of the SCDC including SCDC caucuses and elections, and sits *ex-officio* on all committees of the SCDC.
 - a. The SCDC Chair shall confirm eligibility and vote totals for the election of all RD Committee CPs and RD Committee officers using the results provided by the RD Committee Chair. The SCDC Chair may delegate this responsibility to another SCDC 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 SCDC EC meetings.
 - c. The SCDC Chair shall have the authority to schedule a meeting of the SCDC as determined by the SCDC Chair in his/her sole discretion or upon the majority vote of the SCDC EC, with the same notice requirements as defined for scheduling the SCDC Caucus in Rule 2.3.3 through 2.3.5, inclusive.
- 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 a 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 any meetings of the SCDC, the SCDC EC, and the Delaware Democratic Party.
 - D.4 If the First Vice Chair is not available to replace the Chair at any such meetings of the SCDC, the SCDC EC, or the Delaware Democratic Party, the Second Vice Chair shall replace the Chair at such meetings.
- E. The Recording Secretary shall:
 - E.1 Prepare general minutes of the meetings of the SCDC including meetings of the SCDC EC;
 - E.2 Circulate the minutes of each meeting, including the SCDC EC meetings, to only SCDC EC members for comment and provide an updated copy for approval at the next regular meeting of the SCDC EC;
 - E.3 Following approval of the minutes:
 - a. Distribute the minutes to the members of the SCDC EC and post to the SCDC web site; and
 - b. Sussex County RD Committee Chairs ("**RD Chair**") shall be permitted to share the SCDC EC meeting minutes with their respective CPs.

- E.4 Be responsible for maintaining the files of the SCDC, including, but not limited to, 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 SCDC, including but not limited to, dissemination of meeting notices, agendas, press releases, meeting minutes after approval by the SCDC EC, and any public notices required by these Rules or the Rules of the Delaware Democratic Party; and
- G. In the absence of the Recording Secretary, the Corresponding Secretary shall prepare the minutes of SCDC meetings, including meetings of the SCDC EC, according to the description of responsibilities of the Recording Secretary.
- H. The Treasurer shall:
 - H.1 Be responsible for keeping accurate and timely records of the SCDC's finances, and submitting the monthly financial reports in writing to the Recording Secretary for safekeeping;
 - H.2 File all financial reports on a timely basis with the Delaware Department of Elections as required by law;
 - H.3 Comply with the requirements of any policies and procedures adopted by the SCDC for the management of the funds of the SCDC or any subdivision thereof; and
 - H.4 Support the Audit Committee in executing its responsibilities.
- I. The Member-At-Large shall:
 - I.1 Attend RD Committee meetings as determined necessary by the RD Chair and the Member-At-Large from time to time, regularly communicate with RD Chairs to understand the issues and topics of interest in an RD, and report at each SCDC EC meeting on what she/he has learned;
 - I.2 Be responsible for representing the SCDC at the Delaware Democratic Party State Committee meetings, promoting the best interests of Sussex County, and shall report back to the SCDC EC on these meetings, discussions, and the actions accomplished at these meetings.
- J. Parliamentarian
 - J.1 The Parliamentarian rules on procedural matters at SCDC meetings and caucuses in accordance with, the Charter and Bylaws of the Democratic National Committee, the Rules of the Delaware Democratic Party, these Rules, and Robert's Rules of Order, latest edition ("**Robert's Rules**").
 - J.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.

- J.3 The Parliamentarian shall:
 - a. Be a Democrat registered to vote in Sussex County;
 - b. Serve the SCDC and SCDC EC but who shall not be a voting member of the SCDC EC;
 - c. Attend meetings and caucuses as requested by the Chair; and
 - d. Not add interpretations of these Rules beyond the Rules as written unless any such Rule is reasonably determined to be ambiguous (e.g., subject to more than one interpretation) and/or is not susceptible of being clearly understood.
- K. Response to Possible Conflict of Interest
 - K.1 In order to avoid a possible conflict of interest, Officers of the SCDC or officers of an RD Committee 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 an RD officer nor as an 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.
 - K.2 In order to avoid a possible conflict of interest, a CP, an RD Officer or an SCDC Officer shall recuse themselves when their organization is considering donating money to, endorsing, or otherwise supporting, a candidate for elected government office who is a spouse, offspring, sibling, aunt, uncle, cousin, or grandparent.
 - K.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 SCDC shall elect their CPs at an RD Caucus to be held by each RD Committee during the month of January or February following a presidential election (i.e., every four years).
 - A. An RD Caucus shall be a gathering of persons registered as Democrats and residing in their respective RD to choose their CPs.
 - B. The RD Caucus:
 - B.1 Should be held within the RD for which CPs 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 An SCDC RD Caucus shall only be held inside Sussex County.
 - C. The RD Committee shall notify:
 - C.1 Existing CPs directly by mail or email;
 - C.2 Other registered Democrats in the RD by:
 - a. Issuing a press release to local newspapers; or
 - b. Delivery of the press release via email; and
 - 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 (10), but not more than thirty (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 RD Committee Officers shall follow immediately after the conclusion of the RD Caucus.
 - F. The existing RD Committee Secretary shall confirm the Democratic registrations as well as 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 Delaware Democratic Party officials when available.
 - G. The existing RD Chair shall preside over the RD Caucus with 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 (5) 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 the 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 (1) year prior to the date of the RD Caucus, and residing and registered in the applicable RD at the time of the RD Caucus, may be nominated as a CP.
- 2.1.2 Each ED is entitled to three (3) CPs 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 (3) 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 RD Caucus attendees.
 - C. If there are more than three (3) candidates for the three (3) positions in

an ED, the RD 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 (3) candidates.

- D. If more than three (3) candidates remain for the three (3) positions in an ED, CPs 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 Committee shall take steps to ensure that each CP resides in the ED they represent and shall only elect a CP 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 RD Committee, and submitted to the SCDC Chair within thirty (30) days of the election, and kept for at least six months by each RD Committee.

2.2 CPs shall be elected for a term of four (4) years at the RD Caucus elections held in the month of January or February following the respective presidential election, and ending at the next RD Caucus.

2.3 Election of RD Officers.

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

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

2.3.3 Nominations for RD Officers may only come from one (1) of the newly elected CPs.

2.3.4 A candidate for RD Officer must be a CP in that RD.

2.3.5 The candidate who receives the most votes, in each position to be elected, from all CPs in attendance, shall be elected.

2.3.6 The names of the duly elected RD Officers shall be sent to the SCDC Chair within thirty (30) days of the election.

2.3.7 The vote counts for the election of the RD Chair and each Officer shall be sent to the SCDC Chair at the time the Officer name(s) are sent, for review.

2.3.8 RD Officers are elected for a term of four (4) years that ends at the start of the next RD Caucus.

2.4 *Election of SCDC Officers*

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

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

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

2.4.4 All notifications shall be sent at least ten (10), but not more than thirty (30), days prior to the SCDC Caucus.

2.4.5 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.

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

2.4.7 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).

2.4.8 Each candidate for an office who receives the most votes for that office from all CPs attending the meeting shall be elected.

2.4.9 The names of the duly elected Officers shall be sent to the Chair of the Delaware Democratic Party within thirty (30) days of the election.

2.4.10 The SCDC Officers shall serve a four-year term, until the SCDC Caucus meeting in March following the presidential election, as set forth above.

2.4.11 SCDC Officers must be a resident of Sussex County and meet the qualifications of a CP.

2.5 *Vacancies of CPs, RD Officers, and SCDC Officers*

- 2.5.1 In the event a CP's position is relinquished for any reason whatsoever, the RD Committee may nominate and elect a new CP who meets the same CP eligibility criteria as set forth herein. Such CP shall be elected who receives the most votes from the existing CPs in attendance. This procedure may be followed by the RD Committees at any time to fill vacancies, notwithstanding the requirements for a caucus under Rules 1.2 and 2 herein. Any change in CPs shall be sent to the SCDC Chair within thirty (30) days of the change.
- 2.5.2 In the event a SCDC Officer's position, other than the SCDC Chair, is relinquished for any reason whatsoever, the SCDC Chair shall send notification to the SCDC members and the Delaware Democratic Party within five (5) days providing notice of the vacancy and the plan and/or process for replacing the SCDC officer.
- 2.5.3 In the event the SCDC Chair relinquishes their position, the First Vice Chair shall send the notification to the SCDC members and the Delaware Democratic Party within five (5) days, providing notice of the vacancy and the plan and/or process for replacing the SCDC Chair.
- A. If the Chair relinquishes his or her position, or is unable or unwilling to perform the activities/responsibilities assigned to the SCDC Chair and complete his or her term of office:
- A.1 The First Vice Chair shall succeed to the office of SCDC Chair automatically, without a vote, and shall serve the remainder of the unexpired term of the SCDC Chair;
- A.2 If the First Vice Chair is not available to assume the duties of the SCDC Chair, then the Second Vice Chair shall assume the duties of the SCDC Chair automatically, without a vote;
- A.3 If neither of the Vice Chairs is able or willing to fulfill the responsibilities of the SCDC Chair, the SCDC EC shall elect a new SCDC Chair to complete the term of the SCDC Chair at the next meeting of the SCDC EC; and
- A.4 When a Vice Chair steps in to complete the unexpired term of the SCDC Chair, the applicable Vice Chair position shall be replaced per Rule 2.4.
- B. For a vacancy of an SCDC Officer other than the SCDC 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 SCDC EC;
- B.2 The notice to hold an election of a new officer shall be issued at least ten (10) days prior to the SCDC EC meeting, even if it is conducted at the next regularly scheduled SCDC EC meeting.

B.3 The elected replacement SCDC Officer shall serve for the remainder of the unexpired term.

2.5.4 When an SCDC Officer, RD officer, or CP relinquishes a position, they shall not vote for their replacement.

2.6 *Removing a Committee Person*

2.6.1 When a CP is suspected of not fulfilling their responsibilities, the applicable RD Chair shall talk to the person, review the rules and responsibilities with them, and try to resolve the matter.

2.6.2 If the RD Chair cannot resolve the matter with the CP, the RD 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 members in attendance.

2.6.3 After an RD Committee determines a CP is not fulfilling his/her responsibilities, the respective RD Chair shall send a notice to the CP informing him/her of the RD Committee's concern and intent to consider their status and possibly vote to remove and replace him/her:

- A. The notice shall inform the CP that they may respond at the next RD Committee meeting; and
- B. Following the CP's response to the RD Committee, if they decide to do so, another vote at the RD Committee meeting where the CP has had the opportunity to respond, shall be held to replace the CP and shall require an affirmative vote of not less than sixty-six point seven percent (66.7%) of the total number of duly elected PCs of the RD Committee.

2.6.4 In this Rule, the term "not fulfilling his/her responsibilities" shall include, but not be limited to:

- A. Failure to attend monthly RD Committee meetings (unexcused);
- B. Failure to follow responsibilities as defined under State, and applicable County and RD rules;
- C. Failure to maintain confidentiality of voter information and records;
- D. Failure to promptly report to the SCDC Chair that he/she has been arrested for, charged with, indicted for, or convicted of any criminal offense designated as such in the Delaware Code or by the law of any other jurisdiction, excluding minor motor vehicle violations; and
- E. While serving as a CP, she/he has endorsed or provided any support of any kind to a non-Democratic candidate publicly (orally or in writing), privately, or financially, as described earlier.
 - E.1 For whom a CP votes is up to each CP and is not a matter for review by the SCDC or its subordinate organizations;
 - E.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
- E.3 These restrictions set forth above in this subsection E do not restrict the families and relatives of CPs and SCDC Officers.

2.7 Removing SCDC Officers

- 2.7.1 When an SCDC Officer is suspected of not fulfilling their responsibilities, the SCDC Chair shall talk to the person, review the rules and responsibilities with them, and try to resolve the matter.
- 2.7.2 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.
- 2.7.3 After the SCDC EC determines an 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 SCDC 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 SCDC EC meeting, giving the date and time;
- 2.7.4 Following the Officer's response to the SCDC EC, if they choose to do so, another vote at the SCDC EC meeting where the Officer has had an opportunity to respond, shall be held to replace the Officer and shall require an affirmative vote of not less than sixty-six point seven percent (66.7%) of the total number of duly elected members of the SCDC EC.
- 2.7.5 In this Rule, the term "not fulfilling his/her responsibilities" shall include, but not be limited to:
- A. Failure to attend monthly SCDC EC 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; and
 - D. While serving as an SCDC Officer, s/he may not endorse or provide any support of any kind to a non-Democratic candidate publicly (orally or in writing), privately, or financially, as described earlier.
- D.1 For whom an SCDC Officer votes is up to each Officer and is not a matter for review by the SCDC or its subordinate organizations;
 - D.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.
 - D.3 These restrictions set forth in this subsection D do not restrict the families and relatives of CPs and SCDC Officers.

2.8 *Redistricting*

- 2.8.1 Every ten (10) years, the geographical bounds of each RD may change based on census data. If the boundary of an RD, or one or more of the EDs within an RD, changes, or a new RD is created, the RD Committee shall hold a Caucus to elect/re-elect CPs, consistent with Rule 2.1, within forty-five (45) days of the new boundaries becoming effective.
- 2.8.2 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 continue to serve in the same roles as defined in Rules 2.1 and 2.2 herein.
 - B. If the RD boundary is redefined in such a way that:
 - B.1 There is no RD Chair located in the redefined RD, the SCDC Chair shall appoint a temporary RD Chair from among the registered Democrats in the redefined RD to lead the RD Caucus until a new RD Chair is elected;
 - B.2 Two or more Chairs of the RDs are 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 redefined 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 redefined 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 redefined RD, the RD Chair shall designate one person from among the registered Democrats in the redefined RD to serve as the RD Secretary until a new RD Secretary is elected in accordance with Rule 2.2.
- 2.8.3 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 CPs organized by ED. In addition, the RD Chair shall identify each officer elected by the RD.
- 2.8.4 The SCDC Chair shall have authority to resolve disputes involving reorganization after redistricting. The SCDC Chair shall be guided by the

SCDC's intent is to use 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.
- 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.
- 3.1.3 RD Committee's shall meet at least monthly during at least nine (9) months of the year. RD Committee CPs should be prepared and are obligated to participate in the SCDC meetings.
- 3.1.4 Financial reports distributed during SCDC and RD Committee 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 Delaware Democratic Party's financial status.
- 3.1.5 At the discretion of the Chair of the organization holding the meeting, members of the SCDC and an RD Committee, as the case may be, may participate in official meetings by telephone or video conference in accordance with the requirements set forth in Section 3.4.1 and shall 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 applicable Chair shall notify the next organizationally higher Chair of the occurrence within three (3) days.

3.2 Quorum

- 3.2.1 A meeting of the SCDC, applicable EC, or RD Committee shall require a quorum to be considered an Official Meeting.
- 3.2.2 A quorum for any Official Meeting of the SCDC, or the applicable EC or RD Committee shall require the presence of no less than:
 - A. Thirty-three point three percent (33.3%) of the members of the SCDC, or the applicable EC or RD; and

Fifty point one percent (50.1%) of the Officers for that organization, provided, however, a proxy does not count as present for purposes of attendance at any meeting.

- 3.2.3 Only a vote by the applicable organization at an Official Meeting shall be recognized by the SCDC, according to these Rules.

3.3 *Proxies*

- 3.3.1 Voting by proxy shall be permitted in any meeting of the SCDC, an EC, or a RD. Proxies may be either general or limited, and either instructed or uninstructed. All proxies shall be in writing and transferable if so specified. Only members of the SCDC, EC, or RD, as the case may be, may carry another member's proxy. No member of the SCDC, EC, or RD, as applicable, may at any one time hold or exercise a proxy for more than one (1) other member of such SCDC, EC, or RD.

3.4 *Voting*

- 3.4.1 Except as otherwise provided, all questions before the SCDC, EC or RD, as applicable, shall be determined by a vote of fifty point one percent (50.1%) of those members present (including by proxy) and voting in person, telephonically or virtually (e.g., Zoom or a similar platform), provided all participants in a telephonic or virtual meeting are able to hear each other, and at which time the applicable quorum as determined in Section 3.3.2 is present.
- 3.4.2 Only members present at the Official Meeting of the applicable SCDC, EC, or RD shall be able to vote.
- 3.4.3 Unless another standard is provided by these Rules, all matters shall be subject to a vote of fifty point one percent (50.1%) of the members present in person or by proxy and voting.
- 3.4.4 For clarity, abstentions shall not count as "no" votes. (For example, in a committee with ten members, if eight are present at a meeting meaning 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 and 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 or EC may also be used for voting on all SCDC or 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 SCDC EC meeting each year, the SCDC Chair shall appoint three (3) CPs who are not RD Chairs, 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 SCDC 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. Reserved

RULE 6. Grievances

- 6.1 If a registered Sussex County Democrat, CP, or Officer believes that they have not been treated fairly with respect to Democratic Party political business, or has a concern with the operations or organization of the SCDC, RD, any subdivision and/or their respective EC, or any subdivision thereof, she/he shall notify, in writing, the RD from where the grievance originates, and the SCDC Chair or the SCDC EC within ten (10) days of the occurrence of the event giving rise to the grievance. If the SCDC Chair or the SCDC EC receives such notice, they may direct the applicable RD to consider the matter. The written notice shall set forth the details of the grievance and be signed by the complainant, which may be delivered in person, via first class or certified return receipt requested mail, a recognized overnight delivery service, or via email or facsimile with confirmation of receipt.
- 6.2 For grievances received by the SCDC Chair or the SCDC EC, the Chair shall initially speak to the person submitting the complaint and try to resolve the matter. If the grievance involves the Chair, the First Vice Chair shall initially contact the aggrieved party and attempt to resolve the grievance.
- 6.3 If the SCDC Chair or First Vice Chair is unsuccessful in resolving the grievance, the EC shall formally consider and attempt to resolve the grievance.

- 6.4 If, after the RD, or RD Chair and/or its EC have considered and attempted to resolve the matter and have submitted their findings to the aggrieved party, the aggrieved party may appeal the matter to the Chair of the SCDC. A notice of appeal must be in writing and signed by the aggrieved party. Such notice of appeal shall be delivered to the SCDC Chair in the same manner as delivery of the notice as set forth in Section 6.1 above. Within two (2) days of receipt of the notice of appeal, the SCDC Chair shall appoint a five-member ad hoc appeals committee ("Appeals Committee") consisting of five (5) CPs from different RD Committees, none of whom may reside in the aggrieved party's RD, and led by the Parliamentarian, or if not available, the First Vice Chair. The Appeals Committee shall notify the aggrieved party of a hearing date not more than 30 days from the date of receipt of the notice of appeal. The hearing will allow all interested parties to present witnesses and discuss the grievance(s). 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 SCDC EC, which shall vote on a final disposition at its next regularly held meeting. If the SCDC EC does not vote on the matter at the time of the hearing, the SCDC EC shall notify the aggrieved party at least five (5) calendar days prior to the date on which the SCDC EC will meet and vote on the matter.
- 6.5 Following each level of consideration as set forth above, the SCDC EC shall deliver to the aggrieved party a written response within seven (7) calendar days with the results of any Appeal Committee considerations regarding the matter or the disposition thereof by the SCDC EC. These responses may be provided via email.

RULE 7. Amendments

These Rules may only be altered, suspended, amended, or replaced with a vote of seventy-five percent (75%) of the SCDC members present and voting. This vote may occur at:

- an 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.