

Baltimore City Democratic State Central Committee
Bylaws
Amended: 6/18/2025

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I. Name and Authority

- A. The name of the organization shall be the Baltimore City Democratic State Central Committee, hereinafter referred to as the BCDSCC.
- B. The BCDSCC shall represent the Maryland Democratic Party within Baltimore City and shall perform such functions required by the laws of the State of Maryland, the Charter and Bylaws of the Democratic Party of the United States, and the Constitution and Bylaws of the Maryland Democratic Party.

II. Membership

A. Size, Qualifications, and Term of Office:

The BCDSCC shall consist of 40 members. Democratic voters in each legislative district in Baltimore City shall elect eight (8) members to the BCDSCC during the Gubernatorial Primary Election. Each member shall be a bona fide resident of, and be elected by the voters of, the legislative district that the member represents during the primary election. Members must also have registered their party affiliation as a Democrat and remain so throughout their term. The BCDSCC shall certify any change in the size of the BCDSCC to the State Administrator of Elections and the Baltimore City Board of Elections at least 6 months prior to a primary election.

- i. The outgoing Chair of the BCDSCC shall create an orientation package for incoming BCDSCC members and the outgoing corresponding secretary shall send the orientation package to elected members after election results are known. Following the certification of the primary election results, the outgoing committee shall not make any major financial or other decisions binding on the incoming BCDSCC, such as amending these bylaws or passing a budget for the following fiscal year, unless required by the state party or the board of elections.
- ii. Within twenty (20) days following the Gubernatorial General Election in the year in which they are elected, the BCDSCC shall meet at a place and time selected by the outgoing chair for the purpose of organizing the new committee.
- iii. The term of newly elected members commences the day after the Gubernatorial General Election. Members shall be sworn in at the next regular meeting of the Maryland Democratic Party, or if absent, at the next BCDSCC meeting in which the member is in attendance.

- iv. Members shall serve a term of four (4) years, or until their successors qualify.

B. Member Rights:

- i. To run for and serve on the BCDSCC's Executive Board.
- ii. To vote for members of the BCDSCC's Executive Board.
- iii. To vote on and participate in the business of the BCDSCC.
- iv. To vote on filling vacancies of Senator or Delegate occurring in a member's district, as well as vacancies of BCDSCC members in their district.
- v. To vote on nominations to fill vacancies in party nominee positions and make nominations to the Baltimore City Board of Elections and other state or local boards as requested by the Governor.
- vi. To serve on a Standing or Ad-Hoc Committee established by the BCDSCC's Bylaws or Chair, as appointed by the Chair.
- vii. To vote on and participate in the business of the Maryland Democratic Party.

C. Districts:

- i. Within the BCDSCC, committees in each legislative district shall meet from time to time, as determined by the district chair, to carry out certain functions, including, but not limited to:
 - a. Voter registration and education activities
 - b. Planning district fundraising events, and/or
 - c. Filling vacancies as required by these bylaws.
- ii. Between the first and second meetings of the BCDSCC at the start of a term, or within thirty (30) days following the filling of a vacancy of a member serving as district chair, district committees shall meet to elect a district chair. This meeting shall be led by a member designated by the Chair of the BCDSCC and at a time chosen by that member. The member with a plurality of votes shall be elected district chair. If no member receives a plurality of votes, then the Chair of the BCDSCC may appoint a district chair from among those members receiving the highest number of votes.

D. Vacancies:

Any vacancy of a member shall be filled by the remaining members of the district in which a vacancy occurs within ninety (90) days of the date the vacancy occurs.

- i. The Chair of the BCDSCC, in consultation with the district chair and district committee in which the vacancy occurs, shall establish a timeline for filling the vacancy, per the process detailed in the remainder of this section.

- ii. If the vacancy being filled is for the member serving as district chair, then the Chair of the BCDSCC shall appoint another member of the district committee to carry out the duties of the district chair.
- iii. A press release, including but not limited to, physical print, social media, online publications from the BCDSCC regarding the availability of the position and requesting resumes will be released at least fourteen (14) days prior to the date which applications are due. The notice shall include the committee's intent to meet and act, the time and place of the meeting, the process for filling the position, and the manner in which interested candidates may apply to be considered.
- iv. The resumes shall either be postmarked or emailed to the provided BCDSCC addresses by the day designated by the BCDSCC and collected at the BCDSCC's Post Office Box or through the provided email address by the BCDSCC Chair or their designee.
- v. To maintain gender balancing, candidates may only apply for a vacancy if their selection would not cause the variance between men and women on the district committee to exceed one (1), as detailed in this article, sections E and F.
- vi. The Chair of the BCDSCC or their designee shall provide all resumes timely received to the chair of the district in which the vacancy exists.
- vii. The district chair shall provide copies of all the resumes received to each member of their district committee at least 24 hours prior to the meeting at which the selection will be made.
- viii. The district committee shall hold a meeting open to the public to interview and vote on the candidates to serve. The district chair shall lead the interview process. The Chair of the BCDSCC may appoint themselves or other members to any additional positions that may be necessary to run such a meeting, such as a timekeeper, moderator, or tellers.
- ix. While the committee is expected to conduct an open process, nothing in these rules shall prohibit the committee from conducting a closed session for the purpose of discussing the candidates and the selection, provided that no votes on the selection shall be taken in the closed session.
- x. Each committee member, if they so choose, shall have the opportunity to ask at least one (1) question to the candidates, per a process and order determined by the district chair.
- xi. Votes to select the new members shall be a roll call vote and/or a signed ballot vote that shall be publicly read by tellers appointed for the occasion. Members may vote for any candidate or choose to abstain. The candidate with the most votes (only a plurality, not a majority of votes is necessary) shall be chosen. In the case of a tie, members shall vote in up to two additional rounds. If a candidate has still not received a plurality of votes after two additional rounds, then the district chair may either advance the

selection to the full BSDSCC or attempt to hold another vote before sixty (60) days elapses from the vacancy.

- xii. If the vacancy is not filled within sixty (60) days, the members of the BCDSCC shall fill the vacancy by a roll call vote at the next general meeting.
- xiii. The new appointments shall be reported immediately to the Chair of the BCDSCC who shall certify same to the Maryland Democratic Party Chair within ten (10) days after filling such vacancy.

E. Gender Category Recognition/Non-Binary Members:

- i. The BCSDCC shall consist of 40 members. Democratic voters in each legislative district shall elect eight (8) members to the BCSDCC during the gubernatorial primary. Central Committee members shall be elected by a process that recognizes three gender categories: female, male and non-binary. Elections shall ensure that no one gender category shall exceed 50 percent of the committee's total membership.
- ii. A committee shall be considered gender balanced as long as variance between men and women in the group does not exceed one (1). In the case of gender non-binary, they shall not be counted as neither a male or female, and the remainder of the committee shall be as equally divided as possible according to the rules detailed in this subsection.

F. Maintaining Gender Balance:

In accordance with the requirements of the Democratic National Committee that Democratic State Central Committees be balanced by gender, members will be appointed from each legislative district when gender balancing is not achieved after the Primary Election or when a vacancy occurs. Committee Appointments will be conducted in the manner specified for filling vacancies between elections. Examples for how gender balancing shall be maintained include, but are not limited to:

- i. If the current committee is equally divided with four (4) men and four (4) women, and a member resigns, then the vacancy must be filled by the same gender as the member resigning or by a non-binary candidate.
- ii. If the current committee contains four (4) men, three (3) women, and one (1) non-binary member, then if a male member resigns, he can be replaced by any gender category. If a female member resigns, then she must be replaced by a female candidate. If the non-binary member resigns, then they can be replaced by another non-binary or a female candidate.
- iii. If the current committee contains four (4) women, three (3) men, and one (1) non-binary member, then if a female member resigns, she can be replaced by any gender category. If a male member resigns, then he must be replaced by a male candidate. If the non-binary member resigns, then they can be replaced by another non-binary or a male candidate.

G. Elected Political Office:

- i. No individual is prohibited from seeking concurrently a position on the BCDSCC and an elected political office at the local, state, or federal level.
- ii. However, no individual may serve concurrently as a member of the BCDSCC and as an elected political official at the local, state, or federal level.
- iii. Any current BCDSCC member is considered to have resigned when their appointment or election to a local, state, or federal elected political office has been approved or certified effective as of the 2026 General Election.

H. Registered Lobbyists:

A registered lobbyist may not, if serving on the BCDSCC, participate as an officer of the BCDSCC or in actions relating to filling a vacancy in a public elected office.

I. Code of Ethics:

- i. Members of the BCDSCC shall be subject to the same substantive rules of ethical guidelines as state public officials to assure that they shall at all times conduct themselves in a manner that reflects creditably upon the office that they serve.
- ii. Members shall not use their office to gain special privileges and benefits and shall refrain from action in their official capacities when their independence of judgment would be adversely affected by personal interests.

III. **Duties and Responsibilities**

A. Vacancies of Senator or Delegate:

The BCDSCC shall fill the vacancy of a Senator or Delegate who is unable to complete their term due to death, resignation, removal, or for any other reason. This responsibility shall be carried out by the district committee where the vacancy occurs, who shall submit a name (or names) to the Governor within thirty (30) days of that vacancy occurring through the following process:

- i. The Chair of the BCDSCC, in consultation with the district chair and committee in which the vacancy occurs, shall establish a timeline for filling the vacancy, per the process detailed in the remainder of this section.
- ii. If the district chair is among the candidates, then the Chair of the BCDSCC shall appoint another member of the BCDSCC to carry out the duties of the district chair.
- iii. A press release, including but not limited to physical print, social media, online publications from the BCDSCC regarding the availability of the

position and requesting resumes will be released at least fourteen (14) days prior to the date which applications are due. The notice shall include the committee's intent to meet and act, the time and place of the meeting, the process for filling the position, and the manner in which interested candidates may apply to be considered.

- iv. The resumes shall be either be postmarked or emailed to the provided BCDSCC addresses by the day designated by the BCDSCC and collected at the BCDSCC's Post Office Box or through the BCDSCC email address by the BCDSCC Chair or their designee.
- v. The Chair of the BCDSCC or their designee shall provide all resumes timely received to the chair of the district in which the vacancy exists.
- vi. The chair of the district in which the vacancy exists shall provide copies of all the resumes received to each member of BCDSCC for their district at least 24 hours prior to the meeting at which the selection will be made.
- vii. The district committee shall hold a meeting open to the public to interview and vote on the candidates to serve. The district chair shall lead the interview process. The Chair of the BCDSCC may appoint themselves or other members to any additional positions that may be necessary to run such a meeting, such as a timekeeper, moderator, or tellers.
- viii. While the committee is expected to conduct an open process, nothing in these rules shall prohibit the committee from conducting a closed session for the purpose of discussing the candidates and the selection, provided that no votes on the selection shall be taken in the closed session.
- ix. If a member of the district committee is among the candidates, they shall not participate in any closed session the committee may conduct or ask a question to the candidates.
- x. Each committee member, if they so choose, shall have the opportunity to ask one (1) question to the candidates, per a process and order determined by the district chair.
- xi. Votes to select the new Senator or Delegate shall be a roll call vote and/or a signed ballot vote that shall be publicly read by tellers appointed for the occasion. Members may vote for any candidate, including themselves, or choose to abstain. The candidate with the most votes (only a plurality, not a majority of votes is necessary) shall be chosen. In the case of a tie, members shall vote in up to two additional rounds. If a candidate has still not received a plurality of votes after two additional rounds, then the committee shall forward all candidates receiving the top number of votes to the Governor.
- xii. The votes of the committee shall be reported immediately to the Chair of the BCDSCC who shall notify the Office of the Governor before thirty (30) days have elapsed since the vacancy.

- B. The BCDSCC shall fill ballot vacancies if there is a failure to have a Democratic candidate file for nomination, or death, resignation, or removal of local party nominees, using a similar process as provided in the preceding section.
- C. Similarly, the BCDSCC shall make nominations for the Baltimore City Board of Elections and other state or local boards as requested by the Governor. The committee shall utilize a similar process as that provided above.
- D. All BCDSCC members shall initiate and participate in activities that build the Democratic Party and get Democrats elected. These activities include, but are not limited to:
 - i. Fundraising for BCDSCC activities and candidates the BCDSCC supports
 - ii. Increase voter registration and participation
 - iii. Actively support the Democratic nominee in any General Election and coordinate voter engagement activities with the campaign(s), and/or
 - iv. Engage voters at every level to ensure success of Democratic nominees.
- E. The BCDSCC shall be responsible for drafting a two-year work-plan for each election cycle held during its term. This plan, which shall be submitted to the Maryland Democratic Party Chair, will detail the BCDSCC's efforts to build the local party and support its candidates over the two-year period between general elections.

IV. Meetings

A. Meeting Procedures:

- i. The BCDSCC shall hold a monthly meeting unless otherwise voted upon by the majority of BCDSCC members present during a meeting where such a motion is discussed.
- ii. Following the first meeting of a new term, the Chair of the BCDSCC, after consultation with the BCDSCC membership, shall choose a recurring day and time of the month to hold general BCDSCC meetings.
 - a. General and special meetings of the BCDSCC shall be held in-person; however, the Chair, in consultation with the Executive Committee, may designate any meeting to be held virtually.
- iii. A quorum for the conduct of business at meetings of the BCDSCC shall be more than one half (1/2) of the members of the BCDSCC (at least 21 members).
- iv. Notice of regular meetings shall be sent via electronic mail by the Chair and/or an Executive Committee Member at least five (5) days prior to the date of the meeting or by electronic mail. Notice of a special meeting shall be sent at least forty-eight (48) hours prior to the meeting, except under exceptional circumstances.

- v. The Chair may limit the agenda of any meeting to those items submitted to the Chair by a member of the BCDSCC at least seventy-two (72) hours prior to the meeting.
- vi. All meetings of the BCDSCC shall be open to the public.
 - a. At the direction of the Chair of the BCDSCC, and by a majority vote of the members present at a meeting, the BCDSCC may conduct a closed session during a public meeting to discuss internal committee matters including, but not limited to, committee finances or personal matters.
 - b. However, no votes may be taken in a closed session.
- vii. The authority for the rules of procedure of the BCDSCC shall be those contained in the latest edition of Robert's Rules of Order, Newly Revised, except when they shall conflict with these bylaws, the Constitution or Bylaws of the Maryland Democratic Party, or a resolution to the contrary duly adopted by the Maryland Democratic Party.
- viii. All actions taken by the BCDSCC shall be approved by a majority of the members of the BCDSCC present at a meeting.

B. Special Meetings:

Special meetings of the BCDSCC shall address a specific issue and may be called by:

- i. An affirmative majority vote of the Executive Committee
- ii. A one-third (1/3) vote of the members present at a regular meeting where a special meeting is discussed, or
- iii. In the case where such a meeting might be called outside a regular meeting, a petition of one-third (1/3) of the voting members of the BCDSCC sent to the Chair of the BCDSCC.

C. Minutes:

- i. Minutes of BCDSCC meetings shall be sent to the members for review at least 24 hours prior to the next BCDSCC meeting for approval at that meeting.
 - a. However, if the Recording Secretary of the BCDSCC cannot provide the minutes before the following meeting, the Chair of the BCDSCC may delay their approval for one (1) additional meeting.
- ii. Minutes are also available by written request to the Chair of the BCDSCC.
- iii. The BCDSCC shall file with the Maryland Democratic Party copies of the minutes of its meetings, which include the attendance of members at each meeting and a method of certifying members' attendance. Minutes should be sent no later than seven (7) days after approval by a majority of the BCDSCC members present at a meeting.

V. Removal

A. Removal of Member for Residency Change:

Upon ceasing to reside in the legislative district in which they were elected or appointed, members shall be considered to have resigned and may not continue to serve on the BCDSCC.

B. Removal of Members for Lack of Attendance:

- i. A member of the BCDSCC may be considered to have resigned and their seat vacated by virtue of their regular failure to participate in the activities and affairs of the Maryland Democratic Party at the local or state level.
- ii. Failure to participate shall be determined during any twelve-month period starting the date the member is elected or appointed to the BCDSCC or during any twelve-month period thereafter as follows:
 - a. Failure to attend a majority of regularly scheduled meetings of the BCDSCC; and/or
 - b. Failure to attend at least one (1) meeting of the Maryland State Central Committee; and/or
 - c. Failure to attend three (3) consecutive regularly scheduled meetings of the BCDSCC.

iii. Process for Removal:

- a. Any member(s) may send a request to the Chair of the BCDSCC that a member be removed for lack of participation as defined in the previous section. The Chair themselves may commence this process as well.
- b. The Chair shall examine the minutes of meetings to confirm said lack of participation.
- c. If the Chair can confirm a member's failure to adhere to the attendance rule outlined in subsection ii of this section, the Chair shall send a letter to the Member's email to inform the Member of their pending removal from the BCDSCC.
- d. The Chair will then certify to the Secretary of the Maryland Democratic Party that the removed Member has violated the BCDSCC attendance rule.
- e. After the Secretary of the Maryland Democratic Party notifies the removed Member in writing that their seat has been vacated, the Chair of the BCDSCC will then inform the chair of the removed Member's district committee of the need to fill the vacancy.
- f. However, the process to fill the vacancy, as detailed in Article II, Section D, shall not begin until after the available appeals window below passes without action being taken by the removed member, the removed member confirms in writing that they will not utilize

the available appeal, or the appeals process has been fully completed.

iv. Appeals:

- a. The member in question may appeal their removal following the procedure set forth below, provided that the appeal is limited to the question of violation of the local Democratic Central Committee's attendance standard.
- b. An appeal of a declaration of resignation and vacancy must be presented to the Chair of the Maryland Democratic Party by the member appealing the removal within fifteen (15) business days of the action by the Secretary of the Maryland Democratic Party.
- c. Within five (5) business days after receiving any appeal, the Chair shall refer said appeal to the Credentials Committee for its review and recommendation.
- d. Within twenty-one (21) business days after receiving any appeal, the Credentials Committee shall hold a hearing on said appeal affording the member the opportunity to confront the petitioners, present evidence and witnesses to rebut the grounds for disqualification and question any witness testifying against said member. The member who is appealing shall have the right to employ counsel at their expense, and the right to examine all evidence presented to the Credentials Committee.
- e. Within ten (10) business days after the last day of the hearing, the Credentials Committee shall make a written recommendation for action on the appeal to the Chair of the Maryland Democratic Party.
- f. The Chair of the Maryland Democratic Party shall notify parties filed of the recommendation of the Credentials Committee by registered mail or email within five (5) business days of receiving the recommendation.
- g. If the Credentials Committee recommends that the member be removed from office, the removal shall automatically take effect, unless the member files a request, in writing, within fifteen (15) business days of their notification to have the recommendation reconsidered by the Executive Committee of the Maryland Democratic Party. In the event of such a request, the Executive Committee shall vote on the recommendation of the Credentials Committee at its next meeting, with there being no further right to appeal.

C. Removal of Members for Conduct. Grounds for such disqualification and removal from office shall include:

- i. Malfeasance (the commission of a wrongful or unlawful act involving or affecting the performance of one's duties) or misfeasance (the

- performance of an official duty in an improper or unlawful manner or with an improper or corrupt motive) in office
- ii. Upon conviction of a felony
 - iii. Openly supporting or endorsing a candidate for public office of another political party or an independent candidate who is opposed or will be opposed by a Democratic nominee for the same office, or a write-in candidate who is opposed or will be opposed by a Democratic nominee for the same office. Violation of this subsection may include endorsing or making public statements of support for a candidate; donating money or in-kind goods or services that are subject to official reporting; displaying signs on real or personal property; wearing or displaying campaign buttons, bumper stickers, or similar displays; or participating in coordinated or cooperative campaign efforts in support of such a candidate or candidates; and/or
 - iv. Changing their party affiliation as a registered voter from Democrat to another party or unaffiliated status.
 - v. Process for Removal:
 - a. A petition for removal shall be presented to the Chair of the Maryland Democratic Party by a majority vote of the BCDSCC or bearing the signature of any three (3) bona fide Democrats registered to vote in the district the member in question represents. The petition shall cite the grounds for removal in accordance with subsections i, ii, iii, or iv of this section.
 - b. Within five (5) business days of receiving the petition for removal, the Chair of the Maryland Democratic Party will refer said petition to the Maryland Democratic Party's Credentials Committee for its review and recommendation.
 - c. Within twenty-one (21) business days of receipt of the petition for removal, the Credentials Committee shall hold a hearing on said petition affording the member in question the opportunity to confront the petitioners, present evidence and witnesses to rebut the grounds for removal and question any witnesses testifying against said member. The member in question shall have the right to employ legal counsel at their expense, and the right to examine all evidence presented to the Credentials Committee.
 - d. Within ten (10) business days after the last day of the hearing, the Credentials Committee shall make a written recommendation for action on the petition to the Chair of the Maryland Democratic Party.
 - e. The Chair of the Maryland Democratic Party shall notify all parties of the recommendations of the Credentials Committee by

registered mail within five (5) business days of receiving the recommendation.

- f. If the Credentials Committee recommends the member in question be removed from office, the removal shall automatically take effect, unless the member in question files a request, in writing, within fifteen (15) business days of their notification to have the recommendation considered by the Executive Committee of the Democratic State Central Committee of Maryland. In the event of such a request, the Executive Committee shall vote on the recommendation of the credentials committee at its next meeting, with there being no further right to appeal.

VI. Officers

- A. At their first meeting following the Gubernatorial General Election, the newly elected BCDSCC elect from their membership the following officers to serve for the ensuing term of four (4) years. Outgoing officers shall serve to convene the first meeting after the Gubernatorial General Election and until their successors are duly elected. All officers shall be elected by and serve at the pleasure of the BCDSCC, except the Parliamentarian, who is selected and serves at the pleasure of the Chair.

- i. Chair
- ii. First Vice Chair
- iii. Second Vice Chair
- iv. Recording Secretary
- v. Corresponding Secretary
- vi. Treasurer
- vii. Sergeant at Arms
- viii. Parliamentarian

B. Election:

- i. At least one (1) week prior to the first meeting of the newly elected BCDSCC, the outgoing chair shall open nominations for all elected officers. Members may nominate themselves or another member.
- ii. Members shall receive a list of nominated candidates at least (24) hours prior to the meeting.
- iii. Nominated officers may accept or decline their nomination. Those candidates who accept shall be given at least two (2) minutes to give remarks to the committee.
- iv. If there are no nominations for an officer position, the Chair may open nominations to additional candidates at the meeting.
- v. The candidate for each officer position receiving a plurality of votes shall be elected. Members shall vote for any candidate, including themselves, or

abstain. Votes to elect new officers shall be a roll call vote and/or signed ballot vote, the detailed results of which shall be made available to members. In the case of a tie, members shall continue to vote in as many additional rounds as required until a candidate receives a plurality.

- vi. No member shall be allowed to hold two officer positions simultaneously.

C. The Chair. The Chair shall:

- i. Preside at all meetings of the BCDSCC and of the Executive Committee
- ii. Call all regular meetings and may call special meetings subject to these bylaws
- iii. Make all pertinent reports on behalf of the BCDSCC to the Maryland Democratic Party and any other state, city or other governmental official or body
- iv. Create and appoint members of committees, in consultation with the Executive Committee, and be an ex-officio member of all committees
- v. Be the only official spokesperson for the BCDSCC
- vi. May limit the agenda of any meeting to those items submitted to the Chair by a member of the BCDSCC at least seventy-two (72) hours prior to the meeting, and
- vii. Perform such other duties as may be required by law or as may be directed by the BCDSCC, these Bylaws, and/or the Maryland Democratic Party.

D. The First Vice Chair. The First Vice Chair shall:

- i. Perform the duties of the Chair in their absence or during their disability, and
- ii. Perform other duties as delegated, assigned, or directed by the Chair, the Executive Committee, or these Bylaws.

E. The Second Vice Chair. The Second Vice Chair shall:

- i. Perform the duties of the Chair in their absence or during their disability if the First Vice Chair is unable to fulfill this duty, and
- ii. Perform other duties as delegated, assigned, or directed by the Chair, the Executive Committee, or these Bylaws.

F. The Recording Secretary. The Recording Secretary shall:

- i. Keep minutes of all meetings and shall forward copies of minutes to the Chair as soon as possible. The minutes of each meeting shall be filed with the Secretary of the Maryland Democratic Party within seven (7) days after approval by the BCDSCC
- ii. Keep all records and documents of the BCDSCC to be maintained in physical or electronic form
- iii. Keep the official attendance records for the BCDSCC, and

- iv. Keep a current list of the membership of the BCDSCC and of all ad hoc and standing committees
- G. The Corresponding Secretary. The Corresponding Secretary shall:
- i. Send all letters and prepare communications on behalf of the BCDSCC
 - ii. Send notice of BCDSCC regular and special meetings as required in these bylaws, and
 - iii. Perform other duties as required or directed by the Chair.
- H. The Treasurer. The Treasurer shall:
- i. Oversee all funds and shall make disbursements as directed by the Chair with approval of the Executive Committee
 - ii. Keep a detailed and accurate record of all monies raised and/or received by the BCDSCC, including contributions received (such as ticket sales and in-kind contributions), transfers in, any other income (for example, interest earned), disbursements made, and outstanding debts incurred; to be used in preparation of campaign finance reports
 - iii. Deposit all funds and valuables in the name of the BCDSCC and/or depositories as the Executive Committee or BCDSCC shall designate
 - iv. Not expend any money or incur any liability whatsoever, except with the authority and direction of the Chair of the BCDSCC, subject to the budget adopted by the BCDSCC
 - v. Prepare and present a financial report for the regular meetings of the BCDSCC and the Executive Committee and shall be responsible for preparation and presentation of an annual budget
 - vi. Be the Chair of the Budget and Finance Committee and work with said committee to determine a balanced budget prior to the start of the fiscal year, and
 - vii. Facilitate the prompt transition of all records to their successor.
- I. The Sergeant at Arms. The Sergeant at Arms shall:
- i. Maintain order at all regular and special meetings of the BCDSCC, and
 - ii. Perform such other duties as assigned by the Chair.
- J. Parliamentarian. The Parliamentarian shall:
- i. Be appointed by the Chair of the BCDSCC during the first organizational meeting of the BCDSCC following the commencement of a new term, or as soon thereafter as practical
 - ii. Be the Chair of the Constitution and Bylaws Committee
 - iii. The Parliamentarian's duties shall be those usually performed by such office, including the interpretation and application of Robert's Rules of Order, Newly Revised, and other duties as the Chair or the BCDSCC may assign

- iv. The Parliamentarian shall, at the request of the Chair, render an opinion on all questions pertaining to the BCDSCC bylaws and the procedures of the BCDSCC, and
- v. The Parliamentarian shall display proficient understanding of the Rules of Order, Constitution, and Bylaws of the BCDSCC prior to appointment.

K. Removal from Office:

- i. A resolution recommending to the BCDSCC the removal of an officer shall be introduced at any regular or special meeting of the Executive Committee. The resolution shall have priority over every other motion and shall be considered immediately. If the officer named is the Chair, the First Vice Chair shall preside over the consideration of the question. The action shall be approved by a majority of the members of the Executive Committee present.
- ii. Alternatively, a letter bearing the signatures of at least one-third (1/3) of BCDSCC members shall be sent to the Chair of the BCDSCC recommending the removal of an officer. If the officer in question is the Chair, then the letter shall be sent to the First Vice Chair, who shall then notify the Chair.
- iii. The recommendation shall be presented to the BCDSCC at a regular or special meeting, which shall be held within 30 days of the Executive Committee's action or the sending of said letter. The recommendation shall have priority over every other motion and shall be considered immediately. If the officer named is the Chair, the First Vice Chair shall preside over the consideration of the question. If a majority of the members of the BCDSCC present agree to the resolution, the officer shall be removed from their position immediately and the vacancy shall be filled as prescribed in these bylaws.

L. Vacancies:

- i. In the event of the death, disability, removal, or resignation of any officer of the BCDSCC, the vacancy shall be filled for the remainder of the unexpired term by the BCDSCC at its next meeting or at a special meeting called for that purpose, but only if that meeting occurs more than one (1) week after the vacancy occurs.
- ii. However, if the vacancy occurs within one (1) week of a regularly scheduled or special BCDSCC meeting, the vacancy shall not be filled at that meeting, but at the following meeting, or at a later special meeting called for that purpose.
- iii. The committee should utilize a similar process to fill vacancies as that provided in section B of this article.
- iv. If the treasurer position is vacated between regularly scheduled meetings of the BCDSCC, the Chair of the BCDSCC may appoint a temporary treasurer to serve until the vacancy is filled for the remainder of the

unexpired term by the BCDSCC. Additionally, if there is less than one year left in the term, the Chair's appointment may remain for the remainder of the term.

VII. The Executive Committee

A. Composition and Responsibilities. The Executive Committee shall:

- i. Consist of the elected officers, the parliamentarian, and two additional members appointed by the Chair. The two additional members shall not be members of the same district.
- ii. Conduct all business of the BCDSCC between regularly scheduled meetings and report any action to the BCDSCC at the next meeting
- iii. Be authorized to approve expenditures up to \$250; and
- iv. Review the annual financial statement of the Treasurer.

B. Conduct of Business. A majority of the members of the Executive Committee is considered a quorum for the purpose of conducting business.

C. Meetings:

- i. The Executive Committee shall meet on a regular basis at least six times in each calendar year, as scheduled by the Chair.
- ii. Special meetings may be called by the Chair or by a majority vote of its members.

VIII. Committees

A. Standing Committees. The BCDSCC has the following standing committees, the chairs and members of which are appointed by the Chair of the BCDSCC:

- i. The Constitution and Bylaws Committee is chaired by the Parliamentarian, and charged with amending the bylaws as needed and in general ensuring the BCDSCC follows the bylaws consistently.
- ii. The Budget and Finance Committee is chaired by the Treasurer and is charged with designing a balanced budget each year and assisting the Treasurer with overseeing the financial well-being of the BCDSCC.
- iii. The Fundraising Committee is charged with planning and executing fundraising events and initiatives to raise funds for the activities of the BCDSCC.
- iv. The Voter Registration Committee is charged with increasing the number of registered voters in Baltimore City.
- v. The Communications Committee is charged with marketing and promoting the work of the BCDSCC including maintaining the website

and social media while working with the various committees on flyers, announcements, and other communications.

B. Ad-hoc committees:

- i. The BCDSCC shall from time to time establish committees to achieve specific tasks within a specific timeframe.
- ii. Ad-hoc committees shall be established by a majority vote of the Executive Committee, and the Chairs and members shall be appointed by the Chair of the BCDSCC.
- iii. Minutes of ad-hoc committee meetings shall be kept within the committee, submitted to the Recording Secretary upon request of the BCDSCC Chair.

C. Committee Membership and Meetings:

- i. Only members of the BCDSCC shall be permitted to serve on standing or ad hoc committees.
- ii. Committee meetings may only be attended by members of that committee, unless invited by the committee chair.
- iii. Any committee meeting minutes recorded shall be kept within the committee, submitted to the Recording Secretary upon request of the BCDSCC Chair.
- iv. Following a committee meeting or as requested by the Chair of the BCDSCC, a committee chair or their designee shall provide a report to the BCDSCC at the next general meeting as to the activities of the committee.

D. Diversity Leadership Councils:

- i. The Maryland Democratic Party has a network of Diversity Leadership Councils for the purpose of conducting constituency outreach, fostering Democratic activism and involvement, community organizing and empowerment.
- iii. The Chair of the BCDSCC may appoint, with the consent of the Executive Committee, persons to serve as representatives to the Maryland Democratic Party Diversity Leadership Councils.

IX. Finances

- A. The BCDSCC shall have the authority to establish and implement a budget to raise and disburse funds in accordance with membership approval.
- B. The BCDSCC must maintain a chair and treasurer with the State Board of Elections and report to the board as soon as possible when either officer changes.
 - i. Per Maryland Campaign Finance Law, if there is a vacancy in the position of chair or treasurer, the committee must stop all financial activity,

including fundraising, and cannot resume until a new appointment is filed with the State Board.

C. Liability:

No members of the BCDSCC shall be individually liable for the debts or obligations incurred by the BCDSCC, the Treasurer, or the Chair, unless otherwise provided by law.

- i. Per Maryland Campaign Finance Laws, the committee bears the responsibility for payment of any violation. However, if the committee is unable to pay, then the responsible officers, the Chair and Treasurer, are personally liable for the payment of the civil penalty.
- ii. The treasurer of a committee may not make any disbursements or incur any liability on the committee's behalf, without authority and direction from the BCDSCC Chair. However, the chair may not make any disbursements; only the treasurer has that authority.
- iii. The treasurer may not serve "in name only" and may not delegate any statutory responsibility to another person, except if the treasurer is temporarily unable to perform the duties of the office as provided by law.
- iv. The chair shares responsibility with the treasurer for submitting timely campaign finance reports.

D. The Treasurer shall prepare a complete financial statement to include all receipts, disbursements, receivables, and debts at the close of each fiscal year. Said statement shall be presented to the Executive Committee for review, with copies available to members of the BCDSCC if they so request one. The committee's annual filings with the State Board of Elections may be utilized for said statement.

- ii. Per Maryland Campaign Finance Law, all records and account books must be retained for 10 years after the record was created.

E. The fiscal year shall begin on January 1 and end December 31 each year. A financial review of the books, records, and accounts of the BCDSCC shall be performed at the end of year.

F. A budget showing revenues and complete expenses will be completed and approved by the BCDSCC prior to the start of each fiscal year. The committee shall aim to keep a balanced budget if possible. The Treasurer, along with the Budget and Finance Committee, shall determine the process for developing the budget each year.

X. Amendments

These Bylaws may be amended by written resolution submitted at a regular or special meeting of the BCDSCC and acted upon at the next or special meeting of the BCDSCC by a majority vote of the members present.

XI. Governing Documents

A. Notification:

- i. The BCDSCC shall annually provide the Maryland Democratic Party and the State Board of Elections with a copy of its Bylaws.
- ii. The BCDSCC shall notify the Maryland Democratic Party within thirty days of adopting any amendment to the Bylaws.
- iii. Per Maryland Campaign Finance Laws, any change to these bylaws must be filed with the State Board of Elections within 30 days.

B. Review:

- i. Any provision of the Bylaws of the BCDSCC that violates the Bylaws of the Maryland Democratic Party shall be null and void.
- ii. The review process is outlined as follows:
 - a. A request for a review is filed with the Secretary of the Maryland Democratic Party by a member of the Maryland Democratic Party Executive Committee and the BCDSCC is notified.
 - b. The Maryland Democratic Party Rules Committee reviews the challenged provision(s) and forwards its recommendations to the Maryland Democratic Party Executive Committee and the BCDSCC. At least a week before the Rules Committee conducts any review of a challenged provision(s), the BCDSCC shall receive notice of the meeting.
 - c. The Maryland Democratic Party Executive Committee determines that the challenged provision(s) violates a specific provision(s) of the Constitution or Bylaws of the Maryland Democratic Party. At least a week before any review takes place by the Executive Committee; the BCDSCC shall receive a copy of the recommendations of the Rules Committee and shall receive notification of the meeting of the Maryland Democratic Party Executive Committee.
 - d. The BCDSCC is notified of the decision of the Maryland Democratic Party Executive Committee.

XII. Adoption

These Bylaws shall be effective immediately upon their adoption by a vote of a majority of the BCDSCC members present at a meeting at which a quorum is present and shall be recorded with the Maryland Democratic Party.

I, *Justin Hunt*, as Recording Secretary of the Baltimore City State Democratic Central Committee, hereby certify that the foregoing By-Laws were duly adopted at a meeting of the BCDSCC held on June 18, 2025, in accordance with Maryland law and all BCDSCC

governance documents. The foregoing By-Laws replace and supersede all prior Bylaws adopted by the BCDSCC.

Witnessed:

Tammy Stunett 7/14/25
Witness: Date:

[Signature] 7.16.25
Recording Secretary: Date:

Members of the 2025 By-Laws Committee:

Alex Friedman (Chair), Karenthia Barber, Angela Gibson, Autumn Grant, Braxton Street, Sabrina Wiggins