



# **The North Carolina Democratic Party**

## **Plan of Organization**

**As Amended June 28th, 2025**

Address all inquiries to:

The North Carolina Democratic Party  
220 Hillsborough Street Raleigh, NC 27603  
(919) 821-2777  
[www.ncdp.org](http://www.ncdp.org)



# Table of Contents

<b>Preamble</b> .....	<b>11</b>
<b>0.00 Statement of Principles for All Levels of The Democratic Party</b> .....	<b>11</b>
<b>0.01 Open Party</b> .....	<b>11</b>
<b>0.02 Encourage Participation</b> .....	<b>12</b>
<b>0.03 Non-Discrimination</b> .....	<b>12</b>
<b>0.04 Code of Conduct</b> .....	<b>12</b>
<b>0.05 Publicize Meetings</b> .....	<b>12</b>
<b>0.06 Broad Registration</b> .....	<b>12</b>
<b>0.07 Notice of Selection of Party Officials</b> .....	<b>12</b>
<b>1.00 Precinct Organization</b> .....	<b>13</b>
<b>1.01 Unit of Organization</b> .....	<b>13</b>
<b>1.02 Organized Precinct</b> .....	<b>13</b>
<b>1.03 Composition of Precinct Committee</b> .....	<b>13</b>
Precinct Committee.....	13
Precinct Officers.....	13
Term of Office.....	14
Vacancy and Succession for Precinct Officers and Committee Members.....	14
Resignation.....	14
Removals.....	14
<b>1.04 Duties of Precinct Officers</b> .....	<b>14</b>
Chair.....	14
Vice Chair.....	15
Secretary.....	15
Committee Members.....	16
<b>1.05 Precinct Meetings</b> .....	<b>16</b>
Presiding Officer.....	16
Documentation.....	16
Notice Required.....	16
When Held.....	17
Location.....	17
Multiple Precincts Meeting at One Location.....	18
Unorganized or Newly Created Precinct.....	18
Order of Business – Odd-Numbered Years.....	19
Order of Business – Even-Numbered Years.....	19
Called Meetings.....	19
<b>1.06 Quorum Required to Organize Precinct and to Elect Precinct Officers and Members of The Precinct Committee</b> .....	<b>19</b>

<b>1.07 Voting at Precinct Meetings.....</b>	<b>20</b>
<b>1.08 Representation at County Convention and on County Executive Committee.....</b>	<b>20</b>
<b>1.09 Votes at County Convention.....</b>	<b>20</b>
<b>1.10 Delegates to The County Convention.....</b>	<b>20</b>
<b>2.00 County Organizations.....</b>	<b>20</b>
<b>2.01 Composition of County Executive Committee.....</b>	<b>20</b>
Members.....	20
Term of Office.....	21
<b>2.02 Voting on The County Executive Committee.....</b>	<b>21</b>
County Executive Committee Officers, Presidents of County Chapters of State Auxiliary Organizations, and Ex-officio Members.....	22
Precinct Officers.....	22
Voice Votes.....	22
<b>2.03 Officers of The County Executive Committee.....</b>	<b>22</b>
Elected Officers.....	22
Appointed or Ex-officio Officers.....	22
Regional Vice Chair.....	23
Term of Office.....	23
Vacancy and Succession for County Executive Committee Officers.....	23
Removals.....	23
When County Committee is Not in Session.....	24
Code of Conduct.....	24
<b>2.04 County Executive Committee Meetings.....</b>	<b>24</b>
When.....	24
Called Meetings.....	24
Business Permitted.....	24
<b>2.05 Duties of County Officers.....</b>	<b>24</b>
Chair.....	24
First Vice Chair.....	25
Second Vice Chair.....	26
Third Vice Chair.....	26
Secretary.....	26
Treasurer.....	27
Regional Vice Chairs.....	27
<b>2.06 County Boards of Elections Method of Selection:.....</b>	<b>28</b>
Members of the County Board of Elections.....	28
Chair of the County Board of Elections.....	28
Vacancies.....	28
Qualifications of Members.....	29
<b>2.07 Precinct Judges.....</b>	<b>29</b>

<b>2.08 Rules for Precinct Meetings.....</b>	<b>29</b>
<b>2.09 Municipal Executive Committee.....</b>	<b>29</b>
<b>2.10 Methods for Consideration and Adoption of Resolutions at The County Level.....</b>	<b>29</b>
<b>2.11 Alternative Plan of County Organization.....</b>	<b>30</b>
Method of Adoption.....	31
Duration.....	31
<b>3.00 Congressional, Prosecutorial, State Senate and State House of Representatives District Organizations.....</b>	<b>32</b>
<b>    3.01 Congressional District Executive Committee.....</b>	<b>32</b>
Members.....	32
Term of Office.....	32
Vacancies for Congressional District Executive Committee Members.....	33
<b>    3.02 Voting on the Congressional District Executive Committee.....</b>	<b>33</b>
Committee Officers and Ex-Officio Members.....	33
County Representatives.....	33
<b>    3.03 Duties of the Congressional District Executive Committee.....</b>	<b>33</b>
<b>    3.04 Officers of the Congressional District Executive Committee.....</b>	<b>34</b>
Elected Officers.....	34
Appointed or Ex-Officio Officers.....	34
Election to State Executive Committee office.....	34
Vacancy and Succession for Congressional District Executive Committee Officers.....	34
Term of Office.....	34
Removal.....	35
<b>    3.05 Duties of Congressional District Officers.....</b>	<b>35</b>
Chair.....	35
First Vice Chair.....	36
Second Vice Chair.....	36
Third Vice Chair.....	36
Secretary.....	36
Treasurer.....	37
Congressional District Chair for Minority Affairs.....	37
<b>    3.06 Congressional District Executive Committee Meetings.....</b>	<b>37</b>
When and Where Held.....	37
Called Meetings.....	37
When Congressional District Executive Committee is Not in Session.....	37
<b>    3.07 Split Counties and Single County Congressional Districts.....</b>	<b>38</b>
Split Counties.....	38
Single County Congressional Districts.....	38
<b>    3.08 Judicial District Executive Committee.....</b>	<b>38</b>
Composition.....	38

Vacancies for Judicial District Executive Committee Members.....	38
Voting.....	39
Duties.....	39
Officers.....	39
<b>3.09 State Senatorial District Executive Committee.....</b>	<b>39</b>
Composition.....	39
Vacancies for State Senatorial District Executive Committee Members.....	39
Voting.....	40
Duties.....	40
Officers.....	40
<b>3.10 State House of Representatives District Executive Committee.....</b>	<b>40</b>
Composition.....	40
Vacancies on State House of Representatives District Executive Committee.....	41
Voting.....	41
Duties.....	41
Officers.....	41
<b>3.11 County Elected Officials.....</b>	<b>42</b>
Office Elected by Countywide Vote.....	42
Office Elected by District Within County.....	42
<b>3.12 Single County Districts.....</b>	<b>42</b>
Whole County.....	42
Partial County.....	42
<b>3.13 District Reorganization.....</b>	<b>43</b>
Conventions.....	43
County Representatives to District Executive Committees.....	44
<b>4.00 State Organization.....</b>	<b>45</b>
<b>4.01 State Executive Committee.....</b>	<b>45</b>
Composition.....	45
Method of Election.....	45
Term of Office.....	45
Attendance.....	46
Vacancies for State Executive Committee Members.....	46
Removals.....	46
<b>4.02 Elected Officers.....</b>	<b>47</b>
Date of Election.....	47
Elected Officers.....	47
Vacancy and Succession for Elected State Executive Committee Officers.....	47
Code of Conduct.....	47
<b>4.03 Appointed and Ex-Officio Officers.....</b>	<b>47</b>
The Association of County/District Chairs.....	47

<b>4.04 Voting on the State Executive Committee.....</b>	<b>48</b>
<b>4.05 Duties of the State Chair and Certain Officers.....</b>	<b>48</b>
State Chair.....	48
Vice Chairs.....	49
Secretary.....	49
Treasurer.....	49
Chair or Co-Chairs of The Sustaining Fund.....	50
Chair for Minority Affairs.....	50
Teen Dems Advisor.....	50
<b>4.06 State Executive Council.....</b>	<b>50</b>
Duties.....	50
Meetings.....	51
Composition.....	51
Code of Conduct.....	51
Emergency Powers.....	52
<b>4.07 State Executive Committee Meetings.....</b>	<b>52</b>
Regular Meetings.....	52
Called Meetings.....	52
<b>4.08 Order of Business of the State Executive Committee Meetings.....</b>	<b>52</b>
<b>4.09 Other Business.....</b>	<b>53</b>
At the Winter Meeting, Held Before March 1, in an Odd Numbered Year:.....	53
At the Summer Meeting in an Odd Numbered Year:.....	53
At the Winter Meeting, Held Before March 1, in an Even Numbered Year:.....	53
At the Summer Meeting in an Even Numbered Year:.....	54
<b>4.10 Executive Director and State Party Staff.....</b>	<b>54</b>
<b>4.11 Independent Financial Review.....</b>	<b>55</b>
<b>5.00 County Conventions.....</b>	<b>56</b>
<b>5.01 Meeting and Function.....</b>	<b>56</b>
Annual Meeting.....	56
Place of Convention.....	56
Order of Business – Odd-Numbered Years.....	56
Order of Business – Even-Numbered Years.....	56
Resolutions and Platforms.....	57
Certification.....	57
<b>5.02 Voting.....</b>	<b>57</b>
Allocation of Votes.....	57
Votes Divided Among Delegates Present.....	57
Tabulation of Votes.....	57
Voice Votes.....	57
<b>5.03 Rules for County Conventions.....</b>	<b>58</b>

Quorum.....	58
<b>6.00 District and State Conventions.....</b>	<b>59</b>
<b>6.01 Congressional District Conventions.....</b>	<b>59</b>
When and Where Held.....	59
Allocation of Votes.....	59
Election of Delegates.....	59
Roll of Delegates.....	59
Division of Votes Among Delegates Present.....	59
Voice Votes.....	60
Quorum.....	60
Order of Business – Odd-Numbered Years.....	60
Order of Business – Even-Numbered Years.....	60
Resolutions and Platforms.....	60
Certification.....	61
<b>6.02 State Convention.....</b>	<b>61</b>
When and Where Held.....	61
Allocation of Votes.....	61
Election of Delegates.....	61
Roll of Delegates.....	61
Division of Votes Among Delegates Present.....	61
Voice Votes.....	62
Quorum.....	62
Selection of Presidential Elector.....	62
<b>7.00 Democratic National Convention Delegates and Democratic National Committee Members.....</b>	<b>62</b>
<b>7.01 Delegates and Alternates to The Democratic National Convention.....</b>	<b>62</b>
<b>7.02 Democratic National Committee Members.....</b>	<b>62</b>
<b>8.00 Policy and Standing Committees.....</b>	<b>63</b>
<b>8.01 Resolutions and Platforms Committee.....</b>	<b>63</b>
Composition.....	63
Meetings.....	63
Matters for Consideration.....	63
Methods for Handling Resolutions at The District Level.....	64
Methods for Handling Resolutions At The State Level.....	65
<b>8.02 State Legislative Policy Committee.....</b>	<b>65</b>
Composition.....	65
Meetings.....	65
Duties.....	65
<b>8.03 Committee for Distribution of Political Party Nc Victory Funds.....</b>	<b>65</b>

Composition.....	65
Fundraising and Distribution of Revenue.....	66
<b>8.04 Plan of Organization Review Committee.....</b>	<b>66</b>
Composition.....	66
Matters for Consideration.....	66
<b>8.05 State Finance Committee.....</b>	<b>66</b>
Composition.....	66
Meetings and Responsibilities.....	67
<b>9.00. Council Of Review.....</b>	<b>67</b>
<b>9.01. Purpose.....</b>	<b>67</b>
(a) Membership.....	67
(b) Officers.....	67
(c) Terms.....	68
<b>9.03. Rules And Decisions.....</b>	<b>68</b>
<b>9.04. Removal Of Members.....</b>	<b>68</b>
<b>9.05. Vacancies.....</b>	<b>68</b>
<b>9.06. Jurisdiction.....</b>	<b>68</b>
(a) Jurisdiction of the Council of Review.....	68
(b) Removal from Party Office.....	69
(c) Deadlines for Submitting Disputes for Resolution by the Council of Review.....	69
(d) Methods for Providing Notification to the Chair of the Council of Review.....	69
(e) Persons Entitled to Submit a Valid Grievance.....	69
(f) Contents of a Valid Grievance.....	69
<b>9.07. Procedure Upon Receipt of a Grievance.....</b>	<b>70</b>
<b>9.08. Mediation.....</b>	<b>70</b>
<b>9.09. Notice.....</b>	<b>71</b>
<b>9.10. Contested Case Procedures.....</b>	<b>71</b>
(a). Prehearing Motions.....	71
(b). Witnesses.....	71
(c). Prehearing Conference.....	71
(d). Convening the Hearing.....	72
(e). Evidence.....	72
(f). Standard of Proof.....	72
(g). Order of Proceedings.....	72
(h). Adjudication.....	73
(i). Appeal.....	73
<b>9.10 General Provisions.....</b>	<b>74</b>
(a) Time Limitations.....	74
(b) Failure to Comply with Time Limitations.....	74
(c) Notices.....	74

<b>10. Other Procedures for Removal from Party Office.....</b>	<b>74</b>
<b>10.01. Vacating And Temporarily Relinquishing Holding Party Office When A Candidate Or Campaign Manager In Primaries.....</b>	<b>74</b>
<b>10.02. Simultaneous Office Holding Prohibited in Some Circumstances.....</b>	<b>75</b>
<b>11.00 Affiliated Organizations of The North Carolina Democratic Party: (Formerly Referred to As Auxiliaries and Caucuses).....</b>	<b>76</b>
<b>11.01 Affiliated Organizations Defined.....</b>	<b>76</b>
Auxiliaries shall:.....	76
Caucuses shall:.....	76
Roles of affiliated organizations:.....	76
<b>11.02 The Affiliated Organizations Committee.....</b>	<b>76</b>
Purpose of the Affiliated Organizations Committee:.....	76
Members of the Affiliated Organizations Committee:.....	77
<b>11.03 Process to Request Affiliation or Reaffirm Affiliation or Submit By- Laws.....</b>	<b>77</b>
Criteria for recognition as an official affiliated auxiliary or caucus are as follows:.....	78
<b>11.04 Representation and Voting on County, District, State Executive Committees and State Executive Council and Policy Committees.....</b>	<b>79</b>
County Executive Committees.....	79
District Executive Committees.....	79
State Executive Committee.....	79
<b>State Executive Council.....</b>	<b>80</b>
Policy Committees.....	80
Council of Review.....	80
<b>11.05 Reasons for Removal and Vacating of Officers and Committee Members.....</b>	<b>80</b>
<b>11.06 Revocation of Charter.....</b>	<b>80</b>
<b>11.07 Dispute Resolution Within an Affiliated Organization.....</b>	<b>81</b>
<b>12.00 Miscellaneous.....</b>	<b>81</b>
<b>12.01 Committee Meetings.....</b>	<b>81</b>
Called Meetings.....	81
When and Where.....	81
<b>12.02 Meeting Notice Requirements.....</b>	<b>81</b>
<b>12.03 Quorum.....</b>	<b>82</b>
<b>12.04 Majority Vote.....</b>	<b>82</b>
<b>12.05 Proxy Voting.....</b>	<b>82</b>
State Executive Committee.....	82
Congressional, Prosecutorial, State Senatorial, or State House of Representatives District Executive Committee.....	83
County Executive Committee.....	83
State Executive Council.....	83

Precinct Meetings, County, District, or State Conventions.....	83
<b>12.06 Subcommittees.....</b>	<b>83</b>
<b>12.07 Significantly Ethnic Precincts.....</b>	<b>84</b>
<b>12.08 Filling Vacancies in Elected office and In Nomination For Elected office.....</b>	<b>84</b>
<b>12.09 Reports by County Executive Committees and County Chairs.....</b>	<b>84</b>
<b>12.10 Active Democrat Defined.....</b>	<b>84</b>
<b>12.11 Definition of Residence.....</b>	<b>84</b>
<b>12.12 Unit Rule Abolished.....</b>	<b>84</b>
<b>12.13 No Convention May Bind Another.....</b>	<b>84</b>
<b>12.14 Nominating Committees and Nominations From The Floor.....</b>	<b>84</b>
<b>12.15 Code of Conduct.....</b>	<b>84</b>
<b>12.16 Parliamentary Authority.....</b>	<b>85</b>
<b>13.00 Amendments.....</b>	<b>85</b>
<b>13.01 Power to Amend.....</b>	<b>85</b>
<b>13.02 Date of Amendments.....</b>	<b>85</b>

# **North Carolina Democratic Party**

## **Plan of Organization**

### **Preamble**

We, the members of the North Carolina Democratic Party, in order to make more effective the principles of our Party, to embrace and serve all peoples of our Party without regard to race, age, gender, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, or disability (hereinafter referred to as "status"), to insure the blessings of liberty and equal opportunity, and to work together for the welfare and happiness of all citizens, do hereby adopt and establish this Plan of Organization.

## **0.00 Statement of Principles for All Levels of The Democratic Party**

### **0.01 Open Party**

Except as provided specifically within the Plan of Organization, all public meetings of the North Carolina Democratic Party at the precinct, county, district and state levels shall be open to all registered Democrats inclusive of race, sex, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, philosophical persuasion or disability. Meetings are defined as a meeting of all committees and bodies created herein in which a quorum is present.

A meeting may be held in closed executive session to discuss litigation, potential litigation, or other legal issues when legal counsel is present. However final actions resulting from such meeting shall be considered in open session.

Within a reasonable time of its request by any active Democrat in the state, a list of the names and addresses of the members of any county or congressional district executive committee, or of the state executive committee, of any committee or subcommittee of the county, congressional district, or state executive committee, or of the delegates to any county, congressional district, or state convention, shall be made available for inspection, examination, or duplication. Each committee constituted by the state party shall establish a means to maintain the official list of that committee's membership and this list shall be published in a manner so that this information is available to all registered Democrats upon request. For the purposes of this section, a "reasonable time" is presumptively thirty (30) days or fewer.

### **0.02 Encourage Participation**

Special efforts shall be made to encourage traditionally under-represented groups to participate in delegate selection processes and in party organizations at all levels to the end that all elected or appointed Democrats to any positions reasonably reflect the Democratic electorate of the unit with regard to status. Encouraging participation includes fostering a culture of inclusion and mutual respect for all registered Democrats by upholding the values of the North Carolina Democratic Party Code of Conduct as adopted by the State Executive Committee.

### **0.03 Non-Discrimination**

No test for membership in, or any oath of loyalty to, the North Carolina Democratic Party shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination based on status.

## **0.04 Code of Conduct**

All officers, council, committee or subcommittee members of the North Carolina Democratic Party, at every level, whether serving by virtue of holding an elected or an appointed position shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct. The Code of Conduct is incorporated by reference herein and shall be posted on the North Carolina Democratic Party website. Violation of the Code of Conduct is grounds for disciplinary action up to and including removal from office or position with the North Carolina Democratic Party.

## **0.05 Publicize Meetings**

The time and place of all meetings of the North Carolina Democratic Party at all levels shall be publicized fully and in such a manner as to assure timely notice to all interested persons.

Such meetings must be held in places accessible to all party members and large enough to accommodate all interested persons. To that end, party leadership at the state, district, county, and precinct level shall have the flexibility to offer either partial or fully virtual meeting options for all required meetings.

## **0.06 Broad Registration**

The North Carolina Democratic Party, at all levels, shall actively support the broadest possible registration without discrimination based on status.

## **0.07 Notice of Selection of Party Officials**

The North Carolina Democratic Party shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures of selection of Democratic Party officers and representatives on all levels. Publication of these procedures should be done in such fashion that all prospective and current members of the Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party organization

## **1.00 Precinct Organization**

### **1.01 Unit of Organization**

The unit of organization of the North Carolina Democratic Party shall be the voting Precinct, or Precinct Cluster (hereafter, cluster). The County Executive Committee must approve cluster organizing annually prior to each precinct organizational period. Once approved, the county chair may authorize precinct clusters consistent with this section. A cluster consists of two (2) to five (5) voting precincts that are contiguous (each sharing one geographic border with at least one other voting precinct in the cluster) and each of which has been unorganized for at least two (2) calendar years prior to the organizing meeting.

### **1.02 Organized Precinct**

A precinct is organized and remains organized provided that, at a minimum, an annual or organizing precinct meeting is held each year at which:

1. There is in attendance a quorum of registered Democrats who reside in the Precinct or Cluster, including at least one (1) from each unorganized Precinct in any Cluster;
2. The meeting was convened according to notice, access, and other requirements of this Plan;
3. The required order of business for election of officers and delegates and for other business is completed at this meeting. and
4. The precinct chair certifies to the county chair in writing the names of those in attendance, the names of officers and delegates elected, and the names, address, occupation, and employer of the contributors.

Funds collected are turned in to the County Treasurer.

### **1.03 Composition of Precinct Committee**

#### **Precinct Committee.**

In each precinct, there shall be a precinct committee consisting of at least three registered Democrats who reside in the precinct and who are elected at an organizational meeting of the precinct. The precinct committee of a cluster shall include at least 1 registered Democrat from a majority of the voting precincts in the cluster. The purpose of the precinct committee is to elect officers and delegates who represent the precinct at county party meetings and coordinate the grassroots work of the precinct, including political education, get-out-the vote, and campaign activities. The composition of the precinct should resemble the make-up of the registered Democrats in the precinct as to gender, age, race, ethnic background and, where practical, geography. Participation and the opportunity to be elected to office or representation is open to any registered Democrat who resides in the precinct. All Democratic county and city elected officials and Democratic members of the North Carolina General Assembly, residing in the precinct and in attendance, shall be ex-officio, voting members of the precinct committee.

#### **Precinct Officers.**

The precinct committee shall have as officers a Chair, a Vice Chair, and a Secretary. The precinct committee of a cluster shall consist of registered Democrats from at least 2 of the clustered voting precincts. The Vice Chair should where possible be of a different gender identity from the Chair and

should, where possible, be of a race other than that of the Chair. The Vice Chair of a cluster must be from a different voting precinct than the Chair. No officers of the precinct committee shall be from the same immediate family residing in the same household. Officers shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct.

### **Term of Office.**

The terms of office for precinct officers and precinct committee members elected at an annual meeting in an odd numbered year shall be for two (2) years. If elected at another time, the term of the office shall begin upon election. Terms shall end on the date on which the next annual precinct meeting is held in an odd-numbered year or when their successors are elected, whichever occurs first. Should a vacancy occur prior to the end of a term, the officer or committee member elected shall serve the unexpired portion of term.

### **Vacancy and Succession for Precinct Officers and Committee Members.**

Vacancies occurring among the officers or members of the precinct committee shall be filled within thirty (30) days following creation of the vacancy. If a member of the precinct committee moves their voting residence outside the precinct, they shall be deemed to have vacated their position. If there is a vacancy of the Precinct Chair, the Vice Chair or the Secretary, in that order, shall become Acting Chair, assume duties and responsibilities of the Precinct Chair. In the event of a vacancy among the officers, the County Chair or their designee shall call a Precinct Meeting to be held for the purpose of filling the vacancy and any other vacancies that might be caused by the action of such committee in filling the vacancy. Such a meeting will require seven (7) days notice, and it will be the responsibility of the County Party Chair to make best efforts to communicate the time, date, location, and purpose of the meeting to the Democrats of that precinct. At the meeting any Democrat who is registered in the precinct will be eligible to vote. If the precinct is a significantly ethnic precinct, the County Chair shall appoint a designee to call the precinct meeting upon the recommendation of the County Caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es). The Precinct Chair or presider shall certify in writing the results of such elections within five (5) days of this meeting to the County Chair.

### **Resignation.**

Resignation of any precinct officer shall be in writing and given to the precinct chair and county chair. In the event resignation is that of the precinct chair, the precinct chair shall give their written resignation to the precinct vice chair and to the county chair.

### **Removals.**

Officers and members of the precinct committee may be removed in accordance with Section 9.00

## **1.04 Duties of Precinct Officers**

### **Chair.**

The duties of the precinct chair shall include:

1. Preside at precinct meetings;

2. Certify annual precinct meetings, organizational meetings, and meetings to fill vacancies and precinct reports to the county chair within five (5) days of the meeting pursuant to section 1.05 "Order of Business";
3. Establish reasonable political goals for the precinct;
4. Organize and execute a voter organizing plan;
5. Attend meetings of the county executive committee;
6. Recommend to the county chair names of persons to serve as precinct elections officials and on the County Board of Elections;
7. Keep precinct officers and members informed of all Democratic Party events and activities;
8. Carry out other duties as may be assigned by the precinct or county executive committees;
9. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.
10. Read the NCDP Plan of Organization
11. If there is a precinct treasury:
  - a. make sure that the precinct treasury is maintained at an FDIC insured banking institution.
  - b. make sure that there is a person who has completed -or agrees to complete within thirty (30) days- the mandatory treasurer training required by law from the NC State Board of Elections, to serve as the precinct's treasurer of record with the NC State Board of Elections.
  - c. When there is a change in treasurer make sure the new treasurer files a Certification of Treasurer and Statement of Organization with the NC State Board of Elections within ten (10) days of becoming treasurer.
  - d. Make sure that the treasurer is informed of their responsibility to prepare and file reports as required by law in a timely fashion.

### **Vice Chair.**

The duties of the precinct vice chair shall include:

1. Preside at precinct meeting in the absence of the chair;
2. Serve as the publicity chair for the precinct utilizing local newspapers, door-to-door leaflets, etc. to announce political activities and/or accomplishments to voters in the precinct;
3. Attend meetings of the County Executive Committee;
4. Carry out other duties as may be assigned by the county executive committee;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.
6. Read the NCDP Plan of Organization.

### **Secretary.**

The duties of the precinct secretary shall include:

1. Keep all records, including minutes of the precinct committee;
2. Issue all meeting notices within the timeframe outlined in this Plan of Organization;
3. Certify to the county chair precinct reports within five (5) days as prescribed in Section 5. "Order of Business";
4. Provide assistance to the county party treasurer in fundraising efforts;
5. Prepare and present reports as may be requested by the county executive committee;
6. Preside at precinct meetings in the absence of the chair and vice chair;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.
8. Read the NCDP Plan of Organization

### **Committee Members.**

The duties of the precinct committee members shall include:

1. Participate in activities and events of the Democratic Party;
2. Carry out the duties as assigned by the precinct chair;
3. Carry out duties as may be assigned by the County Executive Committee.

## **1.05 Precinct Meetings**

### **Presiding Officer.**

If the precinct has been and is still organized at the time of a designated annual meeting or called meetings, the precinct chair shall organize the meeting. Should a precinct be unorganized at the time of the annual meeting, any registered Democrat residing in the precinct may, by appointment as an acting precinct chair by the county chair, organize and preside over the election of officers. If the precinct is a significantly ethnic precinct, the County Chair shall appoint an acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus. The organizer must communicate his/her intent in the same way as precinct chairs who must provide precinct meeting dates, times, and locations to the county chair.

### **Documentation.**

Documentation (precinct packets, including the agenda, rules for holding a successful meeting, and official reporting forms) regarding annual precinct meetings shall be distributed at an instructional training meeting or distributed at the discretion of the county chair or designee by hand delivery, mail, or email to all precinct chairs, acting chairs, or their representatives at least thirty (30) days prior to the first

day of annual precinct meetings. Printed precinct packets must be given to acting chairs upon appointment by the county chair.

### **Notice Required.**

Public notice shall be given for all precinct meetings at least seven (7) days in advance of said precinct meetings in accordance with the guidelines set by the County Executive Committee and consistent with 0.04 "Publicize Meetings."

### **When Held.**

Annual precinct meetings shall be held on a date designated by the county chair that is within the two (2) week period designated by the state chair pursuant to Section 4.08. In presidential election years, there shall be no two (2) week period allowed, and the precinct meeting shall be held on the exact date designated by the state chair pursuant to Section 4.08. The county chair shall designate the time for the precinct meetings. Weekday precinct meetings shall begin no earlier than 6:00 PM and no later than 7:30 PM. Weekend meetings shall be held between the hours of 10:00 AM and 7:00 PM.

In the event that the originally scheduled meeting could not be held successfully due to a lack of a quorum or any other reason, there shall be a second meeting called within two (2) weeks of the original meeting date. The county chair, in consultation with the precinct chair or organizer, shall set the date, time and location for the second meeting. If the precinct is a significantly ethnic precinct, the County Chair shall set the date, time, and location for the second meeting upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es). The county chair shall offer the precinct chair or organizer whatever reasonable assistance is needed to organize the precinct.

In the event that a quorum is not present for the second scheduled precinct meeting, that precinct shall be considered an unorganized precinct.

### **Location.**

The annual precinct meetings shall be held at the polling place of each precinct or other facility within the precinct or nearby that is deemed appropriate by the precinct chair and/or the county chair. In the event that a precinct polling place should prove unsuitable, for whatever reason, an alternate meeting location may be used. Any alternate meeting facility must be approved in advance by the county chair and publicly announced seven (7) calendar days in advance of the meeting. In the event the precinct will be meeting at a location other than the precinct's polling location, the precinct chair or acting precinct chair shall post notice of the alternate meeting location at the regular polling place. If the precinct's polling location will not allow the posting of a meeting notice, the precinct chair or acting chair will notify the County Party Chair so a remedy can be found in a timely manner. In any case, the precinct meeting must be held in a public facility accessible and open to all registered Democrats residing in the precinct, except that when the precinct chair or acting precinct chair, wishes to meet in their precinct, and the county chair certifies that no public facility is available in the precinct, the precinct meeting may be held in a non-public facility accessible and open to all registered Democrats residing in the precinct

### **Multiple Precincts Meeting at One Location.**

Multiple precinct meetings at the same location and time are permissible under this Plan so long as such an arrangement is agreed to in advance by the county party Chair, and by the precinct chair or acting precinct chair of each of the affected precincts. Such meetings must be in a location within the boundaries of the precinct's county and at a location that can be reasonably accessed by all registered Democrats residing in the affected precincts. Public Notice shall be given for all precincts included in the meeting in accordance with the guidelines set by the County Executive Committee and consistent with 0.04 "Publicize Meetings". For all precincts which do not meet at their polling place, the precinct chair or acting precinct chair, shall post notice of the alternate meeting location at the regular polling place, and if postings are not allowed, they need to notify the County Party Chair. The group meeting may be structured so participating precincts share agenda items common to all precincts but must allow the precincts to meet individually to elect officers and/or delegates to the county convention or conduct other business specific to an individual precinct. Each individual precinct meeting in this fashion must meet the quorum requirements as specified in section 1.06 Quorum. Each precinct chair elected at a multi-precinct meeting shall certify to the county chair, in writing, the names of members of their precinct in attendance, the names of officers and delegates elected, if applicable, and any contributions collected.

### **Unorganized or Newly Created Precinct.**

A precinct that did not meet on the originally scheduled meeting date or on the second meeting date set for an annual meeting or is newly created by the Board of Elections shall be considered unorganized and shall not be entitled to send delegates to the county convention or be represented on the county executive committee and shall not have voting privileges until organized. A meeting can be held for the purpose of organizing in either an odd or even numbered year. The county chair shall appoint a registered Democrat residing in the precinct to serve as an acting precinct chair for up to thirty (30) days for the sole purpose of organizing the precinct. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es). The acting precinct chair shall organize and preside over the special meeting called by the county chair for this purpose. A precinct organizing in this fashion may send delegates to the county convention if delegates were elected two (2) weeks prior to the convention or send members to a county executive committee meeting if the precinct is organized at least two (2) weeks prior to the scheduled meeting. The organizational meeting must be certified in writing to the county chair within five (5) days of the date of the meeting. Notice, access, and quorum requirements are the same for this meeting. If this meeting occurs in an even numbered year, the order of business adds the election of officers. If this meeting is held after the annual convention, delegates are not elected in that year.

### **Order of Business – Odd-Numbered Years.**

The order of business at the annual precinct meeting held in odd-numbered years shall be:

1. The election of three (3) registered Democrats of the precinct as precinct officers;

2. The election of other registered Democrats of the precinct as members of the precinct committee; there is no required minimum or maximum number of non-officer precinct committee members that a precinct may elect.
3. The election of registered Democrats of the precinct as delegates to the county convention;
4. The chair, or presiding officer, and the secretary, or vice chair or other attending committee member shall certify to the county chair names, addresses, race, gender, telephone numbers and email addresses of the precinct officers, the members of the precinct committee, and the delegates to the county convention elected at the annual precinct meeting within five (5) days;
5. Proposing and adopting resolutions for consideration at the county convention.
6. Other business related to the affairs of the precinct.

### **Order of Business – Even-Numbered Years.**

The order of business at the annual precinct meeting held in even-numbered years shall be:

1. The election of officers or committee members to fill any vacancies.
2. The election of registered Democrats from the precinct as delegates to the county convention;
3. The chair, or presiding officer, and the secretary, or vice chair or other attending committee member shall certify to the county chair the names, addresses, race, gender, telephone numbers and email addresses of the delegates elected to the county convention at the annual precinct meeting within five (5) days.
4. Proposing and adopting resolutions for consideration at the county convention.
5. Other business related to the affairs of the precinct.

### **Called Meetings.**

Additional meetings may be called in accordance with Section 12.01.

Precinct committees are encouraged to meet throughout the year to conduct political education, get-out-the-vote, and campaign activities, to instruct officers and to carry out the political planning of the precinct.

## **1.06 Quorum Required to Organize Precinct and to Elect Precinct Officers and Members of The Precinct Committee**

The required quorum for a precinct meeting held for the purpose of organizing the precinct or electing precinct officers and committee members of the precinct committee, electing delegates to the county convention or the filling of vacancies on the precinct committee shall consist of five (5) registered Democrats residing in the precinct. In precincts having one hundred (100) or fewer registered Democrats, five percent (5%) of such registered Democrats shall be sufficient to comprise the precinct committee and to constitute a quorum. By agreement of the county chair and either the precinct chair or the appointed chair for the meeting, as many as two designated, registered Democrats residing in such precinct may

attend the precinct meeting by telephone or other telecommunications device and be considered as part of the quorum. The method of communications used to attend the meeting must provide a way to identify the participants as those who were authorized to attend the meeting by phone or telecommunications device.

### **1.07 Voting at Precinct Meetings**

Each registered Democrat residing in the precinct and in attendance at any precinct meeting, shall be entitled to cast one vote at said meeting.

### **1.08 Representation at County Convention and on County Executive Committee**

No precinct shall be entitled to send delegates to any county convention unless those delegates were elected at a precinct meeting at which a quorum was present and done so no less than two (2) weeks prior to said convention. No precinct shall be entitled to representation on the county executive committee unless a precinct committee and precinct committee officers were elected at a precinct meeting at which a quorum was present and done so no less than two (2) weeks prior to said meetings.

### **1.09 Votes at County Convention**

Each precinct shall be entitled to cast at any county convention one (1) vote for every one hundred (100) Democratic votes, or major fraction thereof, cast by the precinct for the Democratic nominee for Governor at the last gubernatorial election; provided that every precinct shall be entitled to cast at least one vote at the county convention.

### **1.10 Delegates to The County Convention**

Each Precinct shall elect at least one (1) delegate, and the Precinct may elect no more than two (2) delegates for each vote to which said Precinct is entitled at the County Convention.

## **2.00 County Organizations**

### **2.01 Composition of County Executive Committee**

#### **Members.**

There shall be a county executive committee in each county composed of:

1. The chair and vice chair of the several precinct committees in the county;
2. The elected or appointed officers of the county executive committee;
3. The representatives of duly organized and chartered chapters of state affiliated organizations. The respective presidents of the state affiliated organizations shall determine those duly organized affiliated organizations within a county and shall certify the name of the county affiliated organization representative selected according to the organization by-laws to the state chair. State Party Headquarters shall provide the county chair with the name of the representatives of duly organized county chapters of state affiliated organizations within their county. Should a precinct chair or vice chair be elected as representative of an affiliated organization, some other member of said organization shall be certified as the representative of that organization on the county executive committee. In addition, the county Teen Dem advisor shall be a member of the county executive committee and equally share the vote of that organization with the county Teen Dem representative unless the county executive committee authorizes an additional vote.
4. Any member of the state executive committee from that county, not a member of the county executive committee by virtue of holding some other office, shall be an ex-officio, voting member of the county executive committee.
5. All Democratic state, county, and city elected officials (whether elected in a partisan or non-partisan election) and Democratic members of the North Carolina General Assembly residing in the county shall be ex-officio, voting members of the county executive committee. Said ex-officio members shall not be counted in determining the number for a quorum or whether a quorum is present at a meeting. Any elected or appointed judge shall not be a member of the committee.
6. When a club has formed within a county and is not affiliated with a state recognized Affiliated Organization, the county executive committee shall determine what constitutes a duly organized Democratic club of the county in which these are organized. The president or some other person designated by the club shall be an ex- officio member of the County Executive Committee. The County Executive Committee shall determine if the club has a vote.
7. Any elected or appointed officer of a district executive committee or the state executive committee residing in the county.
8. A county party Attorney, appointed by the county Chair and serving at the Chair's pleasure.

#### **Term of Office.**

The term of office of the members of the county executive committee shall be for two (2) years and shall expire on the date set for the next succeeding precinct meeting held in an odd- numbered year, or when

their successors shall be elected, whichever shall occur first. Newly elected members shall take office immediately upon their election.

## **2.02 Voting on The County Executive Committee**

No individual members can vote in more than one capacity, nor shall any individual member be entitled to cast more than one (1) vote even though the individual may be serving in multiple capacities under the county executive committee structure.

### **County Executive Committee Officers, Presidents of County Chapters of State Auxiliary Organizations, and Ex-officio Members.**

Members not provided for below shall be entitled to one vote each.

#### **Precinct Officers.**

The several precinct chairs and vice chairs shall be entitled, as members of the county executive committee, to cast for their precinct one vote for each one hundred (100) votes, or major fraction thereof, cast by their precinct for the Democratic nominee for Governor at the last preceding gubernatorial election, provided that each precinct chair and vice chair together shall be entitled to cast for their precinct a minimum of one vote.

In the event that the chair and vice chair should disagree on how their precinct's vote shall be cast, then each member shall cast exactly one- half ( $\frac{1}{2}$ ) of the votes which their precinct is entitled to cast.

Under no circumstances shall either the chair or vice chair be able to cast more than one-half ( $\frac{1}{2}$ ) of the votes to which a precinct is entitled, even though the other is absent.

All voting members of the County Executive Committee shall be registered Democrats in the County.

#### **Voice Votes.**

Nothing herein contained shall prevent the county executive committee from making nominations, holding elections, and conducting business by voice vote or by acclamation where a weighted vote is not demanded by twenty-five percent (25%) of the certified voters present.

## **2.03 Officers of The County Executive Committee**

### **Elected Officers.**

The County Executive Committee shall have as officers a Chair, three (3) Vice Chairs, and a Secretary. Among the Chair and First Vice Chair, at least one (1) must be a person whose gender identity is not male. Among the Chair and three (3) Vice Chair offices, one (1) of these must be filled by a person of a racial or ethnic minority which constitutes at least twenty percent (20%) of the registered Democrats in that county, one (1) of these offices must be filled by a person whose gender identity is not female, and one (1) of these offices must be filled by a person thirty-six (36) years of age or younger. Officers of a County Executive Committee shall be active Democrats residing within the county. No two (2) county officers may be from the same immediate family residing in the same household. Gender, racial or ethnic, and age requirements need not be followed if filling a vacancy for an unexpired term but shall be adhered to when the office is filled for a full term.

### **Appointed or Ex-officio Officers.**

A Treasurer.

### **Regional Vice Chair.**

In each county that contains two or more municipalities of a population of more than 60,000 persons each, officers in addition to the ones specified above shall be elected as follows:

1. A vice chair for each such municipality who shall be elected by the precinct chair and vice chair of the precincts with registered voters within that municipality; and (b) a vice chair for those precincts not contained in such municipalities – if those precincts have a total population of more than 60,000 persons – who must be a resident of one (1) of those precincts and who shall be elected by the precinct chair and vice chair of those precincts not contained in the said municipalities.
2. If a municipality with less than 60,000 persons is contiguous to another municipality with more than 60,000 persons and a named Regional Vice Chair, and if the smaller municipality shares easily identifiable cultural, demographic, and/or geographic affinity with the larger municipality, the County Party Chair may recommend the smaller municipality fall under the purview of the larger municipality's Regional Vice Chair. Upon such recommendation, the chairs and vice chairs of the precincts with registered voters within each municipality will vote separately as representatives of each municipality on whether to accept the recommendation. If the recommendation passes in both municipalities, the smaller municipality shall remain under the purview and vote for the larger municipality's Regional Vice Chair until the smaller municipality's population exceeds 60,000 persons.

### **Term of Office.**

The term of office of the officers of the county executive committee shall be for two (2) years and shall expire on the date set for the next succeeding county convention meeting held in the odd-numbered year or when their successors shall be elected, whichever shall occur first. Newly elected officers shall take office immediately upon election.

### **Vacancy and Succession for County Executive Committee Officers.**

Vacancies occurring among the officers of the county executive committee shall be filled within thirty (30) days following creation of the vacancy. The county chair shall call a meeting of the county executive committee to fill the vacancy and any other vacancies that might be caused by the action of such committee in filling the vacancy. If, for any reason, there should occur a vacancy in the chair of the county executive committee, the first vice chair, the second vice chair, the third vice chair, the secretary or the treasurer, in that order, shall preside. In the case in which none of the officers accept the duty to preside, the chair may designate a person to preside over portions of the meeting as necessary. In the absence of any of the foregoing officers, any member of the county executive committee may preside.

### **Removals.**

Officers and members of the County Executive Committee may be removed in accordance with Section 9.00. Additionally, a county party treasurer may be removed either by the procedures outlined in Section 9.00 or by their county party chair, provided that the county party chair receives approval from the majority of the elected officers of the County Executive Committee.

### **When County Committee is Not in Session.**

When the county executive committee is not in session, the officers of the county executive committee shall act in the place of the county executive committee on all matters unless this Plan of Organization states that action is to be taken by the entire county executive committee. The chair of the county executive committee is encouraged to include the presidents of chartered affiliated organizations in such sessions.

### **Code of Conduct.**

Officers shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct.

## **2.04 County Executive Committee Meetings**

### **When.**

The county chair shall issue a call for a meeting of the county executive committee periodically but not less than three (3) times each year.

### **Called Meetings.**

Additional meetings may be called in accordance with Section 12.01.

### **Business Permitted.**

The county executive committee may conduct any business as is required or necessary insofar as such business is consistent with the Plan of Organization.

## **2.05 Duties of County Officers**

### **Chair.**

The duties of the county chair shall include:

1. Preside at county executive committee meetings and county conventions, or designate a person to preside over all or parts of these meetings;
2. Draft, in consultation with the county executive committee, a strategic plan outlining reasonable political goals for the county;
3. Execute the strategic plan approved by the county executive committee;
4. In consultation with the elected officers; Appoint a Treasurer.
5. Appoint an acting precinct chair for up to thirty (30) days – for any precinct that remains unorganized after the second scheduled precinct meeting – for the purpose of organizing the

precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus;

6. Appoint an acting precinct chair for any newly created precinct for the purpose of that precinct in accordance with this Plan of Organization. If the precinct is a significantly ethnic precinct, the County Chair shall appoint the acting precinct chair upon the recommendation of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es);
7. Designate the date and time, consistent with the parameters set by the state chair, at which precinct meetings will be held;
8. Designate the exact time and place, consistent with the date set by the state chair, at which the county convention is to be held, providing said designation to be given to the precinct chairs at least thirty (30) days prior to said county convention;
9. Appoint committees as may be required to assist in the execution of these duties;
10. Encourage and facilitate establishment and continuity of county chapters of state affiliated organizations;
11. Attend meetings of the district and state executive committees;
12. Serve as the spokesperson for the county executive committee;
13. Serve as the liaison between the county executive committee and the district executive committee, the state party officers, and the state executive committee;
14. Represent the county executive committee at party and non-party meetings and functions;
15. Appoint a county party attorney, to serve at the Chair's pleasure;
16. Carry out other duties as may be assigned by this Plan of Organization or by the county or state executive committees;
17. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **First Vice Chair.**

The duties of the county first vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Preside at county executive committee meetings and county conventions in the absence of the chair;
2. Plan and organize county executive committee meetings and county conventions;
3. Notify precinct chairs as to the number of votes that each precinct is entitled to cast at the county executive committee and the county convention;

4. Serve as the coordinator for all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee. In significantly ethnic precincts, consult with and seek the recommendation of acting precinct chairs from the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es);
5. Attend meetings of the district executive committee;
6. Carry out other duties as may be assigned by the county executive committee;
7. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Second Vice Chair.**

The duties of the county second vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Plan and organize training sessions for county executive committee members and other interested active Democrats;
2. Carry out other duties as may be assigned by the county executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Third Vice Chair.**

The duties of the county third vice chair shall be such as may be assigned by the county chair and shall include the following:

1. Serve as the publicity chair for the county executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the county;
2. Carry out other duties as may be assigned by the county executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Secretary.**

The duties of the county secretary shall include:

1. Keep and maintain in good order all records of the county executive committee;
2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization;
3. Carry out other duties as may be assigned by the county executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Treasurer.**

The duties of the county treasurer shall include:

1. Maintain the county executive committee treasury at an insured commercial bank;
2. Maintain all records required by law or by the county executive committee of contributions received and disbursements made;
3. Prepare and file any reports as may be required by law or by the county executive committee;
4. Coordinate the county executive committee's efforts to reach its sustaining fund goal for the state party;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **Regional Vice Chairs.**

The duties of the Regional Vice Chairs shall be such as may be assigned by the County Chair or First Vice Chair and shall include the following:

1. Assist the First Vice Chair with planning and organizing county executive committee meetings and county conventions.
2. Provide direct support and guidance to precinct officers under their regional purview in consultation with the county executive officers, county staff, and applicable standing committees.
3. For precincts containing more than one municipal or county region, collaborate and coordinate efforts with the Regional Vice Chair/s who have constituents also in the precinct.
4. Assist the First Vice Chair in coordinating all precinct and party organizing efforts within the county, in consultation with the other officers and consistent with the strategic plan approved by the county executive committee.
5. Liaise with the appropriate Executive officers regarding specific needs within precincts, subregions, or particular stakeholders within their regional purview.
6. Assist the County Chair with candidate outreach, candidate bench building, and/or party leadership building under their regional purview.
7. Carry out other duties as may be assigned by the county executive committee.
8. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

The officers of the County Executive Committee may meet to assign new duties or reassign existing duties of the County Executive Committee officers for the remainder of their term. Assignments or reassignments of duties must be agreed upon by affected officers. The County Chair shall notify the State Chair and Executive Director of any changes in the duties assignments that are outlined in this Plan of Organization.

## **2.06 County Boards of Elections Method of Selection:**

### **Members of the County Board of Elections.**

The county chair shall call a meeting of the county executive committee and, after consultation with the precinct chairs, submit three (3) names of registered Democrats, ranked in order of preference, as their recommendations for confirmation by the county executive committee. The county chair is encouraged to

submit names that reflect diversity, including race and gender identity, when possible. Only when such recommendations shall be confirmed by a majority of the county executive committee members present and voting shall the three recommendations be submitted to the state chair. If the county executive committee refuses to confirm a person recommended by the county chair, then the floor shall be open for nominations for that position. Only when a nominee has received a majority vote of the county executive committee members present and voting shall the recommended name be submitted to the state chair. The State Board of Elections, consistent with General Statutes, will appoint two (2) of the three (3) names submitted as members of the County Board of Elections.

### **Chair of the County Board of Elections.**

The county chair shall call a meeting of the county executive committee and, after consultation with the precinct chairs, submit their recommendation for confirmation by the county executive committee. Only when such recommendation shall be confirmed by a majority of the county executive committee members present and voting shall the recommendation be submitted to the state chair for appointment by the Governor.

If the county executive committee refuses to confirm the person recommended by the county chair, then the floor shall be open for nominations for that position. Only when the nominee has received a majority vote of the county executive committee members present and voting shall the recommended name be submitted to the state chair. Per General Statutes, the selection of Chair of the County Board of Elections is subjective by the Democratic Governor. The Democratic Governor may amend the process of selection of the Chair as deemed necessary.

The time frame for the county executive committee to meet to act on these recommendations, the deadline for submitting recommendations to the state chair, and the manner by which such recommendations shall be submitted to the state chair shall be determined and set forth by the state chair. The process for making all recommendations are subject to automatic amendment to remain consistent with General Statutes.

### **Vacancies.**

In the event of a vacancy during the term of a member of the county board of elections, then the county executive committee shall use the same procedure as above, but shall only be required to submit two (2) names to the state chair.

In the event of a vacancy during the term of a member of the county board of elections, if it is determined, by a majority of the elected officers of the county executive committee, that sufficient time does not exist due to the next scheduled meeting of the state board of elections, an election, or pressing vital issues before the county board of elections, to give the required notice

of a county executive committee meeting pursuant to the provisions of Section 12.02, the county chair may submit their recommendation to the state chair after obtaining confirmation of said recommendations from a majority of the county executive committee without holding a meeting. Attempts must be made to reach all members of the county executive committee and record of such

attempts and the disposition of each attempt must be submitted to the secretary of the county executive committee within ten (10) days.

### **Qualifications of Members.**

No person may serve on the county board of elections who does not meet the requirements set forth for such office in the General Statutes of North Carolina.

### **2.07 Precinct Judges**

The county chair, after consultation with the precinct chairs, shall recommend to the county board of elections the names of persons to serve as precinct judges. No person may serve as a precinct judge who does not meet the requirements for such office as set forth in the General Statutes of North Carolina.

### **2.08 Rules for Precinct Meetings**

The county executive committee shall have power to make any rules with regard to the holding of precinct meetings that it may deem proper, not inconsistent with this Plan of Organization.

### **2.09 Municipal Executive Committee**

There shall be a municipal executive committee when required by law to fill any vacancies in nomination to partisan municipal offices to be voted for in any town or city election. The municipal executive committee shall be composed of the precinct chair and vice chair of the precincts that comprise the city or town. Each member shall be entitled to vote as prescribed in Sections 2.02 and 12.03. The county chair shall be an ex-officio, non-voting member of the committee and preside at all meetings. Alternatively, the body may choose to select a neutral individual to preside over all or part of the meeting

### **2.10 Methods for Consideration and Adoption of Resolutions at The County Level**

1. Resolutions may be proposed, considered, and adopted at the annual meeting of any precinct. All resolutions adopted at a precinct meeting shall be forwarded to the county secretary. The county convention shall in even-number years adopt the method for reviewing, editing, consolidating, adopting, and prioritizing resolutions most appropriate for the local party. Resolutions may be addressed either only at the county convention or initially by a special platform and resolution committee appointed by the county chair. Resolutions that are adopted and are of purely local interest shall be recommended for further action on the local level.
2. If the resolutions are considered by a committee before the county convention, that committee shall have the authority to edit and/or consolidate resolutions, in keeping with their intention and then prioritize state and national resolutions prior to forwarding them to the county convention.
3. Each county shall forward to the district convention from among the resolutions adopted at the county convention state and national resolutions that the county convention prioritizes as reflecting the most vital and pressing issues put forward by the county party. The secretary shall

forward these prioritized resolutions to the district secretary within ten days. The other adopted resolutions that are not prioritized will be recorded as reflecting local county party policy and shall be forwarded to the State Platforms and Resolutions Committee for constructing the state biennial platform.

4. The county secretary shall report all adopted resolutions to the county convention, if resolutions are considered by committee before the convention, this committee meeting shall take place at least 14 days before the county convention and shall be publicized to party members at least 14 days before it takes place. Any democrat residing in the county may propose and speak on such resolutions at this meeting.
5. Resolutions shall be prioritized at the county convention using one of the following methods:
  - a. The county convention may approve the prioritization of resolutions as recommended by the committee addressing the resolutions;
  - b. The county convention may decide to amend prioritization recommended by the committee
  - c. Regardless of whether the prior committee method is used, the county convention may decide to first vote on which resolutions to approve and then prioritize resolutions by ballot. Each delegate may prioritize state and national resolutions but may prioritize fewer than that number if that delegate chooses. The county party secretary shall tabulate the ballots, weighted by precinct delegate vote, and report the state prioritized and the national prioritized resolutions to the convention. The secretary shall then forward these results to the district party secretary.

## **2.11 Alternative Plan of County Organization**

An Alternative Plan of County Organization may amend Plan of Organization Sections 1 Precinct Organization, and/or 2 County Organizations (including the quorum for a County Executive Committee meeting), and/or 5 County Conventions. Except that an Alternative Plan of County Organization may not amend this section on alternative plans of county organization. An Alternative Plan of County Organization must be consistent with all the other sections of the Plan of Organization requirements of the Democratic National Committee, North Carolina statutes, and the statutes of the county. Consistent with the Plan of Organization, an Alternative County Plan must provide for and encourage diversity and broad participation of active Democrats in the activities, governance, and leadership of the county at every level and in the organization of unorganized significantly ethnic precincts shall provide for the direct involvement of the county caucuses representing those ethnic groups or the state caucuses representing those ethnic groups if there is no duly organized county level caucus(es).

### **Method of Adoption**

1. The county chair shall with the advice and approval of the County Executive Committee, submit an alternative plan to the Plan of Organization Review Committee constituted under section 8.04. Approval requires a majority in a weighted vote of the full County Executive Committee.

2. The county chair or the county chair's designee is encouraged to consult with the Plan of Organization Review Committee prior to submitting the alternative plan. The committee's representative(s) from the Congressional District(s) that include the county will be available for these consultations.
3. The Plan of Organization Review Committee may make non-binding recommendations regarding the alternative plan to the county chair or the chair's designee. Non-binding recommendations may include proposed amendments to the alternative plan for consideration by the county. Upon receiving the committee's recommendation, the County Chair or the chair's designee may ask that the alternative plan be submitted to the State Executive Committee for final approval without change.

For the county to consider recommended amendments, the amended plan must be submitted to the full County Executive Committee for approval before resubmission to the Plan of Organization Review Committee. County Executive Committee approval requires a majority in a weighted vote of the full County Executive Committee.

The Plan of Organization Review Committee shall submit the final draft of the alternative plan to the State Executive Committee with its recommendations within the notification period for the next State Executive Committee meeting following the review committee's final review.

4. By majority vote, the State Executive Committee may approve, disapprove, or refer the proposed alternative plan back to the county with recommendations. In the event that the State Executive Committee is unable to act on the plan at the scheduled State Executive Committee meeting, the plan may be considered by the State Executive Council. The approving body may not amend the proposed plan.

## **Duration**

An Alternative Plan of County Organization shall take effect on the date specified in that plan after approval by the State Executive Committee. The alternative plan will remain in effect for two years.

## **3.00 Congressional, Prosecutorial, State Senate and State House of Representatives District Organizations**

### **3.01 Congressional District Executive Committee**

#### **Members.**

There shall be a congressional district executive committee in each congressional district in North Carolina that shall be composed of:

1. The chair and first vice chair (or elected designee, see Split Counties under Section 3.07) of each county in the congressional district shall serve as voting representatives of their county, except that a county's representation within a single county congressional district will be comprised of the following people.
  - a. The 7 (seven) 7 elected and appointed officers of the District Executive committee pursuant to section 3.04.
  - b. The District's member of the Council of Review.
  - c. The District's representative to the Resolutions and Platform Committee.
  - d. The District's representative to the Plan of Organization Review Committee.
  - e. The Chair of the county party provided that they reside in the District
  - f. The 1st Vice Chair of the county party provided that they reside in the District
2. The officers of the congressional district executive committee as set forth in Section 3.04;
3. An elected congressional district representative of each state affiliated organization whose by-laws have been approved by the state executive committee as an ex-officio voting member. The bylaws of each state affiliated organization shall provide for a method of electing each such representative. State Party Headquarters shall provide the district chair with the names of the designated representative for each state affiliated organization. Should a county chair or first vice chair be elected as a district representative of a state affiliated organization, some other member of said state affiliated organization shall be certified to the congressional district chair as the representative of that state affiliated organization to the congressional district executive committee;
4. A congressional district chair for minority affairs who shall be appointed by the congressional district chair and who shall serve at the pleasure of the congressional district chair as an ex-officio voting member;
5. The Democratic member of Congress of the district as an ex-officio voting member, and
6. Any elected or appointed officer of the state executive committee residing in the congressional district.
7. Any member of the Democratic National Committee residing in the district shall be an ex-officio, voting member of the Congressional District Executive Committee.

### **Term of Office.**

The term of office of the members of the district executive committee shall be for two (2) years and shall expire on the date set for the next succeeding county convention held in an odd- numbered year, or when their successor shall be elected, whichever shall occur first. Newly elected members shall take office immediately upon their election.

### **Vacancies for Congressional District Executive Committee Members.**

Vacancies among members of the congressional district executive committee who represent their county on such committee shall be filled at a meeting of the appropriate county executive committee held within thirty (30) days following the creation of the vacancy.

## **3.02 Voting on the Congressional District Executive Committee**

### **Committee Officers and Ex-Officio Members.**

The congressional district executive committee officers in multi-county congressional districts elected pursuant to Section 6.01 and the ex-officio members of the congressional district executive committee shall be entitled to one vote each, except when voting for the nominating procedures under North Carolina General Statutes, when they shall be non-voting members.

### **County Representatives.**

The representatives of a county (or portion thereof) shall be entitled to cast one (1) vote for each three hundred (300) persons, or major fraction thereof, residing within the county and within the congressional district based upon the last decennial census for all purposes including when voting for the nominating procedures under North Carolina General Statutes.

In the event that the representatives of a county in a multi-county congressional district should disagree on how their county's votes will be cast, then each shall cast exactly one- half ( $\frac{1}{2}$ ) of the votes that their county is entitled to cast. If only one representative of a county is present at a meeting of the district executive committee and the other representative from that county on the district executive committee has not designated a proxy (see Section 12.05) or such proxy is not present, then such representative shall be entitled to cast all of the votes which the county is entitled to cast.

If a congressional district consists entirely of a single county or a portion of that county, each representative of the county shall be entitled to cast an equal share of the county's one (1) vote for each three hundred (300) persons, or major fraction thereof, residing within the county and within the congressional district based upon the last decennial census for all purposes including when voting for the nominating procedures under North Carolina General Statutes.

All voting members of the Congressional District Executive Committee shall be registered Democrats in the Congressional District.

### **3.03 Duties of the Congressional District Executive Committee**

The congressional district executive committee shall perform the duties required by North Carolina General Statutes and such other duties as may be delegated to it by the state chair and/or the state executive committee.

In addition, the members from their respective counties shall perform those duties imposed and specified by North Carolina General Statutes.

### **3.04 Officers of the Congressional District Executive Committee**

#### **Elected Officers.**

The Congressional District Executive Committee shall have as officers a Chair, three (3) Vice Chairs, and a Secretary elected pursuant to Section 6.01. Among the Chair and First Vice Chair at least one (1) must be a person whose gender identity is not male. Where there are sufficient counties in a district, no two (2) elected officers shall live within the same county. Among the Chair and three Vice Chair offices, one of these must be filled by a person of a racial or ethnic minority which constitutes at least twenty percent (20%) of the registered Democrats in that district, one (1) of these offices must be filled by a person whose gender identity is not female, and one (1) of these offices must be filled by a person thirty-six (36) years of age or younger. Any office not elected at the convention shall be considered vacant. Officers of a Congressional District Executive Committee shall be registered Democrats residing within the Congressional District.

Gender, racial or ethnic, and age requirements need not be followed if filling a vacancy by the District Executive Committee. Officers shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct.

#### **Appointed or Ex-Officio Officers.**

The Treasurer and the Congressional District Chair for minority affairs shall serve as appointed officers.

#### **Election to State Executive Committee office.**

If any congressional district officer is elected as an officer of the state executive committee, that person automatically vacates their congressional district office.

#### **Vacancy and Succession for Congressional District Executive Committee Officers.**

Vacancies occurring among the officers of the congressional district executive committee shall be filled within thirty (30) days following the creation of the vacancy. The congressional district executive committee chair shall call a meeting of the congressional district executive committee to fill that vacancy and any other vacancies which might be caused by the action of such committee in filling the vacancy. If, for any reason, there should occur a vacancy in the chair of the congressional district executive committee, the first vice chair, the second vice chair, the third vice chair, the secretary or the treasurer, in that order, shall preside. In the case in which none of the officers accept the duty to preside, the chair may designate a person to preside over portions of the meeting as necessary. In the absence of all of the foregoing officers, any member of the congressional district executive committee may preside.

### **Term of Office.**

The term of office of the officers of the district executive committee shall be for two (2) years and shall expire on the date set for the next succeeding district convention held in an odd- numbered year, or when their successor shall be elected, whichever shall occur first. Newly elected officers shall take office immediately upon their election.

### **Removal.**

Officers and members of the district executive committee may be removed in accordance with Section 9.00. Additionally, a district party treasurer may be removed either by the procedures outlined in Section 9.00 or by the chair of their district executive committee. provided that the chair of the district executive committee receives approval from the majority of the elected officers of the district executive committee.

## **3.05 Duties of Congressional District Officers**

### **Chair.**

The duties of the congressional district chair shall include:

1. Preside at district executive committee meetings and district conventions, or designate a person to preside over all or parts of these meetings;
2. Draft, in consultation with the district executive committee, a strategic plan outlining reasonable political goals for the district;
3. Execute the strategic plan approved by the district executive committee;
4. In consultation with the elected officers; Appoint a Treasurer.
5. Designate the exact time and place, consistent with the fourteen (14) day period set by the state chair, within which the district convention is to be held. Said designation to be given to the state chair and county chairs within the district at least thirty (30) days prior to the said district convention;
6. Assist the state chair and state party staff in the dissemination of party information;
7. Serve as the delegate selection chair responsible for carrying out the duties specified in the Delegate Selection Plan adopted by the state executive committee relating to the election of delegates to the Democratic National Convention;
8. Appoint committees as may be required in the execution of these duties;
9. Attend meetings of the state executive council and the state executive committee;
10. Serve as the spokesperson for the district executive committee;
11. Serve as the liaison between the district executive committee and the state party officers and staff;
12. Represent the district at party and non-party meetings and functions;
13. Carry out other duties as may be assigned by this Plan or Organization or by the district or state executive committees;
14. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

15. Serve on Committee for Distribution of State Campaign NC Victory Fund as provided for in Section 8.03.

### **First Vice Chair.**

The duties of the congressional district first vice chair shall include:

1. Preside at district executive committee meetings and district conventions in the absence of the chair;
2. Plan and organize district executive committee meetings and district conventions;
3. Serve as the coordinator of all district-wide party organizing efforts, in consultation with other officers and consistent with the strategic plan approved by the district executive committee;
4. Carry out other duties as may be assigned by the district executive committee;
5. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **Second Vice Chair.**

The duties of the congressional district second vice chair shall include:

1. Plan and organize training sessions for district executive committee members and other interested active Democrats;
2. Carry out other duties as may be assigned by the district executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **Third Vice Chair.**

The duties of the congressional district third vice chair shall include:

1. Serve as the publicity chair for the district executive committee utilizing local newspapers, newsletters, etc. to illuminate policy issues and announce political activities and/or accomplishments to voters in the district;
2. Carry out other duties as may be assigned by the district executive committee;
3. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **Secretary.**

The duties of the congressional district secretary shall include:

1. Keep and maintain in good order all records of the district executive committee;
2. Issue all meeting notices in writing and consistent with the requirements of this Plan of Organization;
3. Carry out other duties as may be assigned by the district executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Treasurer.**

The duties of the congressional district treasurer shall include:

1. Maintain the district executive committee treasury at an insured commercial bank;
2. Maintain all records required by law or by the district executive committee of contributions received and disbursements made;
3. Prepare and file any reports as may be required by law or by the district executive committee;
4. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

**Congressional District Chair for Minority Affairs.**

The congressional district chair for minority affairs shall serve as a liaison between the party and the minority communities in that district and shall encourage full participation and representation in all party affairs.

The officers of the District Executive Committee may meet to assign new duties or reassign existing duties of the District Executive Committee officers for the remainder of their term. Assignments or reassignments of duties must be agreed upon by affected officers. The District Chair shall notify the State Chair and Executive Director of any changes in the duties assignments that are outlined in this Plan of Organization.

### **3.06 Congressional District Executive Committee Meetings**

**When and Where Held.**

An annual congressional district convention shall be held within the geographical boundaries of each congressional district each year, except that meetings may be held in central locations to congressional districts that are outside of their district boundaries by mutual consent of the state and congressional district chairs. The state chair shall designate the date on which such congressional district convention shall be held. The exact location and time of the congressional district convention shall be determined by the congressional district chair, except that the locations of meetings outside of district boundaries require the consent of the state chair.

**Called Meetings.**

The congressional district chair shall issue a call for a meeting of the congressional district executive committee periodically, but not less than once every six (6) months. Additional meetings may be called in accordance with Section 12.01.

**When Congressional District Executive Committee is Not in Session.**

When the congressional district executive committee is not in session, the officers of the congressional district executive committee shall act in the place of the congressional district executive committee on matters unless this Plan of Organization states that action is to be taken by the entire congressional district executive committee. The chair of the district executive committee is encouraged to include the presidents of chartered auxiliary organizations in such sessions.

## **3.07 Split Counties and Single County Congressional Districts**

### **Split Counties**

If a county be divided between two or more congressional districts, the county shall be entitled to two (2) representatives on the congressional district executive committee of each district in which any portion of the county is located. The county chair and first vice chair shall represent the county on the district executive committee in the district in which they reside. The same county convention at which the county officers are elected shall elect the balance of their entire representation on each such district executive committee. However, such representation on the district executive committee must be by registered Democrats from such county residing in the congressional district to which they shall be elected, ensuring equal division representation of persons of different gender identities.

In voting on the balance of such district executive committee representation, only those Democrats present at the county convention, who reside in the congressional district shall be entitled to vote for and elect their representatives from the county to the congressional district executive committee.

### **Single County Congressional Districts**

If a congressional district consist entirely of a single county or portion of that county the counties representatives to the Congressional District Executive Committee as described in Section 3.02 will be comprised of the following people.

1. The seven (7) elected and appointed officers of the District Executive committee pursuant to section 3.04.
2. The District's member of the Council of Review.
3. The District's representative to the Resolutions and Platform Committee.
4. The District's representative to the Plan of Organization Review Committee.
5. The Chair of the county party provided that they reside in the District
6. The 1st Vice Chair of the county party provided that they reside in the District

## **3.08 Judicial District Executive Committee**

### **Composition.**

There shall be a Judicial District Executive Committee for each superior court, district court or prosecutorial district in the state. It shall be composed of two (2) members from each county in the district, except that Section 3.13 shall apply to single county superior court, district court or prosecutorial districts. These members shall be elected at their respective county conventions held in even- numbered years. When superior court, district court, and/or prosecutorial districts share the same geographic boundaries there shall be one judicial executive committee for those districts.

### **Vacancies for Judicial District Executive Committee Members.**

Vacancies among members of the judicial district executive committee who represent their county on such committee shall be filled within thirty (30) days following the creation of the vacancy by the county executive committee representing that portion of the county in the judicial district executive committee.

### **Voting.**

The two (2) members shall be entitled to cast, for their county, one (1) vote for each three hundred (300) persons, or major fraction thereof, residing within the county, based upon the last decennial census. In the event that the two (2) members should disagree on how their county's votes shall be cast, then each member shall cast exactly one- half of the votes which their county is entitled to cast. If only one representative of a county is present at a meeting of the judicial executive committee and the other member from that county has not designated a proxy, (see Section 12.05), or such proxy is not present, then such representative shall be entitled to cast all of the votes which the county is entitled to cast.

### **Duties.**

The judicial district executive committee shall perform those duties imposed and specified by North Carolina General Statutes.

### **Officers.**

The congressional district chair and the congressional district secretary shall be *ex- officio*, non-voting members of the judicial district executive committee. Where a judicial district lies in more than one (1) congressional district, the state chair shall designate one of the applicable congressional district chairs and secretaries as chair and secretary of the superior Judicial District executive committee.

The congressional district chair shall preside at all meetings of the Judicial District executive committee. In filling vacancies of persons nominated for Superior Court, District Court or District Attorney, the chair and secretary shall immediately certify the name of the appointee to the State Board of Elections and furnish a copy to the state chair.

## **3.09 State Senatorial District Executive Committee**

### **Composition.**

There shall be a state senatorial district executive committee for each state senatorial district in the state. It shall be composed of two (2) members from each county in that district except that Section 3.13 shall apply to single county state senatorial districts. These members shall be elected at their respective county conventions held in even- numbered years. In the case where only part of the county is included within a state senatorial district, then in electing the members of the state senatorial district executive committee, only the delegates to the county convention who reside in the state senatorial district may vote in electing the state senatorial district executive committee member, and only these delegates shall be considered as the membership of the convention in determining a quorum. If the county chair does not reside in the district, they may preside but shall have no vote.

### **Vacancies for State Senatorial District Executive Committee Members.**

Vacancies among members of the state senatorial district executive committee who represent their county on such committee shall be filled within thirty (30) days following the creation of the vacancy by the county executive committee representing that portion of the county in the state senatorial district.

### **Voting.**

The two (2) members shall be entitled to cast, for their county, one (1) vote for each three hundred (300) persons, or major fraction thereof, residing in the county based upon the last decennial census, or in the case where less than the whole county is in the district, one (1) vote for each three hundred (300) persons, or major fraction thereof, residing in that part of the district within the county based upon the last decennial census. In the event that the two members should disagree on how their county's votes will be cast, then each member shall cast exactly one-half of the votes which their county is entitled to cast. If only one representative of a county is present at a meeting of this committee and the other member has not designated a proxy (see Section 12.05), or such proxy is not present, then such representative shall be entitled to cast all of the votes which the county is entitled to cast.

### **Duties.**

The state senatorial district executive committee shall perform those duties imposed and specified by North Carolina General Statutes.

### **Officers.**

The congressional district chair and the congressional district secretary shall be ex-officio, non-voting members of the state senatorial district executive committee. Where a state senatorial district lies in more than one congressional district, the state chair shall designate one of the applicable congressional district chairs and secretaries as chair and secretary of the state senatorial district executive committee.

The congressional district chair shall preside at all meetings of the state senatorial district executive committee. In filling vacancies of a Senator elected to the General Assembly, the congressional district chair and secretary shall immediately certify the name of the recommended person to the Governor of the State of North Carolina, State Capitol, Raleigh, NC 27601, and furnish a copy to the state chair and the State Board of Elections.

In filling vacancies of persons nominated for Senator of the General Assembly, the chair and secretary shall immediately certify the name of the appointee to the State Board of Elections and furnish a copy to the state chair.

## **3.10 State House of Representatives District Executive Committee Composition.**

There shall be a state house of representatives district executive committee for each state house of representative's district in the state. It shall be composed of two (2) members from each county in that district except that Section 3.13 shall apply to single county state house of representatives' districts.

These members shall be elected at their respective county conventions held in even- numbered years. In the case where only part of the county is included within a state house of representative's district, then in electing the members of the state house of representatives district executive committee, only the delegates to the county convention who reside in the state house of representative's district may vote in electing the state house of representatives district committee members, and only these delegates shall be considered as

the membership of the convention in determining a quorum. If the county chair does not reside in the district, they may preside but shall have no vote.

### **Vacancies on State House of Representatives District Executive Committee.**

Vacancies among members of the state house of representatives district executive committee who represent their county on such committee shall be filled within thirty (30) days following the creation of the vacancy by the county executive committee representing that portion of the county in the state house of representatives district executive committee.

### **Voting.**

The two (2) members on a state house of representatives district executive committee shall be entitled to cast, for their county, one (1) vote for each three hundred (300) persons, or major fraction thereof, residing within the county, based upon the last decennial census, or in the case where less than the whole county is in the district, one (1) vote for each three hundred (300) persons or major fraction thereof residing in that part of the district within the county based upon the last decennial census. In the event that the two members should disagree on how their county's votes will be cast, then each member shall cast exactly one-half of the votes which their county is entitled to cast. If only one representative of a county is present at a meeting of this committee and the other member from the county on this committee has not designated a proxy (see Section 12.05), or such proxy is not present, then such representative shall be entitled to cast all of the votes which the county is entitled to cast.

### **Duties.**

The state house of representatives district executive committee shall perform those duties imposed and specified by North Carolina General Statutes.

### **Officers.**

The congressional district chair and congressional district secretary shall be ex- officio, non-voting members of the state house of representatives district executive committee.

Where a state house of representative's district lies in more than one congressional district, the state chair shall designate one of the applicable congressional district chairs and secretaries as chair and secretary of the state house of representatives district executive committee.

The congressional district chair shall preside at all meetings of the state house of representatives district executive committee. In filling vacancies of a Representative elected to the General Assembly, the chair and secretary shall immediately certify the name of the recommended person to the Governor of the State of North Carolina, State Capitol, Raleigh, NC 27601, and furnish a copy to the state chair and the State Board of Elections.

In filling vacancies of persons nominated for Representative of the General Assembly, the chair and secretary shall immediately certify the name of the appointee to the State Board of Elections and furnish a copy to the state chair.

## **3.11 County Elected Officials**

When North Carolina General Statutes require a political party to recommend or nominate a person to fill a vacancy created in the office of county commissioner, sheriff, register of deeds, coroner, or member of the school board, then the following process shall be used:

### **Office Elected by Countywide Vote.**

The members of the county executive committee shall, by majority vote, designate a person as either a recommendation or nominee to fill the vacancy. Each member of the committee in attendance shall vote in accordance with Section 2.02 of this Plan.

### **Office Elected by District Within County.**

Only those members of the county executive committee who represent precincts all or part of which are within the territorial area of the district for the office to be recommended or nominated shall be eligible to vote. For the purpose of determining a quorum, only those members of the county executive committee eligible to vote shall be considered. If the county chair does not reside in the district, they may still preside but shall have no vote. Each member in attendance and eligible to vote shall vote in accordance with Section 2.02 of this Plan.

In filling vacancies of elected officials, the chair and secretary shall immediately certify the name of the recommended person to the Chairperson of the Appointing Authority.

## **3.12 Single County Districts**

### **Whole County.**

Should any prosecutorial, state senatorial, or state house of representatives district be composed of only one county, and includes all of that county, then the county executive committee of said county shall be the prosecutorial, state senatorial or state house of representatives district executive committee for the respective district. (See Sections 3.08, 3.09, 3.10 and 3.11.) Upon convening, the county executive committee shall resolve itself into the prosecutorial, state senatorial or state house of representatives district executive committee for the respective district; each member in attendance shall have one vote.

### **Partial County.**

Should any prosecutorial, state senatorial or state house of representatives district be composed of only one county, but includes less than all of that county, then the county executive committee of said county shall be the prosecutorial, state senatorial or state house of representatives district executive committee for the respective district, but only those county executive members who reside in the district shall be eligible to vote, and for the purpose of determining a quorum, those persons eligible to vote shall be considered as the members of the committee. If the county chair does not reside in the district, they may still preside but shall have no vote. Upon convening, the members of the county executive committee who reside in the applicable district shall resolve themselves into the prosecutorial, state senatorial or state house of representatives executive committee for the respective district. At any such meeting, voting shall be conducted in accordance with Section 2.02. In the event that the relevant prosecutorial, state senatorial, or state house of representatives district contains part of a divided precinct, the precinct shall

be entitled to cast one (1) vote for every one hundred (100) Democratic votes, or major fraction thereof, cast by the precinct for the Democratic nominee for Governor at the last gubernatorial election, with the number of votes determined by taking the total number of votes for governor, and multiplying it by the percentage of the precinct's total population that lives in the district; provided that every precinct shall be entitled to cast at least one vote at the county convention. Notwithstanding the provisions of the third paragraph of Section 2.02 Precinct Officers dealing with situations in which the chair or vice chair of the precinct is absent, any chair or vice chair of that precinct who lives in the district shall be entitled to cast the entire vote allocated to that precinct. In the event that neither the chair nor the vice chair live in the district, the votes allocated to that precinct may be cast by the secretary to the extent that the secretary lives in the district. In the event that none of the precinct officers live in the district the precinct chair may appoint someone who resides in the district to cast the allocated votes.

The county chair shall preside at all meetings of the prosecutorial, state senatorial, and state house of representatives district executive committees. In filling vacancies of elected officials, the chair and secretary shall immediately certify the name of the recommended person to the Governor of the State of North Carolina, State Capitol, Raleigh, NC 27601, and furnish a copy to the state chair and the State Board of Elections.

In filling vacancies of persons nominated for election, the chair and secretary shall immediately certify the name of the appointee to the State Board of Elections and furnish a copy to the state chair.

### **3.13 District Reorganization**

In the event that the drawing and enactment of Congressional District boundaries by either the North Carolina General Assembly or by a state or federal court of law necessitates the reorganization of District Executive Committees, the chair of the North Carolina Democratic Party will make a recommendation to the State Executive Council if the reorganization will occur at the next annual Congressional District Convention that is held in accordance with section 6.01 of the NCDP Plan of Organization, or if a separate reorganization convention is needed. The State Executive Council will then have the authority to accept or reject that recommendation. If the recommendation of the State Chair is rejected, the State Executive Council will have the authority to set a date, or window of dates, when District Re-organization Conventions will occur.

### **Conventions**

- 1. When and Where Held.** The State Executive Council will have the authority to set the date(s) on which such Congressional District Reorganization Conventions will be held. The exact location and time of the Congressional District Reorganization Convention shall be determined by the acting Congressional District Chair, except that the locations of meetings outside of congressional district boundaries may occur with the consent of the State Chair if a suitable venue is not available. A Congressional District Reorganization Convention may be held either virtually, in person, or hybrid, at the discretion of the acting Congressional District Chair.
- 2. Temporary Presiding Officers.** The State Chair shall appoint a registered Democrat to

serve as an acting Congressional District Chair as well as an acting Congressional District Secretary for the sole purpose of organizing the District Convention and presiding over the election of regular officers, and the election of the district's members of the Council of Review, the Platform and Resolutions Committee, and the Plan of Organization Review Committee.

3. **Allocation of Votes.** Each county in a congressional district shall be entitled to cast at the Congressional District Reorganization Convention one (1) vote for every three hundred (300) votes, or major fraction thereof, cast in that county or in the applicable portion thereof, for the Democratic nominee for Governor at the last preceding gubernatorial election; provided, that each county shall be entitled to cast at least one vote. A county's votes will be divided equally among the delegates from that county that attend.
4. **Quorum.** A quorum at a District Reorganization Convention shall exist at any time there is present at least one official delegate from a majority of the counties entitled to be at said convention.
5. **Delegates.** In the event that a District Congressional convention is needed for the purpose of re-organizing the Congressional District Executive Committee along new lines, the following people will have standing to serve as voting members of their county's delegation to whichever congressional district their voting address is drawn into.
  - i) Any Democrat who serves as a member of a County Executive Committee pursuant to section 2.01 of the NCDP Plan of Organization.
  - ii) Any Democrat who resides in an organized precinct, as defined in Section 1.02 of the NCDP Plan of Organization, and is a member of that precinct's precinct committee as defined by section 1.03 of the NCDP Plan of Organization.
  - iii) Any Democrat who resides in an organized precinct and was elected as a county convention delegate at the most recent precinct meeting at which county convention delegates were elected, consistent with section 1.05 of the NCDP Plan of Organization.

### **County Representatives to District Executive Committees**

In the event that the reorganization of Congressional Districts creates a vacancy in the position of a county's representative to a Congressional District Executive Committee, then the county party chair will have the authority, subject to approval of the officers of the County Executive Committee, to appoint someone to fill that vacancy. That person will remain in that position until the next scheduled county convention at which time that position will be filled by a person elected by the convention body consistent with section 5.01 of the NCDP Plan of Organization.

## **4.00 State Organization**

### **4.01 State Executive Committee**

There shall be a state executive committee that shall be the governing body of the North Carolina Democratic Party as follows:

#### **Composition.**

The state executive committee shall consist of its elected officers, appointed officers, ex- officio officers, ex-officio members, congressional district chairs, any other members of the state executive council and county chairs. An additional 450 elected members shall be elected at the county conventions held in odd-numbered years apportioned among all the counties in proportion to the number of votes cast by the counties for the Democratic nominee for Governor at the last preceding gubernatorial election. If after the ex- officio county chair and the apportionment there is only one member, one additional member shall be elected so that all counties have at least two members.

#### **Method of Election.**

In electing members to the state executive committee, delegates to the county convention shall be instructed to cast one half of their votes for men and one half for women; if the number to be elected is an odd number, they shall be instructed to divide their votes equally with a difference of not more than one. This provision shall be inapplicable when only one member is to be elected.

The representatives of all state affiliated organizations with by-laws approved by the state executive committee, shall be ex-officio voting members of the state executive committee.

The members of the Democratic National Committee from North Carolina and the two National committee representatives of the Young Democrats of North Carolina shall be ex-officio voting members of the state executive committee.

All Democratic members of the Council of State, the United States Senate representing North Carolina, the United States House of Representative representing North Carolina, and the Democratic Speaker of the North Carolina House of Representatives and the Democratic President Pro Tem of the North Carolina Senate shall be ex-officio voting members of the state executive committee. If a Democrat is not the Speaker of the North Carolina House of Representatives, then the person designated as Democratic or minority leader of the North Carolina House of Representatives shall be ex-officio voting member of the state executive committee. If a Democrat is not the President Pro Tem of the North Carolina Senate, then the person designated as Democratic or minority leader of the North Carolina Senate shall be ex-officio voting member of the state executive committee.

#### **Term of Office.**

The term of office of the members of the state executive committee shall be for two (2) years and shall expire on the date set for the next succeeding county convention held in an odd- numbered year or when their successors shall be elected, whichever shall occur first. Newly elected members shall take office immediately upon their election.

### **Attendance.**

Any state executive committee member who fails to attend two or more meetings within such person's term of elective office or term of office, whichever shall expire first, without sending a proxy in their place, shall be removed from membership on the state executive committee. When a member serves by virtue of their position as county Chair, removal from the committee shall not affect their position as county Chair, and a person shall be elected by the county executive committee to serve on the state executive committee for the duration of the county Chair's term. When a member serves by virtue of their position as a congressional district Chair, removal from the committee shall not affect their position as district Chair, and a person shall be elected by the officers of the congressional district party to serve on the state executive committee for the duration of the district Chair's term. When a member serves by virtue of their position as president of a state auxiliary organization or as a National Committee representative of the Young Democrats of North Carolina, removal from the committee shall not affect their other position, and a person shall be elected by the statewide officers of the respective organization to serve on the state executive committee for the duration of such person's term of office. When a member serves by virtue of their position as a member of the Democratic National Committee, removal from the committee shall not affect their status as a member of the Democratic National Committee, and a person shall be elected by the state executive council to serve on the state executive committee for the duration of such person's term of office. When a member serves by virtue of their position as a state officer, removal from the committee shall not affect their position as a state officer, and a person shall be elected by the state executive council to serve on the state executive committee for the duration of such person's term. When any member, except for members serving in positions specifically listed hereinabove, serves by virtue of their membership on the state executive council, removal from the committee shall not affect their position on the state executive council, and a person shall be elected by the state executive council to serve on the state executive committee for the duration of such person's term on the state executive council. When a member serves by virtue of holding some elective office, upon removal such member's position shall remain vacant for a period of four (4) years, or until such person's term of elective office expires, whichever shall occur first.

### **Vacancies for State Executive Committee Members.**

Vacancies among members of the state executive committee who represent their county on such committee shall be filled at a meeting of the appropriate county executive committee held within thirty (30) days following the creation of the vacancy.

### **Removals.**

Officers and members of the state executive committee may be removed in accordance with Section 9.00.

## **4.02 Elected Officers**

### **Date of Election.**

In each odd-numbered year, the state chair shall convene the state executive committee prior to March 1 for the purpose of electing its officers.

### **Elected Officers.**

The state executive committee shall have as its elected officers a chair, three (3) vice chairs and a secretary. The first vice chair must be of a different gender identity from the chair. Among the chair and three vice chairs, one of these must be filled by a person of a racial or ethnic minority which constitutes at least 20 twenty percent (20%) of the registered Democrats in the state and one of these offices must be filled by a person thirty-six (36) years of age or younger. Gender, racial or ethnic and age requirements need not be followed if filling a vacancy for an unexpired term but shall be adhered to when the office is filled for a full term.

### **Vacancy and Succession for Elected State Executive Committee Officers.**

Vacancies occurring among the elected officers of the state executive committee shall be filled within sixty (60) days following the creation of the vacancy. The state chair shall call a meeting of the state executive committee to fill that vacancy and any other vacancies that might be caused by the action of such committee in filling the vacancy. If, for any reason, there should occur a vacancy in the office of state chair, the first vice chair, the second vice chair, the third vice chair, the secretary or the treasurer, in that order, shall preside. In the case in which none of the officers accept the duty to preside, the chair may designate a person to preside over portions of the meeting as necessary. In the absence of all of the foregoing officers, any member of the state executive committee may preside.

### **Code of Conduct.**

Officers shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct.

## **4.03 Appointed and Ex-Officio Officers**

The state chair shall appoint a treasurer, a sustaining fund chair or up to three sustaining fund co-chairs a chair for minority affairs and a state advisor for the Teen Dems, all of whom shall serve at the pleasure of the state chair as appointed officers and all of whom shall be voting members of the state executive committee. The state chair shall appoint up to 5 persons to serve on the Sustaining Fund Committee. These members shall be non-voting Ex- officio Members of the State Executive Council.

## **The Association of County/District Chairs**

There shall be an association of at least the one hundred (100) county chairs and the congressional district chairs. They shall elect from their members a president. The president shall serve as ex-officio voting officer of the North Carolina Democratic Party.

## **4.04 Voting on the State Executive Committee**

All members and officers of the State Executive Committee, whether elected, appointed, or ex- officio, shall be entitled to one vote.

## **4.05 Duties of the State Chair and Certain Officers**

### **State Chair.**

The duties of the state chair shall include:

1. Serve as the leader of the party organization in North Carolina;
2. Preside at meetings of the state executive committee, the state executive council and at the state convention, or designate a person to preside over all or parts of these meetings;
3. Draft, in consultation with the state party officers and representatives of state affiliated organizations, a strategic plan outlining reasonable political goals for the state;
4. Execute the strategic plan for the state as approved by the state executive council;
5. Convene the state executive committee at least twice per year;
6. Convene the state executive council as needed, but at least once every three months;
7. Set the dates for precinct meetings, county conventions, and district conventions pursuant to this Plan of Organization. The State Party Chair shall have authority to amend the set dates for specific precinct meetings, county conventions, and congressional district conventions as necessary in any year except in Presidential election years;
8. Set the date for the state convention pursuant to this Plan of Organization;
9. Serve as a spokesperson for the state party;
10. Raise funds necessary for the state party to meet its goals;
11. Encourage communication to all interested persons and organizations relating to party activities and political and policy positions of the state party;
12. Encourage and facilitate the establishment and continuity of state affiliated organizations;
13. Serve as liaison with Democratic elected officials;
14. Serve as liaison to the officers of the Democratic National Committee;
15. Appoint committees as may be necessary and in the best interests of the state party;
16. Carry out other duties as may be assigned by the state executive committee or the state executive council;
17. Transmit all records pertaining to the office to successor within ten (10) days of vacating office;
18. Appoint two members to serve on the Committee for Distribution of State Campaign NC Victory Fund as provided for in Section 8.03.
19. Disseminate the Policy and Political Action Agenda of the state Democratic Party to the news media and to inform and advocate for this Agenda to North Carolina state and national level Democratic leaders.
20. Inspire and mobilize vigorous grassroots public and party support of all major legislation which reflects and implements the Policy and Political Agenda of the state Democratic Party.
21. The State Chair shall work with the Executive Director and the District Chairs to help organize all counties in the State that have an unorganized Democratic Party. The State Chair shall have

the authority to appoint an acting county chair for the purpose of organizing a county party pending a county convention.

### **Vice Chairs.**

The duties of the three vice chairs shall be assigned by the state chair, with the approval of the state executive council.

### **Secretary.**

The duties of the secretary shall include:

1. Keep and maintain all minutes of meetings of the state executive committee, the state executive council, and the state convention;
2. Issue all meeting notices for the state executive committee, state executive council, and other state party committees pursuant to this Plan of Organization;
3. Notify county executive committee chairs and district executive committee chairs, immediately after the annual meeting of the state executive committee held prior to March 1, in writing, of the dates fixed for the holding of precinct meetings, the date for holding county and district conventions, and the date for the state convention (if applicable), as well as other information provided for release in Section 4.08.
4. Distribute minutes of meetings of the state executive committee and the state executive council to all members of the state executive committee no later than fourteen (14) days after said meeting is held.
5. Carry out other duties as may be assigned by the state executive committee or state executive council;
6. Transmit all records pertaining to the office to successor within ten (10) days of vacating office.

### **Treasurer.**

The duties of the treasurer shall include:

1. Maintain the state executive committee treasury at an insured commercial bank;
2. Assist the state chair in raising funds necessary for the state party to meet its goals;
3. Maintain all records required by law or by the state executive committee of contributions received and disbursements made;
4. Prepare and file any reports as may be required by law or by the state executive committee;
5. Distribute to all members of the state executive committee a summary of the general finances of the state party as well as a summary of the funds received and disbursed by the state party for each calendar quarter within thirty (30) days of the end of each calendar quarter;
6. Transmit all records pertaining to the office to successor within ten (10) days of vacating office;

7. Serve on Committee for Distribution of State Campaign Fund (tax check-off) as provided for in Section 8.03.

**Chair or Co-Chairs of The Sustaining Fund.**

The chair or co-chairs of the Sustaining Fund shall have the duties of encouraging and working with county executive committees to meet the county's sustaining fund goal.

**Chair for Minority Affairs.**

The state chair for minority affairs shall serve as a liaison between the party and the Democratic minority communities in the state and shall encourage full participation and representation in all party affairs.

**Teen Dems Advisor.**

The advisor to the Teen Dems shall have the duty of propagating Teen Dem Clubs throughout North Carolina and of providing guidance and coordination for Teen Dem operations and activities.

## **4.06 State Executive Council**

**Duties.**

When the State Executive Committee is not in session, the State Executive Council shall act in its place in all matters, except those explicitly requiring action by the State Executive Committee.

The State Executive Council shall have the authority to:

1. Approve large expenditures
2. Secure loans and lines of credit
3. Sell and purchase real estate
4. Lease office space
5. Execute deeds and deeds of trust
6. Approve and perform similar financial transactions of the North Carolina Democratic Party
7. Recommend a proposed annual budget of the North Carolina Democratic Party to the State Executive Committee no later than 14 calendar days prior to the winter meeting of that committee in each year.

The State Executive Council may adopt resolutions from time to time authorizing an individual or individuals to execute legal documents, including, without limitation:

1. Deeds
2. Deeds of trust
3. Loan agreements
4. Contracts
5. Security agreements
6. Leases
7. Any other paper-writing Such resolutions may be limited in scope.

## **Meetings.**

The state executive council shall meet at least once every three months upon call of the state chair or upon request of forty percent (40%) of its members. In the event of an emergency the State Party Chair shall call a State Executive Council meeting within 48 hours, to be conducted either in person or by telephone, when an emergency arises regarding the North Carolina Democratic Party. Examples include but are not limited to a vacancy in the position of executive director, a pending financial situation, a legal matter, or any circumstance with an affiliate of the North Carolina Democratic Party that requires immediate attention.

## **Composition.**

The members of the State Executive Council shall be:

1. State Party Chair; who shall serve as chair of the State Executive Council
2. Elected officers
3. Appointed officers; ex-officio officers of the State Executive Committee
4. Five (5) currently serving county chairs, selected by the County Chairs Association. The President of the County Chairs Association will be one of the five, by virtue of subsection 3. These five members shall reasonably reflect the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina, and no more than two (2) shall reside in one of the five largest counties (by population).
5. State presidents of all state auxiliary organizations with by-laws approved by the state executive committee
6. Congressional district chairs
7. Non- voting ex-officio Members
8. Members of the Democratic National Committee from North Carolina
9. The two National Committee Representatives of the Young Democrats of North Carolina
10. Three at-large members appointed by the state chair. These three members appointed by the state chair shall reasonably reflect the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

## **Code of Conduct.**

Members shall acknowledge and agree to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct.

## **Emergency Powers.**

In order to continue to conduct the business of the North Carolina Democratic Party as required by this Plan of Organization or required by law, the State Executive Council is empowered, during a declared state of emergency by the federal or state governments, to suspend specific sections of the Plan of Organization.

These powers shall not include:

1. Changing terms of office
2. Suspending emergency powers provisions
3. Circumventing the process of amending this Plan of Organization
4. Circumventing any of the committees described in this Plan of Organization

A resolution calling for such emergency provision(s) shall require a three-fourths (3/4) vote of the State Executive Council in attendance and voting\* during a quorum of that council, either in person or via teleconference.

The resolution:

1. Shall expire within thirty (30) days.
2. May be renewed up to four (4) times for thirty (30) days each by a three-fourths (3/4) vote of the State Executive Council in attendance and voting, during a quorum of that council.
3. May be rescinded by the State Chair or by a majority vote of the State Executive Council in attendance and voting, during a quorum of that council.

## **4.07 State Executive Committee Meetings**

### **Regular Meetings.**

The state chair shall call a meeting of the state executive committee each year prior to March 1. In addition, the state chair shall call a meeting of the state executive committee at least once more during the calendar year to provide members with an update on party activities and to conduct such other business as may be necessary.

### **Called Meetings.**

Upon written receipt of a petition from forty percent (40%) of the state executive committee, the state chair shall call a meeting of the full state executive committee within thirty (30) days.

## **4.08 Order of Business of the State Executive Committee Meetings**

Each year, the state chair shall convene a state executive committee prior to March 1. At such meeting, it shall be the duty of the state chair to publicly announce and enter into the proceedings of that meeting the following as the first order of business:

1. The two-week period of time in which all precinct meetings are to be held in accordance with Section 1.04. Except that in a presidential election year, the state chair shall designate the exact date in which precinct meetings are to be held in accordance with Section 1.04.
2. The fourteen (14) day period in which annual county conventions are to be held in accordance with Section 5.01. Except that in a presidential election year, the state chair shall designate the exact date in which county conventions are to be held in accordance with Section 5.01.

3. The fourteen (14) day period in which congressional district conventions are to be held each year in accordance with Section 6.01.
4. The exact date, time, and place at which the state convention is to be held each even- numbered year in accordance with Section 6.02.
5. In promulgating the dates for county, district, and state conventions, the state chair shall set the dates for such conventions so as to provide a reasonable time between all such meetings for the resolutions adopted by the various conventions to be presented to and considered by the Resolutions and Platform Committee at the state convention.
6. In each year, the state chair shall announce or publish the number of votes to which each county is entitled at the congressional district conventions and at the biennial state convention.

#### **4.09 Other Business**

##### **At the Winter Meeting, Held Before March 1, in an Odd Numbered Year:**

1. The State Chair shall conduct the election of State officers, or designate a person to conduct the election of State Officers.
2. Consider and vote to approve an annual budget prepared by the Finance Committee and approved by the State Executive Council at least 14 days prior to the State Executive Committee meeting or refer it back to the Council.

##### **At the Summer Meeting in an Odd Numbered Year:**

1. The Chair of the Affiliated Organizations Committee shall present a report of its review of the new applications for recognition as a chartered affiliated organization of the North Carolina Democratic Party and applications for renewal of the charter of affiliated organizations, for consideration and approval of the by-laws of each organization by the State Executive Committee. The constitutions or by-laws of the affiliated organizations are required to meet criteria as outlined in 11.00 Auxiliaries and Caucuses of The North Carolina Democratic Party.
2. Receive for information a report from the Resolutions and Platform Committee and consider any Resolutions recommended for adoption.
3. Receive and consider the report of the DNC Delegate Selection Plan. This only applies to the Summer SEC meeting prior to a Democratic National Convention.

##### **At the Winter Meeting, Held Before March 1, in an Even Numbered Year:**

1. The State Chair shall conduct the election of Members of the Democratic National Committee. This only applies to the Winter meeting held before the Democratic National Convention.
2. Consider and vote to approve an annual budget prepared by the Finance Committee and approved by the State Executive Council at least 14 days prior to the State Executive Committee meeting or refer it back to the Council.

##### **At the Summer Meeting in an Even Numbered Year:**

1. Receive for information a report from the Resolutions and Platform Committee and consider any Resolutions recommended for adoption.

2. Any other business required by as a part of the DNC Delegate Selection Plan.

The State Executive Committee shall receive, at any duly called meeting, any report and vote to approve or disapprove any amendments referred to it from the Plan of Organization Review Committee or refer them back to committee for further consideration.

The state executive committee shall, as the need arises and as North Carolina General Statutes direct, create any sectional committee to nominate, replace, or recommend any Democratic candidate, nominee, or elected official.

#### **4.10 Executive Director and State Party Staff**

A full-time executive director shall be selected by the state chair with the approval of the state executive council to serve at the pleasure of the state chair. The performance of the executive director shall be subject to annual review by the state chair and the state executive council. The other staff of the state party shall be employed by and under the supervision of the executive director.

The duties and responsibilities of the executive director and the staff of the state party shall include:

1. Administering the day-to-day affairs of the state party;
2. Assisting the officers of the state party in the execution of their duties;
3. Implementing the strategic plan drafted in consultation with the state party officers and affiliated organizations, as approved by the executive council;
4. Plan and execute the state party's coordinated campaign effort to assist in the election of Democrats at every level;
5. Serve as liaison with precinct, county, and district officers of the state party organization;
6. At the direction of the state chair, serve as spokesperson(s) for the state party;
7. Provide adequate communication with party officers, elected officials, and other interested Democrats as to the activities of the state party;
8. Provide for the public announcement of the dates, and where applicable, the times and locations set by the state chair for precinct meetings, county conventions, congressional district conventions, and the state convention. Said public announcement to be made no less than fourteen (14) days prior to the date of the said meetings or convention;
9. Obtain pertinent legal and financial advice as necessary to keep the state party in compliance with all applicable laws and regulations;
10. Carry out such other duties as may be assigned by the state executive committee or state executive council;
11. Transmit all records pertaining to position to supervisor or successor immediately upon vacating position.

12. At least quarterly, the status and disposition of each duly passed SEC Resolution that remains pertinent, shall be reported electronically, either in spread sheet form or prose, on the NCDP Web Site. The status reporting shall include, at least, any State or Federal Legislator, or Governmental Secretary, or Commissioner, or Commission Member, that each Resolution has been presented to and, other important status information that may include the acceptance of the issues presented and the status of the issues within the jurisdiction of the pertinent body.
13. Require employed North Carolina Democratic Party staff to sign, (including by digital signature), within ten (10) days of hire or re-hire, an acknowledgment of, and agreement to comply with the letter and spirit of the most recently adopted North Carolina Democratic Party Code of Conduct. The Code of Conduct is incorporated by reference herein and shall be posted on the North Carolina Democratic Party website. Further, the Executive Director shall ensure that all State Party employees acknowledge and agree to honor the Code of Conduct. The North Carolina Democratic Party Executive Director, with reliance on North Carolina Democratic Party staff, shall retain a record of those acknowledgments.
14. Officially assign a staff member the responsibility of archiving all important historical documents of the NCDP in a historical digital database and additionally, as desired, at the NC Historical Archives in Raleigh.

#### **4.11 Independent Financial Review**

The state executive council shall provide for a biennial financial audit by an independent accountant of the financial accounts and balances of the state executive committee funds.

## **5.00 County Conventions**

### **5.01 Meeting and Function**

#### **Annual Meeting.**

Annual county conventions shall be held on a date designated by the county chair that is within the fourteen (14) day period designated by the state chair pursuant to Section

4.08 (2). The county chair shall designate the time for the county convention. Weekday county conventions shall begin no earlier than 6:00 PM and no later than 7:30 PM. Weekend county conventions shall be held between the hours of 10:00 AM and 7:00 PM. In presidential election years, there shall be no eight (8) day period allowed and the county convention shall be held on the exact date designated by the state chair pursuant to Section 4.08 (2).

#### **Place of Convention.**

The county chair shall, thirty (30) days prior to the date such convention is to be held, designate the exact time and place where the convention is to be held and the same shall be announced prior to the adjournment of the precinct meetings.

#### **Order of Business – Odd-Numbered Years.**

The county convention, held in odd- numbered years, shall:

1. Elect, from among the active Democrats of the county, the officers of the county executive committee;
2. Elect, from among the active Democrats of the county, the members of the state executive committee to which the county is entitled;
3. Elect, from among the active Democrats of the county, the delegates to the annual congressional district convention;
4. Elect, from among the active Democrats of the county, two members of the congressional district executive committee, which members shall be the chair and the first vice chair of the county executive committee, provided that in those counties which are divided between two or more congressional districts, the county's representatives on the congressional district executive committee shall be as set forth in Split Counties under Section 3.07.
5. Conduct any other business related to the affairs of the county party.

#### **Order of Business – Even-Numbered Years.**

The county convention held in even-numbered years shall:

1. Elect, from among the active Democrats of the county, delegates to the annual congressional district convention and to the biennial state convention in accordance with Sections 6.01 and 6.02;
2. Elect, from among the active Democrats of the county, two (2) members of each of the following: the prosecutorial district executive committee, the state senatorial district executive committee

and the state house of representatives district executive committee; provided that a county shall not elect members to that particular district executive committee, if it is not a part of a multi-county prosecutorial, state senatorial or state house of representatives district; and

3. Conduct any other business related to the affairs of the county party.

### **Resolutions and Platforms.**

Resolutions and Platforms from precincts receiving a favorable recommendation at the county convention shall be certified by the secretary and transmitted to the respective district chair(s) within five (5) days following the county convention. Resolutions and Platforms not receiving a favorable recommendation at the county convention can only be brought to the floor of the biennial state convention in accordance with Section 8.01.

### **Certification.**

Within five (5) days following the county convention, the county chair shall certify to the congressional district and state chairs the names, addresses, race, gender, telephone numbers, and email addresses (where available) of all persons elected as delegates to any convention, or as officers or members of any executive committee.

## **5.02 Voting**

### **Allocation of Votes.**

Each Precinct shall be entitled to cast in the County Convention one (1) vote for every one hundred (100) votes, or major fraction thereof, cast by the Precinct for the Democratic Nominee for Governor in the last preceding gubernatorial election; provided that each Precinct shall be entitled to cast at least one vote at the County Convention.

### **Votes Divided Among Delegates Present.**

The Precinct Delegates who attend the County Convention shall be entitled to vote the full strength of their Precinct upon matters of business which come before the Convention, provided the Precinct originally elected a minimum of five (5) delegates, or at least one (1) delegate for each vote to which it was entitled, as provided in Section 1.08, whichever number is smaller. Each such delegate present from a particular Precinct shall cast an equal number of the votes to which the Precinct is entitled. All votes which the Precinct is entitled to cast shall be divided equally among all the delegates representing the Precinct who are in attendance.

### **Tabulation of Votes.**

The county chair shall appoint sufficient number of secretaries or accountants, who shall reduce the votes to decimals, rounding off to the nearest hundredth, and tabulate the votes.

### **Voice Votes.**

Nothing herein contained shall prevent the county convention from making nominations, holding elections, and conducting business by voice vote or by acclamation where a vote by precincts is not demanded by twenty-five percent (25%) of the certified voters present.

## **5.03 Rules for County Conventions**

The county executive committee shall have the power to make such other rules and regulations for the conduct of county conventions, not inconsistent with this Plan of Organization, as may be deemed necessary or expedient.

### **Quorum.**

At the county convention, a quorum shall exist at any time at which there is present on the floor at least one official delegate from fifty percent (50%) plus one (1) of the precincts with duly elected delegates to said convention.

## **6.00 District and State Conventions**

### **6.01 Congressional District Conventions**

#### **When and Where Held.**

An annual congressional district convention shall be held within the geographical boundaries of each congressional district each year, except that meetings may be held in central locations to congressional districts that are outside of their district boundaries by mutual consent of the state and congressional district chairs. The state chair shall designate the fourteen (14) day period in which such congressional district convention shall be held. The exact location and time of the congressional district convention shall be determined by the congressional district chair, except that the locations of meetings outside of district boundaries require the consent of the state chair.

#### **Allocation of Votes.**

Each county in a congressional district shall be entitled to cast at a congressional district convention one (1) vote for every three hundred (300) votes, or major fraction thereof, cast in that county or in the applicable portion thereof, for the Democratic nominee for Governor at the last preceding gubernatorial election; provided, that each county shall be entitled to cast at least one vote.

Each county shall be entitled to its full voting strength only if the county has elected its full voting strength; if not, the county shall be entitled to the number of votes equal to the number of delegates they have elected.

#### **Election of Delegates.**

The congressional district convention shall be composed of delegates elected by the several county conventions held annually. Each county or appropriate portion thereof shall elect one (1) delegate for each vote it is entitled to cast at the congressional district convention.

#### **Roll of Delegates.**

The state chair shall direct the make-up of a roll of all delegates from the several counties to the district convention and transmit the same to the congressional district chair.

#### **Division of Votes Among Delegates Present.**

The delegates who attend a district convention shall be entitled to vote the full strength of their county upon all matters of business which come before the respective district convention, and each such delegate present from a particular county shall cast an equal number of votes which the county is entitled to cast. All votes, which the county is entitled to cast, shall be divided equally among all the delegates in attendance representing that county. For the purpose of national delegate selection, each delegate election conducted while there is a division of delegates present by caucus for presidential candidate (or uncommitted) preference shall constitute a separate matter of business, and the voting delegates shall be authorized to vote the full strength of their county.

### **Voice Votes.**

Nothing herein shall prevent the district conventions from adopting temporary rules, making nominations, holding elections, and conducting business by voice vote or by acclamation where a vote of counties is not demanded by twenty-five percent (25%) of the delegates present.

### **Quorum.**

A quorum at a District Convention shall exist at any time in which there is present on the floor at least one official delegate from a majority of the counties entitled to be at said convention.

For a convention of a single county congressional district, a quorum shall exist at any time at which there is present on the floor either: at least one delegate from a majority of the county commission districts entitled to be present at the respective convention with duly elected delegates to said convention; or five (5) percent of the total number of delegates elected to the convention.

### **Order of Business – Odd-Numbered Years.**

The congressional district convention held in odd- numbered years shall:

1. Elect, from among the active Democrats of the congressional district, officers of the congressional district executive committee; and then
2. Conduct any other business related to the affairs of the congressional district.

### **Order of Business – Even-Numbered Years.**

The congressional district convention held in even- numbered years shall:

1. Elect, from among the active Democrats of the congressional district, one member of the biennial State Convention's Committee on Credentials and Appeals;
2. Elect, from among the active Democrats, one member of the Council of Review;
3. Elect, from among the active Democrats, one member of the Resolutions and Platform Committee.
4. Elect from among the registered Democrats of the congressional district, one member of the Plan of Organization Review Committee.
5. In each presidential election year, elect, from among the active Democrats in the congressional district, the number of delegates first and then alternates to the Democratic National Convention allotted to each congressional district.
6. In each presidential election year, nominate from among the active Democrats in the Congressional District, one Presidential Elector from the congressional district; and then
7. Adopt the method for reviewing, editing, consolidating, adopting, and prioritizing resolutions most appropriate for the district party that is best suited to district needs.
8. Conduct any other business related to the affairs of the Congressional District.

### **Resolutions and Platforms.**

Certified resolutions and platforms from county conventions shall be considered by the delegates of the district convention. Those Resolutions and Platforms receiving a favorable recommendation at the district convention shall be certified by the secretary and transmitted to the state chair within five (5) days following the district convention. State chair shall ensure that such Resolutions and Platforms are transmitted to the Resolutions and Platforms Committee.

Resolutions and Platforms not receiving a favorable recommendation at the district convention can only be brought to the floor of the biennial state convention in accordance with Section 8.01.

### **Certification.**

Within five (5) days following the district convention, the district chair shall certify to the state chair the names, addresses, race, gender, telephone numbers, and email addresses (where available) of all persons elected as delegates to the state convention, or as officers, or members of any executive committee.

## **6.02 State Convention**

### **When and Where Held.**

A state convention shall be held each even-numbered year. The state chair shall designate and announce the date, time and location of such convention as provided in Section 4.08.

### **Allocation of Votes.**

Each county in the state shall be entitled to cast at a state convention one (1) vote for every three hundred (300) Democratic votes, or major fraction thereof, cast in that county for the Democratic nominee for Governor in the last preceding gubernatorial election, provided that each county shall have at least one vote.

### **Election of Delegates.**

The state convention shall be composed of delegates elected by the several county conventions held in even-numbered years. Each county shall elect one (1) delegate for each vote it is entitled to cast at the state convention.

### **Roll of Delegates.**

The state chair shall direct the make-up of a roll of all delegates from the several counties to the state convention.

### **Division of Votes Among Delegates Present.**

The delegates who attend a state convention shall be entitled to vote the full strength of their county upon all matters of business which come before the respective state convention, and each such delegate present from a particular county shall cast an equal number of votes which the county is entitled to cast. All votes, which the county is entitled to cast, shall be divided equally among all the delegates in attendance representing that county.

**Voice Votes.**

Nothing herein shall prevent the state convention from adopting temporary rules, making nominations, holding elections, and conducting business by voice vote or by acclamation where a vote of counties is not demanded by twenty-five percent (25%) of the delegates present.

**Quorum.**

A quorum at a state convention shall exist at any time in which there is present on the floor at least one (1) official delegate from a majority of the counties entitled to be at said convention.

**Selection of Presidential Elector.**

The State Convention in each presidential election year shall nominate from among the active Democrats in the State, two (2) Presidential Electors and a first and second alternate to serve in case any of the nominated Presidential Electors are unable to serve.

## **7.00 Democratic National Convention Delegates and Democratic National Committee Members**

### **7.01 Delegates and Alternates to The Democratic National Convention**

In accordance with the mandate and call for each Democratic National Convention, the state executive committee shall adopt a Delegate Selection Plan that conforms to the standards established by the Democratic National Committee. Delegates and alternates to such Convention shall be elected in accordance with the procedures and time frames stipulated in the Delegate Selection Plan.

### **7.02 Democratic National Committee Members**

As required by the Charter and Bylaws of the Democratic Party of the United States, members of the Democratic National Committee representing North Carolina shall be elected by the state executive committee for terms commencing on the day the Democratic National Convention adjourns and terminating on the day the next Democratic National Convention adjourns. Such members shall be elected by majority vote the calendar year in which a Democratic National Convention is held, through processes which assure full, timely, and equal opportunity to participate. The members of the Democratic National Committee elected by the state executive committee to represent North Carolina shall be divided as equally as practicable between men and women.

## **8.00 Policy and Standing Committees**

### **8.01 Resolutions and Platforms Committee**

#### **Composition.**

The one individual elected from each congressional district to the Resolutions and Platforms Committee pursuant to Section 6.01. In addition, the representatives of state chartered affiliated organizations with constitutions and/or by-laws approved by the state executive committee shall serve as voting members of the Resolutions and Platforms Committee. In addition, the state chair shall appoint seven (7) at-large members, and designate from members of the committee a chair, vice chair and secretary.

These seven at-large members shall be appointed such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

#### **Meetings.**

The committee shall meet at the call of its chair or from a call petition of a majority of committee members. It shall prepare the proposed platform of the Party for submission to the state convention. In preparing this platform, the committee shall review and consider all resolutions passed at the county, district, or state level for the previous 4 years. The Committee's meeting shall be announced to the State Executive Committee members and Convention delegates at least 14 days before it meets, and the meeting shall take place at least 14 days before the State Convention or State Executive Committee meetings in odd- numbered years.

#### **Matters for Consideration.**

The Resolutions and Platforms Committee shall consider all resolutions addressed to the biennial state convention and to each meeting of the State Executive Committee. The committee is encouraged to hold one or more public hearings and to invite testimony from all North Carolina registered Democrats.

In addition, any state chartered affiliated organization with constitutions or by-laws approved by the state executive committee, and any Democratic organization, committee or convention established or recognized by this Plan of Organization may submit a proposed platform or resolutions or both to the Resolutions and Platforms Committee.

The Resolutions and Platforms Committee shall meet prior to each meeting of the state executive committee to consider resolutions referred to the state executive committee for consideration.

For a resolution or platform to be considered by the delegates to the biennial state convention or by the members of the state executive committee, said resolution or platform must receive a favorable recommendation from a majority of the members of the Resolutions and Platforms Committee present and voting. A resolution or platform that does not receive a favorable recommendation from the Resolutions and Platforms Committee may be brought to the floor of the biennial state convention or the state executive committee meeting for consideration only after a motion to consider said resolution or platform is adopted by a two-thirds ( $\frac{2}{3}$ ) vote of those delegates or members present and voting.

A resolution or platform may be proposed from the floor of the biennial state convention or state executive committee meeting for consideration only after a motion to consider said resolution or platform is adopted by a two-thirds (2/3) vote of those delegates or members present and voting and said resolution or platform has been submitted in writing to the secretary of the state executive committee.

### **Methods for Handling Resolutions at The District Level.**

1. Resolutions may be addressed either only at the district convention or initially by a special resolutions and platforms committee appointed by the district chair. Resolutions that are adopted and are of purely local interest shall be recommended for further action on the local level.
2. If the resolutions are considered by a committee before the district convention, that committee shall have the authority to edit and/or consolidate, resolutions in keeping with their intention and then prioritize state and national resolutions prior to forwarding them to the district convention.
3. The district convention shall forward to the state Resolutions and Platforms Committee from among the resolutions adopted at the district convention state and national resolutions that the district convention prioritizes as reflecting the most vital and pressing issues put forward by the district party. The secretary shall forward these prioritized resolutions to the state Resolutions and Platforms Chair within 10 days, and all non-prioritized resolutions that have been adopted shall be forwarded to the state Resolutions and Platforms Committee to be used in constructing the biennial state platform. The other adopted resolutions that are not prioritized will be recorded as reflecting district party policy.
4. The district secretary shall report all adopted and prioritized resolutions to the district convention if resolutions are considered by committee before the convention. If resolutions are considered by committee before the convention, this committee meeting shall take place at least 5 days before the district convention and shall be publicized to district party members at least 14 days before it takes place. Any Democrat residing in the district may propose and speak on such resolutions at this meeting.
5. Resolutions shall be prioritized at the district convention using one of the following methods:
  - a. the district convention may approve the prioritization of resolutions as recommended by the committee addressing resolutions or
  - b. the district convention may decide to amend prioritization recommended by the committee; or
  - c. regardless of whether a prior committee method is used, the district convention may decide to first vote on which resolutions to approve then prioritize resolutions by ballot. Each delegate may prioritize state and national resolutions but may prioritize fewer than that number if that delegate chooses. The district party secretary shall tabulate the ballots, weighted by county delegate vote, and report the state prioritized resolutions and the national prioritized resolutions to the convention. The secretary shall then forward these results to the state Resolutions and Platforms Committee.

## **Methods for Handling Resolutions At The State Level**

The Resolutions and Platforms Committee shall have the authority to edit and/or consolidate prioritized resolutions from the district parties in keeping with their intention prior to forwarding them to the State Convention or the State Executive Committee meeting.

## **8.02 State Legislative Policy Committee**

### **Composition.**

The State Legislative Policy Committee shall be composed of the following persons or a duly appointed representative of each of them: the Democratic Governor, the Democratic Lt. Governor, the Democratic Speaker of the State House of Representatives, the Democratic President Pro Tem of the Senate, and the state chair. If a Democrat is not the Speaker of the North Carolina House of Representatives, then the person designated as Democratic or minority leader of the North Carolina House of Representatives shall be a member of the Committee. If a Democrat is not the President Pro Tem of the North Carolina Senate, then the person designated as Democratic or minority leader of the North Carolina Senate shall be a member of the Committee. The following persons shall also be members of this committee: the three state vice chairs, members of the Democratic National Committee from NC, each congressional district chair, the presidents of state affiliated organizations and five persons appointed by the state chair.

These five persons shall be appointed such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

The State Chair or designee shall serve as Chair of the Committee.

### **Meetings.**

This committee shall meet at least twice each year, one being prior to the convening of the General Assembly for its regular session and at other times upon the call of the chair.

### **Duties.**

This Committee shall formulate recommendations for state and national Democratic legislative policy. It shall communicate to state and national legislators' grassroots' sentiment on legislative issues. It shall assist in sponsoring public forums throughout the state on state and national issues.

## **8.03 Committee for Distribution of Political Party Nc Victory Funds**

Allocation of funds from the NC Victory Fund received from the State of North Carolina pursuant to North Carolina General Statutes shall be made in accordance with applicable federal and state law the provisions of North Carolina General Statutes.

### **Composition**

The state chair shall have two (2) appointments as provided for in Section 4.05 number 17. The appointments from the chair shall be committee chair and committee vice chair. These appointments shall serve at the pleasure of the State Chair, and shall be made such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

All 13 Congressional District Chairs shall serve as members of the Victory Fund Committee.

### **Fundraising and Distribution of Revenue**

It shall be the responsibility of the members of the victory fund committee to develop a fundraising plan/goal to raise funds necessary for voter turnout within the congressional district. Funds raised shall be submitted to the state party and will be deposited until the committee has met to discuss distribution of funds. The committee shall develop a balanced distribution mechanism and coordinate with the county chairs within their respective districts on their plans for voter outreach & turnout.

## **8.04 Plan of Organization Review Committee**

### **Composition**

One (1) member from each Congressional District elected pursuant to Section 6.01. Nine (9) members appointed by the State Party chair as at-large members.

These nine at-large members shall be appointed such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

In addition, the State Party Chair shall designate the Committee Chair from among the members of the Committee.

### **Matters for Consideration**

The Plan of Organization Review Committee shall consider all proposed amendments to the Plan of Organization. For an amendment to be considered by the State Executive Committee, said amendment must be reviewed and receive a favorable or neutral recommendation from a majority of the members of the Plan of Organization Review Committee present and voting. An amendment not receiving a favorable or neutral recommendation from the Committee may be brought to the floor of a State Executive Committee meeting for consideration only after a motion to consider said amendment is adopted by a two-thirds ( $\frac{2}{3}$ ) vote of those State Executive Committee members or their proxies present and voting pursuant to Section 4.09.

The Committee shall invite the authors of any proposed amendment(s) to attend any and all meetings of the Committee where said amendment(s) is to be reviewed to offer their rationale for the proposed amendment(s).

## **8.05 State Finance Committee**

### **Composition.**

The State Finance Committee shall be composed of the State Treasurer who shall Chair the Committee. The State Chair shall appoint six (6) members of the State Executive Council, and four (4) at-large members to the State Finance Committee.

These four at-large members shall be appointed such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

The Executive Director shall be a non-voting member of the committee.

## **Meetings and Responsibilities.**

On an annual basis, the Finance Committee will:

1. Propose an annual budget, initially drafted by the State Chair, Treasurer, and Executive Director, to the State Executive Council, for its consideration, at least twenty-eight (28) days prior to the winter State Executive Committee meeting.
2. Audit and report on the use of the Party mail permit, to the State Executive Council.
3. Work with the Executive Director to provide mailing permit resources to County Parties, District Executive Committees, and Affiliated Organizations for the purposes of getting out the vote.

## **9.00. Council Of Review**

### **9.01. Purpose**

A Council of Review is created for the purpose of hearing and deciding disputes which may arise within the Party in the event that they are properly presented for resolution in accordance with this Plan of Organization. Disputes within auxiliary organizations of the Democratic Party shall be resolved internally using procedure adopted by the auxiliary organization rather than in accordance with the provisions of Sections 9 and 10 of the Plan of Organization.

### **9.02. Composition**

#### **(a) Membership.**

The Council of Review shall consist of one (1) member from each Congressional District who shall be elected at the Congressional District Conventions held in even-numbered years. Four (4) additional At-Large Members shall be appointed by the State Chair. No person may be a member of the Council of Review who also serves as a Chair of a County or District Executive Committee, as an elected or appointed officer of the State Executive Committee, as a State president of an Affiliated Organization, or as a member of the dispute resolution committee of an Affiliated Organization.

These four At-Large Members shall be appointed such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.

#### **(b) Officers.**

The state chair shall appoint a chair, a vice-chair, and a secretary of the Council of Review from among its members. The chair, vice-chair, and secretary shall provide e-mail addresses for use by persons having business with the Council of Review which shall be posted on the North Carolina Democratic Party website. The chair shall carry out the duties specified in this Section 9 of the Plan of Organization, with the vice-chair to act in the place of the chair in the event that the chair is unable to act. The secretary shall keep the records of the Council of Review and maintain a list of mediators determined by the Council of Review to be qualified to conduct mediations for purposes of Section 9 of the Plan of Organization.

#### **(c) Terms.**

Terms of office for the elected members of the Council of Review shall begin upon the date of their election or appointment and end on the date of the next district convention held in an even-numbered year or until their successors are elected or appointed. Terms of office for the at-large members shall run concurrently with the term of the state chair or until their successors are appointed.

## **9.03. Rules And Decisions**

Forty percent (40%) of the membership of the Council of Review shall constitute a quorum for the purpose of conducting business. All decisions concurred in by a majority of the members of the Council of Review present and voting shall be final and binding, except that any decision made by less than

two-thirds (2/3) of those present and voting is subject to appeal to the State Executive Council. The state chair shall issue such directives as may be necessary and proper to implement decisions of the Council of Review. The Council of Review has the authority to adopt supplemental procedural rules and practices consistent with this Plan of Organization to ensure that each dispute is settled fairly and equitably and shall develop and, from time to time, update a form for the submitting of grievances that shall be posted on the North Carolina Democratic Party website and that shall be used by all persons wishing to submit a grievance in accordance with Section 9 of this Plan of Organization.

## **9.04. Removal Of Members**

The State Executive Council shall have the right to remove from office any member of the Council of Review in the event that two-thirds (2/3) of the members of the State Executive Council present and voting determine, after providing notice of the alleged grounds for removal and an opportunity to be heard, that the member in question been disloyal to the Party, has refused or failed to perform their duties, or has committed any act of misconduct which calls for that member's removal.

## **9.05. Vacancies**

A vacancy in the membership of the Council of Review shall be filled by the congressional District Executive Committee of the congressional district in which such vacancy exists. A vacancy in one of the at-large positions shall be filled by the state chair. The terms of office for persons selected to fill vacancies on the Council of Review shall begin on the date of their selection and continue until the expiration of the terms that they were selected to fill.

## **9.06. Jurisdiction**

### **(a) Jurisdiction of the Council of Review.**

The Council of Review shall have jurisdiction over all disputes arising from (1) alleged violations of this Plan of Organization by persons subject to its provisions except as otherwise specified in this Plan of Organization, (2) any allegation that a violation of the North Carolina Democratic Party Code of Conduct has occurred, and (3) any allegation that an elected or appointed Party officer or a Party committee member, except for precinct chairs and precinct executive committee members, are subject to removal from office pursuant to Section 9.06(b) of this Plan of Organization.

### **(b) Removal from Party Office.**

Elected or appointed officers or committee members are subject to removal from Party office in the event that they, (1) directly or indirectly provide public support to, aid, or assist any opposing political party or a candidate of an opposing party; (2) directly or indirectly provide public support to, aid, or assist a candidate who is registered as an unaffiliated voter (except when there is no registered Democrat who has filed to run for the same office during that election); (3) directly or indirectly give support to, aid, or assist a candidate who is seeking election as a write in or an unaffiliated candidate in a partisan election when there is a properly-selected Democratic Party nominee in a partisan election; (4) failing to perform

their duties; (5) are convicted of a crime involving moral turpitude while holding Party office; or (6) violate the NCDP Code of Conduct.

**(c) Deadlines for Submitting Disputes for Resolution by the Council of Review.**

Any grievance presented for the purpose of invoking the jurisdiction of the Council of Review must be submitted in accordance with the procedures set out below (1) within thirty (30) days after the alleged violation of the Plan of Organization or the Code of Conduct occurred or the grounds for removal came into existence or (2) within thirty (30) days after the petitioner(s), through the exercise of due diligence, reasonably should have learned of the alleged violation of the Plan of Organization or Code of Conduct or the existence of the grounds for removal giving rise to the grievance, whichever is latest. The Council of Review has the authority to determine whether a grievance has been submitted in a timely manner; however, the Council of Review shall have no authority to entertain any grievance based upon an alleged violation of the Plan of Organization or the Code of Conduct or the existence of a ground for removal that occurred more than six (6) months prior to the submission of the grievance.

**(d) Methods for Providing Notification to the Chair of the Council of Review.**

A grievance that is presented for consideration by the Council of Review must be served upon the chair of the Council of Review by hand delivery, United States mail, a recognized commercial delivery service, or e-mail within the time limitations set forth above. The Council of Review shall also assume jurisdiction over all disputes referred to it by the state chair.

**(e) Persons Entitled to Submit a Valid Grievance.**

Any active Democrat actually and adversely affected by an alleged violation of the Plan of Organization or the Code of Conduct or the state chair is entitled to submit a grievance seeking to invoke the jurisdiction of the Council of Review over the alleged violation. A grievance seeking the removal of one or more respondents from Party office or committee membership must be signed by at least three active Democrats, each of whom must be (1) from the jurisdiction in which the violation occurred, (2) a member of the committee on which the alleged offender serves, or (3) the state chair.

**(f) Contents of a Valid Grievance.**

Any grievance submitted to the Council of Review for the purpose of invoking its jurisdiction shall be in writing and signed by the requisite number of active Democrats and must (1) describe in detail the factual grounds for believing that the respondent or respondents have violated the Plan of Organization or the Code of Conduct or that grounds for removal exist, (2) specify the date upon which the alleged violation or grounds for removal occurred, (3) specify the date upon which the grievant/s first learned that the alleged violation occurred or grounds for removal had come into existence, (4) describe the manner in which the grievant/s were adversely affected by the alleged violation or grounds for removal, (5) recite the specific provision of the Plan of Organization or Code of Conduct that the respondent allegedly violated or the specific ground for removal that allegedly exists; and (6) state the relief that the grievant/s wish to obtain from the Council of Review.

## **9.07. Procedure Upon Receipt of a Grievance.**

Within one week of receiving a grievance, the Chair shall, after determining that it suffices to establish the jurisdiction of the Council of Review, acknowledge receipt of the grievance and serve a copy upon the respondent/s by personal delivery, United States mail, the use of a commercial delivery service, or e-mail and provide a copy of the state chair and the Executive Director. Before acknowledging receipt of and serving the grievance, the Chair shall determine whether the grievance was timely filed; the grievant/s were entitled to invoke the jurisdiction of the Council of Review; and whether the facts alleged, if believed, would entitle the grievant/s to relief. In the event that the Chair believes that the grievance suffices to invoke the Council's jurisdiction, the Chair shall acknowledge receipt of and serve the grievance. In the event that the Chair believes that the grievance fails to satisfy the prerequisites for invoking the jurisdiction of the Council of Review, the Chair shall notify the Council of Review of the Chair's concerns, explain the basis for the Chair's concerns, and, either after a formal meeting or informal e-mail vote, obtain the decision of the members of the Council of Review concerning the extent to which the grievance is sufficient to properly invoke the jurisdiction of the Council of Review. The time limitations specified in this Section 9.07 of the Plan of Organization shall be tolled while this determination is being made. If the Council of Review determines that the grievance fails to sufficiently invoke the Council's jurisdiction, the grievance shall be dismissed. If the Council of Review determines that the grievance suffices to invoke the jurisdiction of the Council of Review, the Chair shall acknowledge receipt of and serve the grievance.

## **9.08. Mediation**

At the time that the Chair acknowledges receipt of and serves, the grievance, the Chair shall inform the respondent/s that they have seven days within which to submit a written response to the grievance in the event that they choose to do so and invite the grievant/s and the respondent/s to participate in mediation be conducted by one of the mediators contained on the list of qualified mediators to be maintained by the Council of Review to be designated by the Chair. If all grievant/s and all respondent/s agree to participate in mediation within seven (7) days after the offer of mediation has been submitted to them, the mediator within seven days after the offer of mediation has been transmitted to them, the mediator shall convene the mediation process and have fourteen days within which to attempt to obtain a mediated resolution. If the parties reach a mediated settlement of the dispute, the mediator shall reduce the settlement agreement to writing, have the grievant/s and respondent/s sign the written settlement agreement, and deliver the signed agreement to the Chair of the Council of Review for approval or disapproval, with this decision to be made within seven (7) days after the signing of the mediated settlement agreement. If the Chair of the Council of Review approves the settlement agreement, the Chair shall sign that agreement and deliver it to the parties, the Executive Director, and the state chair within seven (7) days after the conclusion of the mediation process, at which point the settlement agreement shall become final and binding and must be implemented by the grievant/s, the respondent/s, and the Party in accordance with its terms. If the Chair disapproves the settlement agreement, the Chair shall declare the settlement process at an end.

In the event that (1) all grievant/s and all respondent/s fail to agree to participate in mediation within seven (7) days of having been invited to do so, (2) the grievant/s and respondent/s fail to reach a mediated settlement of their dispute within fourteen (14) days after the mediated settlement process begins, (3) all grievant/s and all respondent/s fail to sign the settlement agreement within seven (7) days after a settlement in principle has been reached, or (4) the Chair disapproves any settlement agreement, the Chair shall declare the settlement process at an end and refer the grievance to the Council of Review for hearing.

## **9.09. Notice**

In the event that the grievance is referred to the Council of Review for hearing, the Chair of the Council of Review shall give notice to the grievant/s, the respondent/s, the Executive Director, the chair of any applicable county or congressional district executive committee, and the state chair of the date, time and place that the Council of Review will hear the matter and whether the hearing will be held virtually or in person. The hearing shall be held within forty (40) days of the date that notice was given and must be completed within that forty (40) day period unless the Council of Review, by majority vote, determines that the hearing cannot, despite the best efforts of all involved, be completed within that forty (40) day period. At the time that notice of the hearing is provided, the Chair shall notify the grievant/s and the respondent/s that they are entitled to be represented by counsel.

## **9.10. Contested Case Procedures.**

### **(a). Prehearing Motions.**

Any respondent/s who wishes to seek dismissal of a grievance on the grounds that it does not suffice to invoke the Council's jurisdiction may do so in any response that may be submitted by that respondent/s or by submitting a written motion to that effect to the Chair at least ten days before the date scheduled for the hearing. Any grievant/s or respondent/s who wish to seek any other relief, including the amendment of a grievance or response, may do so by submitting a motion to that effect in writing. Any party who opposes a dismissal request or other motion may file a written response within three days following the submission of any such request or motion. The Chair of the Council of Review shall refer any such dismissal request or motion to the Council of Review following the expiration of the time for submitting a reply to that dismissal request or other motion, which may either defer ruling on the dismissal request or motion until the time and place set for the hearing or decide to grant or deny any such dismissal request or motion. Any other motion shall be promptly ruled upon by the Chair, subject to reversal by a two-thirds (2/3s) vote of the Council of Review.

### **(b). Witnesses.**

Any grievant/s or respondent/s who wishes to present witness testimony at the hearing shall provide the name of such witnesses and the contact information for each such witness to the Chair of the Council of Review at least five days before the hearing. The Chair shall, within twenty-four hours after receiving the names of potential witnesses, notify each such witness of the date, time, and location of the hearing and the manner in which they may participate in it.

**(c). Prehearing Conference.**

The Chair, upon at least forty-eight (48) hours notice, may conduct a pre-hearing conference for the purpose of narrowing the issues, determining the admissibility of any documents that any party might seek to introduce into evidence, or otherwise expediting the hearing proceeding in the interest of efficiency and fairness to all participants.

**(d). Convening the Hearing.**

At the time and place set out in the notice provided pursuant to Section 9.10, the Chair of the Council of Review shall convene the hearing and ascertain that (1) all grievant/s and respondent/s have been given notice of the hearing and provided with copies of the grievance and any responses and that (2) all proposed witnesses have been invited to attend and participate by the Chair of the Council of Review. The Chair shall also advise all participants that the hearing is being held to permit the Council of Review to hear evidence concerning the acts, omission or conditions alleged in the grievance and to determine the merits of the dispute or controversy. At the hearing, the members of Council of Review, the grievant/s, and the respondent/s shall have the right to present evidence and confront and cross-examine all witnesses.

**(e). Evidence.**

The evidence of witnesses shall be given under oath or affirmation administered by the Chair. An opportunity for cross- examination of all witnesses by opposing parties and for questions by members of the Council of Review shall be allowed. In order to be admissible, evidence must be of a direct, non-hearsay nature. The Chair shall make all necessary procedural and evidentiary rulings which can only be overturned during the hearing by a two-thirds (2/3s) majority of the Council of Review present and voting.

**(f). Standard of Proof.**

All material facts necessary to sustain the allegations in the grievance must be proved by clear and convincing evidence, with the grievant/s having the burden of proof.

**(g). Order of Proceedings.**

After the opening statement by the Chair and any proceedings deemed necessary in order to decide pre-hearing motions about which the Chair of the Council of Review reserved decision, the presentation of evidence and the opening statements and closing arguments shall take place as follows.

1. Presentation of Case by the Grievant(s) (30 minutes maximum)
  - a. Opening statement, if desired.
  - b. Grievant(s)' witnesses are called, examined and cross-examined.
  - c. Grievant(s)' non-testimonial evidence is presented.
2. Presentation of Case by Respondent(s) (30 minutes maximum)
  - a. Opening statement, if desired.

- b. Respondent(s)' witnesses are called, examined and cross-examined.
  - c. Respondent(s)' non-testimonial evidence is presented.
3. Closing Statement by each party (5 minutes maximum for each)
4. Council of Review deliberates in executive session, with the Council to announce its decision in open session before all parties and, upon request, to announce the numerical vote.

The Chair of the Council of Review may, subject to a majority vote of those members of the Council of Review present and voting, extend the time for opening statements, evidentiary presentations, and closing statements.

**(h). Adjudication.**

In adjudicating any dispute arising before it, the Council of Review shall find that the grievance is either meritorious or non-meritorious, in whole or in part. In the event that the Council of Review determines that a grievance is meritorious, in whole or in part, it must then determine whether the acts or omissions upon which the grievance relies had a material impact adverse to the interests of the grievant/s. In event that the Council of Review determines that the alleged acts or omissions had a material adverse impact upon the grievant/s, it will, in the exercise of its discretion, adopt a remedy or sanction that, in its opinion, adequately addresses the material adverse impact that resulted from the alleged violation of the Plan of Organization or Code of Conduct or the act or omission justifying removal of the respondent/s from office. In determining that nature and extent of any remedy or sanction that should be adopted or imposed upon a finding of a violation of the Plan of Organization or the Code of Conduct, the Council is not limited to the relief sought by the grievant/s and may, instead, adopt any remedy or sanction that it deems appropriate in light of the nature of the violation and all other relevant facts. In the event that the Council of Review determines that the alleged violation had no adverse impact upon the grievant/s, it shall simply find that a violation occurred without taking any other action.

In cases in which the grievant/s are not seeking the removal of an officer or committee member from party office, the Council of Review shall make its decision by majority vote. A decision that a respondent/s should be removed from Party office or committee membership requires a two-thirds (2/3s) vote of those members of the Council of Review present and participating.

In addition to being announced at the conclusion of the hearing held before the Council of Review, the Council's decision shall be reduced to writing and served upon all parties to the proceeding, the Executive Director, or person acting in that capacity, and the state chair within ten days after the hearing before the Council of Review was concluded.

**(i). Appeal.**

All decisions by the Council of Review shall be final, except that any decision of the Council decided by less than a two-thirds ( $\frac{2}{3}$ ) vote (or, in the case of a decision to remove a person from party office, a three-quarters ( $\frac{3}{4}$ ) vote) may be appealed to the state executive council within fifteen (15) days of the date on which the written decision of the Council of Review is served upon the parties. Any party who wishes to take an appeal from a final decision of the Council of Review shall give notice in writing to the

Executive Director and provide a copy of that notice to the Chair of the Council of Review, the state chair, and all other parties to the proceeding.

Upon the submission of a notice of appeal the Executive Director, or person acting in that capacity, shall procure a copy of the Council of Review's written decision and all available evidence submitted for consideration by the Council of Review for use by the State Executive Council. Within fifteen (15) days after the delivery of the notice of appeal to the Executive Director, the appealing party may submit a document specifying in detail the nature and extent of any error that the Council of Review allegedly committed and explaining why the Council of Review's decision should be overturned or modified and serve that document upon all other parties. Within fifteen (15) days after service of the document explaining the basis for the appeal, any other party may submit a document to the Executive Director explaining why the Council of Review's decision should be upheld. Within five (5) days after the service of the response, the appealing party may submit a reply statement to the Executive Director. After the submission of these documents, the State Executive Committee shall, within ten (10) days, decide whether to allow the parties to make oral presentations to the State Executive Council as well and, if so, specify the time, place, and manner at which such presentations may be made.

Within fifteen (15) days after the submission of any written documents or the making of any oral presentations, whichever is later, the State Executive Council shall meet and decide the issues raised by the appeal. In deciding any factual issues, the State Executive Council shall give appropriate deference to the Council of Review's decision. In deciding whether the Council of Review properly applied the relevant provisions of the Plan of Organization or the Code of Conduct or ordered appropriate remedial action, the State Executive Council is entitled, but need not, give any deference to the Council of Review's decision. Within ten (10) days of the date upon which it meets to consider any appeal, the State Executive Council shall decide whether to affirm or reverse the Council of Review's decision, reduce its decision to writing, announce its decision, and order any appropriate action, including, but not limited to, a new hearing before the Council of Review.

## **9.10 General Provisions**

### **(a) Time Limitations.**

Except for the limitations upon the time specified for submitting a grievance set out in Section 9.06(c) of this Plan of Organization, the Chair of the Council of Review, shall, for good cause shown, have the authority to either shorten or lengthen any of the time limitations set out in Section 9 of this Plan of Organization.

### **(b) Failure to Comply with Time Limitations.**

With the exception of the time specified for submitting a grievance set out in Section 9.06(c) of this Plan of Organization, a failure to comply with the time limitations set out in Section 9 of this Plan of Organization shall not justify a decision to dismiss a grievance or award summary relief to a respondent/s. Instead, the Council of Review shall have the authority, in appropriate cases, to grant relief from any violation of the time limitations set out in Section 9 of the Plan of Organization, except for failures to

comply with the time limitations for the submission of a grievance set out in Section 9.06(c) of this Plan of Organization.

**(c) Notices.**

All notices required by Section 9 of the Plan of Organization may be transmitted by e-mail in accordance with Section 12.02.

## **10. Other Procedures for Removal from Party Office**

### **10.01. Vacating And Temporarily Relinquishing Holding Party Office When A Candidate Or Campaign Manager In Primaries**

Any officer of any precinct, county, congressional district or state executive committee who (1) files for a partisan elective office and who is opposed in the Democratic Primary or (2) manages a campaign for a candidate in a partisan elective office who is opposed in the Democratic Primary, shall be deemed to have temporarily relinquished holding that office as of the date that another North Carolina Democrat files for the same elective office throughout the duration of that Primary Election.

Any officer of any county, congressional district or state executive committee who takes an active campaign managerial or staff role or is a treasurer appointed for campaign reporting purposes in support of a candidate in a partisan elective office who is opposed in the Democratic primary, shall be deemed to have temporarily relinquished holding that office as of the date such candidate and another Democrat file for the same elective office throughout the duration of that Primary Election.

When a chair temporarily relinquishes holding office, the first vice chair of the executive committee shall assume such duties for the duration of the Democratic Primary. If, for any reason, there should occur a vacancy in the first vice chair of the executive committee, the second vice chair, the third vice chair, the secretary or the treasurer, in that order, shall assume such duties until the office of the first vice chair is filled or until the closing of the Primary Election, whichever occurs first. If an officer other than the chair temporarily relinquishes holding office, the chair may assign the duties of the officer in part or in their entirety to any member of that executive committee for the duration of the Democratic Primary.

### **10.02. Simultaneous Office Holding Prohibited in Some Circumstances**

Should any County Executive Committee Officer or Congressional District Executive Committee Officer be elected as an Officer of State Executive Committee, that person shall be deemed to have automatically vacated their previous office. Should any Officer of the State Executive Committee be elected as an Officer of a County Party Executive Committee or District Party Executive Committee they shall be deemed to have vacated their position as an Officer of the State Executive Committee.

No Chair of any County Executive Committee, Chair of any District Executive Committee, or Officer of the State Executive Committee may simultaneously serve as a President of any state-wide affiliated organization recognized under Section 4.08.

Upon election as President of a statewide Affiliated Organization or assumption of the office of President of a statewide Affiliated Organization, a Chair of a County Executive Committee, a Chair of a District Executive Committee, or Officer of the State Executive Committee shall be deemed to have automatically vacated that person's position as an Chair of the County Executive Committee,

Chair of a District Executive Committee, or Officer of State Executive Committee. Should a President of a statewide Affiliated Organization, be elected as Chair of the County Executive Committee, Chair of a District Executive Committee, or Officer of the State Executive Committee, that person shall

have fifteen (15) days after such election to resign as President of the statewide Affiliated Organization, or that person shall be deemed to have automatically vacated their new position as a Chair of a County Executive Committee, a Chair of a District Executive Committee, or Officer of the State Executive Committee.

## **11.00 Affiliated Organizations of The North Carolina Democratic Party: (Formerly Referred to As Auxiliaries and Caucuses)**

### **11.01 Affiliated Organizations Defined**

The North Carolina Democratic Party encourages the free association of constituent and interest groups at all levels of the party. In this definition, an organization that has been called a caucus historically, but functions as an auxiliary is included. Formally recognized affiliated organizations of the North Carolina Democratic Party meet the guidelines as set forth below:

#### **Auxiliaries shall:**

- a. Be comprised of registered Democrats who share inherent and/or immutable traits which define the auxiliary, not a concern about an issue or cause;
- b. Represent a significant constituency of the Democratic Party that has been historically under-represented;

#### **Caucuses shall:**

- a. Be comprised of registered Democrats who share a concern about an issue or cause;
- b. Represent key groups that historically and presently are crucial to voter turnout and voter outreach;

#### **Roles of affiliated organizations:**

- a. Auxiliaries shall be represented on the NCDP Executive Council, the NCDP State Legislative Policy Committee and the Platform and Resolutions Committee by the State President or designated representative and participate in strategic planning for the NCDP.
- b. Caucuses shall be represented on the NCDP Executive Council, the NCDP State Legislative Policy Committee and the Platform and Resolutions Committee by the State President or designated representative and participate in strategic planning for the NCDP.

## **11.02 The Affiliated Organizations Committee**

### **Purpose of the Affiliated Organizations Committee:**

The Affiliated Organizations Committee is a standing committee of the North Carolina Democratic Party established to facilitate the certification and renewal of certification of affiliated organizations of the North Carolina Democratic Party. The purposes of the committee are: 1) to evaluate the constitution and by-laws and other materials submitted for all initial and renewal certifications of state organizations who request to affiliate with North Carolina Democratic Party at least biennially; 2) to review amendments of by-laws previously reviewed and publicized by the NCDP as needed; 3) to report and make recommendation for approval or denial to the State Executive Committee based on their evaluation; and 4) to advise and assist groups of individuals interested in forming an affiliated organization in the process of making application and organizing chapters when requested.

### **Members of the Affiliated Organizations Committee:**

The Committee shall consist of:

1. A chair, secretary, and one (1) member appointed by the State Chair. These appointees shall serve at the pleasure of the State Chair, and shall be made such that the Committee reasonably reflects the geographic, racial, ethnic, and gender makeup of registered Democrats in North Carolina.
2. Five representatives of the affiliated organizations that qualify for current membership on the State Executive Committee, who are chosen from a list to be ordered by organizational seniority. The list and rotation shall be administered by the committee chair. Members shall serve a term of two (2) years.
3. Five (5) members who are current county chairs chosen by the County Chairs Association who serve a two- year term.
4. Members of this committee must be registered Democrats.

## **11.03 Process to Request Affiliation or Reaffirm Affiliation or Submit By-Laws**

To obtain recognition as an affiliated organization of the North Carolina Democratic Party, an organization meets the criteria listed below:

1. All new or unaffiliated organizations must request affiliation by applying to the committee and completing the organizational process 90 days, or as may be reasonable for review prior to an SEC meeting by the Affiliated Organizations Committee, prior to a State Executive Committee Meeting at which the organization requests to be considered. The organization may request guidance from the Affiliated Organizations committee before submission.
2. Each affiliated organization shall re-apply to the committee in writing for recognition by April 1 of each odd numbered year. Beginning July 1 of each odd-numbered year, approved charters will be recognized by the party and will remain valid for two years. If an affiliated organization chooses not to apply for reaffiliation by the deadlines prescribed in the Plan of Organization and enforced by the AO Committee, its charter will be considered invalid at that time.
3. If at any time after recognition an organization amends its by-laws such that its mission, purpose, or process is significantly altered, the organization may submit the proposed by-laws amendment(s) to the Affiliated Organizations committee for review. Upon request to a member of the Affiliated Organizations committee, the organization may obtain advice on such changes prior to submission.
4. All applications for affiliation and renewals are evaluated by the Affiliated Organizations Committee and are subject to final vote of the State Executive Committee to approve recognition of the organization. The Affiliated Organizations Committee is convened to evaluate by-laws and other criteria to confirm that criteria are met and to report not less than 30 days prior to date of the State Executive Committee meeting at which the organization may be recommended. The report of the Affiliated Organizations Committee, which shall include the names of the organizations requesting approval, shall be included in the agenda of the official notice of this meeting. Notice of this committee's recommendations and the reviewed constitutions/by-laws of each auxiliary or caucus requesting

approval shall be posted on the NCDP.org website for review not less than 14 days prior to any SEC meeting at which recommendations will be reported and acted on.

5. State affiliated organizations shall be in compliance with state election law.
6. The party will recognize a single auxiliary or caucus for any specific purpose.

**Criteria for recognition as an official affiliated auxiliary or caucus are as follows:**

1. An auxiliary or caucus has held an organizational meeting with notice to all county parties and all chapter members to adopt by-laws and elect officers using Robert's Rules of Order for establishing a permanent society. Subsequently, annual business meetings are held in accordance with its by-laws for transacting business and at least every two years for the election of officers.
2. An Affiliated Organization demonstrates a broad outreach, inclusion, and capacity to represent the constituency group as stated in its by-laws.
3. The current by-laws of the Affiliated Organizations are available for inspection by any registered Democrat and published on the state party website. The by-laws must be consistent with the values as stated in the Preamble and Open Party chapters of the Plan of Organization. An Affiliated Organization is required to send a copy of the current by-laws when amended to the NCDP Executive Director for reposting on the state party website.
4. As a part of the constitution and by-laws of each Affiliated Organization, there shall be a statement indicating that a primary mission of the organization is the promotion of the Democratic Party, the Democratic Party's nominees for elective office, and the Democratic Party's elected officials.
5. Affiliated Organization by-laws must include a mechanism for managing disputes with the chapters of its state auxiliary or caucus organizations which deviate from the mission outlined above and for the internal resolution of disputes and controversies that arise within the auxiliary or caucus. The internal disputes of an affiliated organization shall not be subject to jurisdiction by the NCDP Council of Review.
6. Every Affiliated Organization is required to comply with North Carolina Election law.
7. To facilitate communication between organizations and the state party, each Affiliated Organization shall submit and update the names, addresses, phone numbers, and contact information for officers and/or representatives chosen to represent the chapters of county, district, and state levels of the organization to the NCDP executive director. Such data shall also be entered into the NCDP database.

The State Executive Committee may grant conditional approval of an Affiliated Organization. If such conditional approval is granted, the conditionally approved Affiliated Organization must then meet all the requirements for full recognition and meet the appropriate deadlines, as stated herein, prior to the next full meeting of the State Executive Committee, at which time the State Executive Committee shall vote final approval or denial.

## **11.04 Representation and Voting on County, District, State Executive Committees and State Executive Council and Policy Committees**

Affiliated Organizations with by-laws approved by the State Executive Committee shall be represented on executive committees and policy committees in the following manner:

### **County Executive Committees**

Duly organized chapters wholly within a county shall have designated *ex-officio* voting member on the county executive committee. The member must reside in the county. These representatives are entitled to one vote. The respective presidents of the state Affiliated Organizations shall determine those duly organized chapters within a county and certify the name of the county organization president or chosen representative to the state party chair. Such *ex-officio* members serve on this committee until their term expires.

When a club has formed within a county and is not affiliated with a state recognized Affiliated Organization, the county executive committee shall determine what constitutes a duly organized Democratic Club of the county in which these are organized. The designated representative of the club shall be an *ex-officio* member of the County Executive Committee. The County Executive Committee shall determine if the club has a vote.

### **District Executive Committees**

A congressional district representative, who resides in the district, of each state Affiliated Organization is an *ex-officio*, voting member of the district executive committee. The by-laws of each state Affiliated Organization shall provide for a method of choosing each such representative. Should a county chair or first vice chair be elected as a district representative of that state auxiliary or caucus organization, some other member residing in the district shall be certified as the representative of that Affiliated Organization to the congressional district executive committee. These representatives are entitled to one vote except when voting for the nominating procedures under North Carolina General Statutes, when they shall be non-voting members. Such *ex-officio* members serve on this committee until their term expires.

Democratic Clubs not currently recognized at the state level may be recognized at the district level at the discretion of the executive committee in the district in which these are organized. The District Executive Committee shall determine if the club has a vote.

### **State Executive Committee**

The presidents or designated representatives of all state affiliated organizations with by-laws approved by the state executive committee shall be *ex-officio* voting members of the state executive committee. The term of office will expire when their successors are elected, and successor takes office.

### **State Executive Council**

State presidents of affiliated organizations that have been approved by the State Executive Committee are *ex-officio*, voting members of the State Executive Council. Such *ex-officio* members serve on this committee until their successor takes office.

## **Policy Committees**

The state presidents or designated representatives of chartered Affiliated Organizations shall serve as voting members of the Resolutions and Platforms Committee and State Legislative Policy Committee. Such ex- officio members serve on this committee until their term of auxiliary office expires.

Any state affiliated organization may submit proposed platform recommendations or resolutions to the Resolutions and Platform Committee.

## **Council of Review**

Presidents of Affiliated Organizations are not eligible for membership on the Council of Review. However, members of an auxiliary or caucus may be elected from congressional districts or appointed by the state chair to serve on this committee.

## **11.05 Reasons for Removal and Vacating of Officers and Committee Members**

Removal of an ex-officio member of any party committee may result from hearings under the affiliated organization's internal processes, as an individual member of a state party committee subject to Council of Review action, or automatically under certain circumstances when accepting new roles within the party. If an individual is a member of a committee of the North Carolina Democratic Party, and engages in conduct that is grounds for removal, the individual may be removed from any committee on which they serve as an ex-officio, appointed, or elected member. In instances in which an individual serving in an ex-officio capacity is removed or vacated from any committee, the auxiliary may elect or appoint a temporary or permanent replacement as needed in accordance with its by-laws. See Plan of Organization, Sections 10.0 – 10.04.

## **11.06 Revocation of Charter**

An auxiliary or caucus may be subject to revocation as an affiliated organization under the following circumstances:

1. An annual meeting has not been held and/or officers have not been elected at the time prescribed in the organization by-laws, thus becoming “unorganized”.
2. When party recognition status is disputed, is unresolved by its internal dispute resolution process and results in a lack of clear lines of leadership and accountability or becomes disruptive to the business of the party, disputing parties shall be subject to binding arbitration by an arbiter agreed to by both at the expense of the disputing auxiliaries or caucuses. If one of the parties to the dispute refuses to participate in arbitration or refuses to accept the result of arbitration, the state party chair, in consultation with the Executive Council and Affiliated Organizations Committee shall name the president of the participating organization as the representative of the organization on the State Executive Committee and/or State Executive Council.
3. If a national organization has authority to revoke the charter of an affiliated state organization and has revoked the charter of the state organization.

Upon revocation or suspension of a charter, all representatives of an affiliated organization shall lose their standing. The Chair of the North Carolina Democratic Party, after consultation with the Affiliated Organizations Committee and State Executive Council, shall have authority to determine that an auxiliary or caucus is suspended or no longer recognized when any of the above occurs. Nothing in these policies prevents a group from seeking restoration of recognition when criteria as an Affiliated Organization of the state party has been met.

### **11.07 Dispute Resolution Within an Affiliated Organization**

All affiliated organizations shall resolve their internal disputes using the dispute resolution processes in their approved bylaws, as required in section 11.03 Process to Request Affiliation. No decision made by these processes shall be appealable to any officer or any committee within the North Carolina Democratic Party.

## **12.00 Miscellaneous**

### **12.01 Committee Meetings**

#### **Called Meetings.**

Unless otherwise provided for in this Plan of Organization, the chair, or forty percent (40%) of the membership of any committee, subcommittee, or council authorized under this Plan of Organization, may call meetings in addition to those required by this Plan of Organization.

#### **When and Where.**

All committees shall meet at such times and places as the chair of the respective committee, subcommittee, or council may from time to time appoint and designate in the call, unless otherwise set forth in this Plan of Organization.

### **12.02 Meeting Notice Requirements**

Unless otherwise provided for in this Plan of Organization, written notice, sent via email, must be given to members for all meetings of any committee, subcommittee or council authorized under this Plan of Organization, unless members request that all such notices be sent via U.S. Mail as follows:

For county executive committees, prosecutorial executive committees, state senatorial executive committees, state house of representatives executive committees, congressional district executive committees, or the state executive committee when meeting to fill a vacancy in nomination to elected office or elected office, five (5) days email notice; For the State Executive Council as indicated in section 4.06 In the event of an emergency The State Party Chairman shall call a State Executive Council meeting within 48 hours, to be conducted either in person or by telephone, when an emergency arises regarding the North Carolina Democratic Party. Examples include but are not limited to a vacancy in the position of executive director, a pending financial situation, a legal matter, or any circumstance with an affiliate of the North Carolina Democratic Party that requires immediate attention.

For all other committee, subcommittee, or council meetings for any other purposes, fourteen (14) days email notice. Email address must be verified by return email from the member or via verification button included in a verification email. Email addresses must be verified annually. If the NCDP or the secretary and chair of a committee does not have a committee member's verified email on file, that member shall receive a written notice via U.S. Mail. Member may request that all notices be sent via U.S. Mail.

The first day of notice shall be considered the date indicated by the postmark imprinted by the United States Postal Service or a postage meter approved in accordance with a permit issued by the United States Postal Service.

The meeting notice must contain the date, time, place, and proposed agenda for the meeting.

The meeting notice for the state executive committee and the state executive council must be posted on the state party's website.

## **12.03 Quorum**

Unless otherwise specifically provided for in this Plan of Organization, forty percent (40%) of the persons constituting the voting membership of a committee, subcommittee, or council shall constitute a quorum.

At a county, district or state convention, a quorum shall exist at any time at which there is present on the floor at least one official delegate from fifty percent (50%) plus one (1) of the precincts or counties entitled to be present at the respective convention with duly elected delegates to said convention.

## **12.04 Majority Vote**

Unless otherwise provided for in this Plan of Organization, or as specified herein below, after meeting the quorum requirements, from fifty percent (50%) plus one (1) of the votes cast shall constitute a majority for the purposes of voting and transacting business. At the discretion of the county Chair, state executive committee members, congressional district convention delegates, or state convention delegates, who are elected at a county convention, may be elected by a plurality vote.

## **12.05 Proxy Voting**

### **State Executive Committee.**

A member of the state executive committee may designate a registered Democrat, from the jurisdiction or organization from which they were elected to the SEC, their county to serve as their alternate for a particular state executive committee meeting by notifying the state chair, secretary, or executive director of such designation in writing, prior to the call to order of such meeting; except, that a member of the state executive committee who represents a county with two (2) or fewer committee members may designate a registered Democrat from any county within their congressional district to serve as their alternate for a particular state executive meeting by notifying the state chair, secretary, or executive director of such designation in writing, prior to the call to order of such meeting. Any properly designated proxy may vote the full strength of the elected SEC member provided, however, that no one person may serve as an alternate for more than one member at any meeting and no member or alternate may be entitled to more than one vote.

### **Congressional, Prosecutorial, State Senatorial, or State House of Representatives District Executive Committee.**

A member of a district executive committee may designate an active registered Democrat from their county or appropriate portion thereof to serve as their alternate for a particular district executive committee meeting by notifying the appropriate district executive committee chair or secretary of such designation in writing, prior to the call to order of such meeting; provided, however, that no person may serve as an alternate for more than one member at any meeting and no member can also serve at the same meeting as an alternate.

### **County Executive Committee.**

A member of a county executive committee may designate an active registered Democrat from their precinct, and when the member is president of a duly organized and chartered county chapter of a state auxiliary organization, they may designate a member of their auxiliary organization, to serve as their

alternate for a particular county executive committee meeting by notifying the county executive committee chair or secretary of such designation in writing, prior to the call to order of such meeting; provided, however, that no person may serve as an alternate for more than one member at any meeting and no member can also serve at the same meeting as an alternate.

#### **State Executive Council.**

A member of the state executive council may designate an active registered Democrat, from the jurisdiction or organization from which they were elected to the council, to serve as their alternate for a particular state executive council meeting by notifying the state chair, secretary, or executive director of such designation in writing, prior to the call to order of such meeting; provided, however, that no person may serve as an alternate for more than one member at any meeting and no member can also serve at the same meeting as an alternate.

#### **Precinct Meetings, County, District, or State Conventions.**

Proxy voting shall not be permitted at precinct meetings, county, district, or state conventions.

### **12.06 Subcommittees**

All Executive Committees shall have the power to appoint such ad hoc or standing committees for such purposes and with such powers in their respective jurisdictions as may be deemed necessary or desirable so long as the functions of the committees are consistent with this Plan of Organization.

### **12.07 Significantly Ethnic Precincts**

Defined as a precinct where at least 30% of registered voters are self-reported to the State Board of Elections using ethnic or racial categories as either "African American/Black," "American Indian/Alaska Native," "Asian or Native Hawaiian/Pacific Islander," or "Hispanic or Latino."

### **12.08 Filling Vacancies in Elected office and In Nomination For Elected office**

Vacancies in elected office and in nomination for elected office shall be filled as prescribed by this Plan of Organization, consistent with North Carolina General Statutes.

### **12.09 Reports by County Executive Committees and County Chairs**

It shall be the duty of the county executive committee and its chair to make such reports and furnish such information to the state chair as may be reasonably requested by the state chair.

### **12.10 Active Democrat Defined**

An active Democrat is a person who is registered to vote in North Carolina as a Democrat and who gives of their time and/or means to further the interests of the Democratic Party.

### **12.11 Definition of Residence**

Residence shall be defined as voting residence in accordance with North Carolina law.

## **12.12 Unit Rule Abolished**

The "unit rule" exists where all of a non- unanimous delegation's votes are cast according to the vote or will of less than a unanimous majority of its delegates. The use of the unit rule is prohibited in all activities and at all levels of the North Carolina Democratic Party.

## **12.13 No Convention May Bind Another**

No convention may vote to bind a subsequent convention.

## **12.14 Nominating Committees and Nominations From The Floor**

Unless otherwise provided for in this Plan of Organization, nominating committees are permitted to recommend a name or slate of names to fill an office or offices, but nominations from the floor shall be permitted for any office.

## **12.15 Code of Conduct**

The North Carolina Democratic Party shall develop, adopt, and maintain a Code of Conduct, a copy of the most current of which shall keep publicly available on its official website. The Code of Conduct is specifically applicable to Party officers, council, committee or subcommittee members, and officers of Affiliated Organizations recognized by the Party. The Code of Conduct shall not be used to abridge the right of free speech within the Party and shall pertain to insulting, threatening, or abuse language or actions to fellow party members.

## **12.16 Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the North Carolina Democratic Party in all cases to which they are applicable and in which they are not inconsistent with this Plan of Organization and any adopted special rules of order.

## **13.00 Amendments**

### **13.01 Power to Amend**

The state executive committee shall, at any duly called meeting, have the power to amend this Plan of Organization, pursuant to Section 4.09. Pursuant to Section 8.04, all amendments to this Plan of Organization shall be reviewed by the Plan of Organization Review Committee prior to consideration by the State Executive Committee. The title of any proposed amendment must be included in the meeting notice provided for in this Plan of Organization for the meeting at which the proposed amendment will be considered. Any amendment adopted by the state executive committee including those herein contained, unless otherwise specified, shall be effective immediately and remain in effect until and unless the same is repealed or amended. All amendments to this Plan of Organization must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members of the state executive committee present and voting. The content of any proposed amendment shall be uploaded on the NCDP website 14 days prior to the SEC meeting and emailed to all SEC members 14 days prior to the meeting.

### **13.02 Date of Amendments**

The foregoing is the Plan of Organization of the North Carolina Democratic Party as adopted by the State Executive Committee at a meeting held in the City of Raleigh on January 10, 1970, and as amended on April 3, 1970; January 11, 1972; May 22, 1974; October 25, 1975; February 10, 1979; August 29, 1980; August 7, 1982; February 12, 1983; July 9, 1983; August 15, 1987; November 9, 1991; February 15, 1997; February 14, 1998; February 6, 1999; May 31, 2003; in the City of Greensboro on February 9, 2002; in the City of Durham on February 8, 2003 and January 17, 2004; in the City of Greensboro on August 27, 2005; and in the City of Raleigh on January 28, 2006; in the City of High Point on June 25, 2006; in the City of Elon on January 20, 2007; in the City of New Bern on June 22, 2008; in the City of Durham on March 6, 2010. In the city of Greensboro on January 28, 2012; in the city of Greensboro on August 17, 2013; in the city of Charlotte on February 1, 2014, in the city of Pittsboro on February 7, 2015, in the city of Durham on August 22, 2015, in the city of Rolesville on February 6, 2016, in the city of Rolesville on September 17, 2016, in the city of Rolesville on February 11, 2017, in the city of Burlington on August 19, 2017, in the city of Sanford on January 27, 2018, in the City of Charlotte on June 19, 2019, in the City of Charlotte on February 29, 2020; held virtually on June 6, 2020; held virtually on February 27, 2021; held virtually on October 16, 2021; held virtually and in Raleigh on June 24th, 2023; held virtually and in Jamestown, NC on June 1<sup>st</sup>, 2024; held virtually and in Wilson, NC on February 22nd, 2025; held virtually and in Asheville, NC on June 28<sup>th</sup>, 2025.