MANASSAS AND MANASSAS PARK CITIES DEMOCRATIC COMMITTEE (MMPCDC) BYLAWS

(As amended on June 17 & July 15, 2026)

Article I - Name and Authority

Section 1.1 Organization Name

This organization shall be known as the Manassas and Manassas Park Cities Democratic Committee, hereinafter referred to as the MMPCDC.

Section 1.2 Authority for the Organization

The MMPCDC is created under the authority of the laws of the Commonwealth of Virginia and in accordance with the Democratic Party of Virginia Party Plan currently in effect. None of these Bylaws is intended to conflict with either the Code of Virginia or the Democratic Party Plan.

Section 1.3 Role of These Bylaws

These Bylaws shall govern the activities of the MMPCDC and shall continue in effect subject to amendment as provided in Article XII.

Article II - Purpose and Objective

Section 2.1 Purpose of the MMPCDC

The purpose of the MMPCDC is to promote the principles of the Democratic Party of the United States of America, the Democratic Party of Virginia, and the Democratic Party in the Cities of Manassas and Manassas Park, Virginia hereinafter referred to as the Cities.

Section 2.2 MMPCDC Responsibilities

Specifically, the members of the MMPCDC shall actively:

A. Perfect the Democratic organization in the Cities,
B. Encourage the registration of and voting by all Democrats within the Cities,
C. Seek to offer qualified candidates for public office to the people of the Cities,
D. Support the election of nominees of the Democratic Party in all general and special elections,
E. Organize efforts of the MMPCDC in support of the principles of the Democratic Party,
F. Take positions on issues that may be timely and desirable, and
G. Recommend the Democratic members of the Electoral Boards of the Cities.

Section 2.3 Charge of the MMPCDC

The MMPCDC shall have full charge of the affairs of the Democratic Party within the Cities. It will be responsible for the nomination of candidates and the support of these candidates once they have become the official nominees of the Democratic Party. The MMPCDC shall have full control of the Democratic Party's interests in all primary, general, and special elections in the Cities and shall do all within its power to aid in the election of Democratic Party candidates.

Article III – Membership

Section 3.1 Membership Generally

Membership in the MMPCDC is open to all residents of the Cities and other persons who are Democrats, believe in the principles of the Democratic Party, do not intend to support any candidate who opposes a Democratic nominee in a general or special election, and desire to support the efforts of the MMPCDC. With special emphasis on underrepresented groups, the MMPCDC shall seek to include in its membership the broadest possible cross section of the residents of the Cities who support the principles of the Democratic Party and wish to be known as Democrats. The MMPCDC membership shall be comprised of Regular Members and Associate Members, as identified in Section 3.2 and Section 3.3, respectively. All candidates for MMPCDC membership (except Ex-officio Members) must file an Application for Membership to be eligible for MMPCDC membership.

Section 3.2 Regular Members

Each Regular Member must be a resident of the City of Manassas or the City of Manassas Park. Each Regular Member may vote and participate fully, consistent with these Bylaws, on all matters that come before the MMPCDC and shall attend MMPCDC meetings regularly, assist with MMPCDC responsibilities and activities, and support Democratic Party nominees.

Section 3.3 Associate Members

Each Associate Member shall support the responsibilities and activities of the MMPCDC, may participate in the debate and deliberations of the MMPCDC, but shall not vote on issues that come before the MMPCDC. Although encouraged to attend all MMPCDC meetings, once membership has been established per Section 3.4 or Section 3.5, no further attendance requirement may be imposed on an Associate Member. An Associate Member may be appointed to MMPCDC Standing or Special Committees established per Article VI and have full deliberation and voting rights with such Committee(s).

Section 3.4 Election at the Biennial Reorganization Caucus

Persons registered to vote in the Cities may participate as a voter in the reorganization caucus to elect MMPCDC Regular Members and Associate Members if they are Democrats, believe in the principles of the Democratic Party, and do not intend to support any candidate who opposes a Democratic nominee in a general or special election. The reorganization caucus shall be held during the period between December 1st in odd-numbered years and the 15th of the following January on a Saturday or a weekday evening, unless the State Party Chair or Steering Committee waives such timing requirement.

Section 3.5 Election at Other Times

After the reorganization caucus has concluded, candidates for Regular MMPCDC membership must file an Application for Membership and attend a regular or special MMPCDC meeting. Upon majority MMPCDC vote at a subsequent regular or special meeting, when the candidate is present, the candidate becomes a Regular Member. Associate Member candidates must complete an application and pay dues but may be approved without any attendance requirement.

Section 3.6 Ex-officio Members

By virtue of the offices they hold, the following are Regular Members of the MMPCDC if they are residents of the Cities or Associate Members if they are not residents of the Cities:

A. Members of the Virginia State Central Committee who maintain residence in the Cities,
B. The Cities of Manassas and Manassas Park Democratic elected officials and elected Democratic Constitutional Officers representing the Cities,
C. Democratic State and Federal legislators representing the Cities, and
D. The Democratic Committee Chair for the Congressional District in which the Cities are located.

Section 3.7 Term of Membership

All MMPCDC membership terms begin on the date of election and end upon election of the new membership at the biennial reorganization caucus described in Section 3.4. Notwithstanding, the terms of Ex-officio Members end upon their leaving office prior to the next reorganization caucus.

Article IV - Officers

Section 4.1 Officers and Their Election

At its biennial reorganizational meeting, the MMPCDC shall elect the following officers: Chair, Vice-Chair, Secretary, and Treasurer. Alternatively, the MMPCDC may elect two Co-Chairs instead of a single Chair. Each Co-Chair shall have full responsibility and authority for all duties of the Chair but may divide or share the administration of those duties as they may agree. Any disputes between Co-Chairs shall be resolved by majority vote of the Leadership Committee. In these Bylaws, the term Chair shall also mean Co Chair. MMPCDC officers must be registered voters in the Cities. There shall be at least one officer from each City. Secret ballots, which the Democratic Party prohibits, shall not be used.

Section 4.2 Duties of the Chair

The Chair is also the Chair of the Leadership Committee and shall be the official spokesperson of the MMPCDC at all levels. The duties of the Chair shall include presiding at all MMPCDC meetings, making appointments to all Standing and Special Committees (including the chairs

thereof), and ensuring all responsibilities of the MMPCDC are effectively completed in a timely manner. To the extent feasible, the Chair shall seek to make a proportionate share of appointments from each of the two Cities based on availability of MMPCDC membership resources residing in each City and the needs of the Democratic Party in both Cities. The MMPCDC Chair shall be an Ex-officio member of all Standing and Special Committees and may remove appointees, as necessary. The Chair may make disbursements of MMPCDC funds consistent with the provisions for the Treasurer as indicated in Section 4.5.

Section 4.3 Duties of the Vice-Chair

The Vice-Chair shall assume the duties of the Chair in event of an absence, perform such duties as may be assigned by the Chair, and assume the duties of the Chair in event of resignation or inability of the Chair to perform his or her duties until the election of a new Chair. If Co-Chairs had been elected, both must be absent or impaired before the Vice-Chair assumes Chair duties by operation of this Section.

Section 4.4 Duties of the Secretary

The Secretary shall record and keep minutes of every meeting of the MMPCDC and the Leadership Committee, maintain membership and attendance records, maintain a record of Standing and Special Committee appointments, send notices as directed by the Chair, keep all records organized in an orderly fashion, and have minutes of previous meetings available upon request.

Section 4.5 Duties of the Treasurer

The Treasurer shall be responsible for all monies of the MMPCDC, act on behalf of the MMPCDC to collect all monies, submit all required financial reports, and pay MMPCDC bills.

The Treasurer and the Chair are authorized to pay bills, subject to the availability of funds, as follows:

A. Amounts for memorials, honorariums, and incidentals, including office supplies, up to $100 per purchase,
B. Except for contributions to candidates, which must be approved by the MMPCDC, up to $500 per purchase order, invoice, or receipt applicable to a single line item in a MMPCDC-approved budget, not to exceed the annual budget amount,
C. Any amount assessed by the Democratic Party of Virginia,
D. Any amount approved by the MMPCDC for a specific purpose, including all contributions to candidates.

All payments by the Treasurer, Chair, and any authorized user of an MMPCDC debit card must be supported by itemized invoices, purchase orders, receipts, or other acceptable source documents and reported to the Treasurer as soon as practicable. No checks shall be written to cash. The Treasurer shall submit an oral report at regular meetings, a year-to-date written report quarterly, and a final annual written report at the January meeting for the preceding year. A copy of any required State or Federal financial report shall be included with the Treasurer's next written report to the MMPCDC.

Section 4.6 Officer Vacancies

Vacancies in any of the above offices shall be filled by election at a regularly scheduled meeting of the MMPCDC at which a quorum is present.

Article V - Removal of Officers and Members

Section 5.1 Notice Requirement

At least ten (10) days before any MMPCDC action that removes or leads to removal of an Officer, Regular Member, or Associate Member, written notice of the proposed action must be given to such person. The person must then be given an opportunity to refute any charges before the Leadership Committee, which will report its findings and any recommended action before the matter is heard by the MMPCDC membership.

Section 5.2 Method and Timing

Removal must be by majority vote at any regular or special MMPCDC meeting following a properly executed notice per Section 5.1.

Section 5.3 Support of Democratic Nominee Opposition

If the MMPCDC finds a Regular Member or an Associate Member (including an Ex-officio Member) has publicly supported, endorsed, or assisted any candidate opposed to a Democratic nominee, the member's removal from the MMPCDC shall be automatic.

Section 5.4 Failure to Pay Dues and Request a Waiver

A Regular Member or Associate Member (except an Ex-officio Member) may be removed for nonpayment of dues and failure to request a waiver as provided in Article VII. Nonpayment of dues shall suspend that member's (except Ex-officio Member's) voting rights until such time as the dues are paid.

Section 5.5 Neglect of Duty or Failure to Regularly Attend MMPCDC Meetings

A Regular Member (except an Ex-officio Member) may be removed from MMPCDC membership for neglect of duty. If a Regular Member (except an Ex-officio Member) misses three consecutive meetings without sufficient justification to the Chair, that individual shall, after being notified per Section 5.1, move automatically to Associate nonvoting member status at the next MMPCDC meeting. Subsequently, upon attendance at three consecutive meetings, voting rights may be restored at the third meeting.

Section 5.6 Removal of Officer from Office

Any officer of the MMPCDC may be removed from office for cause, subject to the provision of Section 5.1.

Article VI - Committees

Section 6.1 Leadership Committee

The Leadership Committee of the MMPCDC shall consist of the Chair, Vice-Chair, Secretary, Treasurer, the immediate past Chair, and up to eight other MMPCDC Regular Members appointed by the Chair. Each City shall be represented on the Leadership Committee as indicated in Sections 4.1 and 4.2. The Leadership Committee is authorized to take time-sensitive actions, including financial allocations, on behalf of the full MMPCDC if approved by a supermajority (>60%) of the Leadership Committee members. The Leadership Committee shall report its most recent significant actions and discussions at the next MMPCDC meeting. When possible, announcements of expected topics for discussion should be made known to the MMPCDC membership prior to the meeting of the Leadership Committee.

Section 6.2 Outreach Committee

The Outreach Committee shall develop, maintain, and execute the outreach program of the MMPCDC. The Democratic Party of Virginia Party Plan states: “Every Democratic committee shall adopt and implement an outreach program to encourage Democrats to participate in all organizations at every level and in all delegate selection processes.” The Outreach Committee shall give full consideration of Section 3.1 of these Bylaws in developing and implementing its outreach program.

Section 6.3 Communications Committee

The Communications Committee is responsible for developing, updating, and monitoring communications policies; maintaining and enhancing the MMPCDC website, social networking accounts, and email communications and discussions; and crafting and disseminating news releases, letters, and other communications with media outlets or elected officials. It also facilitates electronic meetings of the MMPCDC and recommends new and alternative ways of communicating MMPCDC’s messages to members, fellow Democrats, and the community.

Section 6.4 Fundraising Committee

The Fundraising Committee oversees and directs all fundraising events and activities. It shall establish a fundraising plan to include annual events, special events, routine, and special solicitations of prospective donors, maintaining donor records, and maintaining relationships with donors.

Section 6.5 Precinct Operations Committee

The Precinct Operations Committee plans, organizes, supports, promotes, and coordinates MMPCDC activities at the precinct level. It advocates, supports, and strengthens the footprint of the Democratic party in neighborhood locales. In particular, the Precinct Operations Committee plans, organizes, and secures resources for contacting, greeting, and providing voting information to voters at polling places.

Section 6.6 Special Committees

The MMPCDC Chair may establish Special Committees for ad hoc or continuing purposes as needed. Any remaining Special Committees shall terminate upon election of the new membership at the biennial reorganization caucus described in Section 3.4. Nothing shall prevent the incoming Chair from re-establishing the outgoing Chair's Special Committee.

Article VII - Membership Dues

Section 7.1 How Dues Are Set

During the last quarter of each calendar year, the MMPCDC may establish the amount of membership dues for the next calendar year. If the MMPCDC takes no action, dues will remain unchanged for the next calendar year.

Section 7.2 When Dues Are Payable

Dues are payable with the Application for Membership or by January 31 for the second year of a two-year term. Notwithstanding, for purposes of Section 5.4, a 30-day grace period shall be given after acceptance into MMPCDC membership or following January 31 for the second year of a two-year term.

Section 7.3 Prorated Dues for Partial Years

Membership dues for applications received after the reorganization caucus shall be prorated and shall be payable for each full quarter and partial quarter remaining in the calendar year. For example, an applicant filing an Application for Membership in June would pay three (3) quarters of the annual amount.

Section 7.4 Exemption from Dues

A member or candidate for membership may sign a request that the annual dues be waived by the Leadership Committee due to inability to pay.

Article VIII - Meetings and Meeting Place

Section 8.1 Meeting Requirement

The MMPCDC shall meet in an accessible place at least every two months at a regular time and date set by the MMPCDC.

Section 8.2 Determination of a Quorum

The presence of 30% of the Regular Members of the MMPCDC shall constitute a quorum for the conduct of business.

Section 8.3 Proxy Voting Prohibited

The use of proxies at meetings of the MMPCDC is prohibited.

Section 8.4 Remote Participation

A Regular Member who attends via electronic means will count towards a quorum and may vote on motions.

Section 8.5 Open Meeting Requirement

All meetings of the MMPCDC shall be open to the public.

Section 8.6 Special Meetings

Special meetings may be held:

A. Upon the call of the Chair of the MMPCDC, which shall be in writing and communicated to the membership at least seven (7) days prior to the meeting date, or
B. By written call of at least 10% of the MMPCDC Regular Members, if the signed call is filed with the Chair at least fifteen (15) days before the proposed meeting date, or
C. If a majority of the Regular Members, at a properly convened MMPCDC meeting, votes to hold a special meeting.

Section 8.7 Location of Special Meetings

Special meetings of the MMPCDC shall be held in an accessible place designated by the Chair, provided notice is given with the meeting call.

Section 8.8 Electronic Meetings

Electronic meetings, including audioconference, teleconference, and videoconference, may take place via a means to accommodate participation by the largest practical number of attendees. The person calling the electronic meeting will determine the method and provide connection instructions in the meeting notice. Standing and Special Committees may conduct business by email to the extent practical. All notification, recordkeeping, and quorum requirements are the same as for in-person meetings.

Article IX - Endorsements

Section 9.1 Endorsement Prohibitions

The MMPCDC shall not endorse any candidate for a partisan office prior to a primary, convention, or caucus or the filing deadline for a primary, convention, or caucus. Endorsements may not be made during the reorganization process and officer elections. The MMPCDC may not endorse any candidate opposed to a Democratic nominee. Prior to any nomination or

endorsement, the MMPCDC shall provide all Democratic candidates seeking the Party's nomination or endorsement with equal access to MMPCDC communication channels.

Section 9.2 Uncontested Endorsements for Non-Partisan Offices

If the endorsement is sought by no more than one eligible candidate for each available seat, the MMPCDC may endorse eligible candidates provided the candidate requests the endorsement, the Leadership Committee recommends the endorsement, and the MMPCDC votes to endorse the candidate.

Section 9.3 Contested Endorsements for Non-Partisan Offices

If the endorsement is sought by more than one eligible candidate for each available seat, the MMPCDC shall conduct an unassembled caucus (firehouse primary) in accordance with the Democratic Party of Virginia Party Plan, to allow the Democratic voters of the respective city to select the Democratic endorsee(s).

Section 9.4 Support for Endorsed Candidates

Non-monetary support (use of MMPCDC communication channels, dissemination of campaign information, inclusion on MMPCDC sample ballot, etc.) may be provided to endorsed candidates upon approval of the Leadership Committee. Monetary contributions to endorsed candidates must be approved by the MMPCDC as indicated in Section 4.5.

Section 9.5 Endorsement Recission

The MMPCDC or the Leadership Committee may rescind MMPCDC endorsements for any candidate at any time for any reason it deems detrimental to the Democratic Party.

Article X – Resolutions

Any member may propose an issue-oriented resolution to the Leadership for consideration at a membership meeting. The proposed resolution must be distributed by Leadership in writing to the membership at least four days in advance of the regular or special meeting, at which time the resolution will be discussed. A 60% vote of the Regular voting members present shall be required to adopt any resolution.

Article XI - Rules

Where not inconsistent with these Bylaws or with the Democratic Party Plan, the most recent version of "Robert's Rules of Order" shall govern the conduct of the business of the MMPCDC. The Chair may appoint a parliamentarian for advice from time to time. "Robert's Rules of Order" may be waived by majority vote of members in attendance.

Article XII - Amendments

These Bylaws may be amended by majority vote at a regularly scheduled meeting at which a quorum is present, provided the proposed changes have been presented in writing at a previous regularly scheduled meeting. Notwithstanding, technical changes and minor corrections may be made at any regularly scheduled MMPCDC meeting by unanimous consent of Regular Members present.

Adopted and ratified by the Manassas and Manassas Park Cities Democratic Committee on this 17th day of June 2026, with a minor technical amendment approved by unanimous consent on July 15, 2026.

Yesy Amaya and Marcia Settle, Co-Chairs

NOTE: These Bylaws of the Manassas and Manassas Park Cities Democratic Committee were previously revised in 2025, 2023, 2022, 2019, 2015, 2007, 1998, 1991 and 1989. The latest revisions modified the procedure for removing officers or members, prohibits advanced written votes, and amended the rules for endorsing candidates for non-partisan offices.