



Rules and Bylaws of the Democratic Committee of Lehigh County

Statement of Authority

The Lehigh County Democratic Committee shall be the authoritative body of the Lehigh County Democratic Party in all matters and shall be subordinate to the Democratic Party of the Commonwealth of Pennsylvania.

As filed with the Democratic Party of the Commonwealth of Pennsylvania.

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STATEMENT OF PRINCIPLES

The Democratic Committee of Lehigh County is committed to serving the best interest of all of the people of Lehigh County and to providing the broadest possible base of participation in the affairs of the Democratic Party. Consistent with this statement, the Lehigh County Committee pledges, as part of the rules governing the Democratic Party of Pennsylvania, the following principles:

1. All public meetings at all levels of the Democratic committee are open to all registered Democrats, regardless of race, color, creed, gender, gender preference, national origin, age, ethnic identity, sexual orientation, or economic status.
2. No test of membership in, nor any oaths of loyalty to, the Democratic Party of Pennsylvania shall be required or used that have the effect of requiring prospective or currently registered Democrats to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, gender, gender preference, national origin, age, ethnic identity, sexual orientation, or economic status.
3. The Democratic Committee of Lehigh County shall support the broadest possible voter registration without discrimination on any grounds.

RULE I
ORGANIZATION AND QUALIFICATIONS

Section 1: Lehigh County Democratic Committee

(A) Membership

1. The Committee membership shall be comprised of the following individuals:
 - a. The duly elected or appointed Lehigh County members of the Pennsylvania Democratic State Committee.
 - b. Two official committee people from each election precinct of the County of Lehigh who are duly registered and enrolled Democratic voters of said election precinct to be elected in every Gubernatorial election year for a term of four years and who shall hold office for the term of four years commencing on the date of the Lehigh County Reorganization Meeting.
 - c. County Committee members elected by write-in votes are required to receive a minimum number of votes equal to the number of signatures required (10) on nomination petitions to qualify as a candidate for the County Committee on the Primary Election ballot. Write-in candidates that do not receive the minimum number of votes required shall be summarily stricken from the County Committee list after the Primary Election.
 - d. The County Committee shall achieve equal division of gender of those candidates with the highest votes in the primary election. Any unfilled membership after equal division occurs shall be filled by appointment under Rule V to achieve maximum equal division to the extent practical, pursuant to the methods defined in the Democratic National Committee Charter and the bylaws of the Pennsylvania Democratic State Committee.
 - e. The County Committee shall consist of the members who shall have been registered Democrats for one year prior to appointment or membership to this committee and legal residents of Lehigh County.
2. In the event of the removal of a duly elected or appointed committee person for any reason, the procedures for disciplinary action in Section 8 shall apply and the treatment of the vacancy shall be administered in accordance with Section 7.
3. The following persons, if not otherwise duly elected members of the County Committee, shall nevertheless be ex officio members of the County Committee: (a) the officers of the County Committee; (b) Lehigh County members of the Democratic National Committee, (c) Lehigh County members of the State Committee, and the State Executive

Committee; and (d) all elected Democratic County, State, and National governmental officials who are residents of Lehigh County or who represent residents of Lehigh County. Such members shall not have the power to vote.

4. Any County Committee Member who is absent from, or who grants a proxy, for three (3) consecutive meetings of the county, Area, and/or Municipal Committee in which the Member resides may be removed from the County Committee. Any Member removed under this Rule may appeal for reinstatement to the County Executive Committee within thirty (30) days from notice of removal. The County Executive Committee may, by majority vote, reinstate a Member for good cause should they have been removed under this Rule. There shall be no right to appeal the County Executive Committee's determination regarding a discretionary reinstatement.

(B) Duties

1. It shall be the duty of County Committee Members, Club Leaders, Area Representatives, to:
 - a. participate in meetings of the County Committee, and in meetings of the members thereof from their respective Areas;
 - b. work to increase the enrollment of Democratic electors in their voting districts;
 - c. actively recruit candidates for the county committee on the primary election ballot in a manner to assure equivalent representation under Section 1, A (d);
 - d. Properly circulate and file or have filed at least one nomination petition for each public office for which nominations are to be made at each Primary Election in their respective precinct for which there is a candidate;
 - e. organize political activity in their election districts to achieve a maximum Democratic vote at the polls and Democratic majorities in the elections;
 - f. champion and work for Democratic principles and integrity within the Party, and
 - g. actively and meaningfully support Democrat candidates; and
 - h. adhere to and enforce the Code of Conduct adopted by The Pennsylvania Democratic Party.

Section 2: County Committee Officers

1. The Committee officers shall consist of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, and Treasurer.
2. The Committee officers shall be elected at the Lehigh County Reorganization Meeting in accordance with procedures specified in these bylaws under Rule IV.

3. All County Committee officers shall be elected by a majority vote of the members present and by absentee ballot at the reorganization meeting specified in Rule IV. The election upon any motion may be by voice vote, acclamation, printed ballot or voting machine.
4. The First Vice Chairperson shall be of the different gender from the County Chairperson, and the Second Vice-Chairperson shall be of a different gender from the Vice-Chairperson.
5. The officers shall serve for a four-year term and must have been registered Democrats for a minimum of two years prior to the date of election and shall maintain current legal residency in Lehigh County for the entire term.
6. The officers are not required to be members of the County Committee as herein defined.
7. The Committee officers may nominate a solicitor with the approval of the Executive Committee to represent the County Committee in any and all legal issues or actions.
8. Chairperson
 - a. The Chairperson shall preside at all County Committee meetings in accordance with these bylaws, and, to the extent not stated therein (or in the rules of the State Committee or National Committee), the latest version of Roberts Rules of Order and shall represent the County Committee in all concerns.
 - b. The Chairperson shall call the dates, times, and locations of County Committee meetings except as noted herein.
 - c. The Chairperson shall have the power to establish subcommittees other than the Standing Subcommittees and make appointments to said subcommittees. All appointees shall be registered Democrats in good standing and are not required to be members of the County Committee.
 - d. The Chairperson shall appoint a Parliamentarian. The Parliamentarian shall be the authoritative source for all questions pertaining to Roberts Rules of Order. The Parliamentarian shall provide advice and opinions on these Rules when asked by a committee member but cannot participate in deliberation, make motions, or vote. The Parliamentarian shall be a member of the Democratic Party and shall reside within Lehigh County.
 - e. And such other duties applicable to the office as advised by the parliamentarian per these Rules.
9. Vice-Chairpersons

- a. The First Vice-Chairperson shall preside and conduct business as directed by the chair at all County Committee meetings when the Chairperson is absent and shall represent the County Committee at the request of the Chairperson.
- b. The Second Vice-Chairperson shall preside and conduct business as directed by the Chairperson at all County Committee meetings when the Chairperson and the First Vice-Chairperson are absent and shall represent the County Committee at the request of the Chairperson.
- c. And such other duties applicable to the office as advised by the Parliamentarian per these Rules.

10. Secretary

- a. The Secretary shall record the proceedings of all County Committee meetings and shall publish draft minutes of each meeting within fourteen days of each meeting.
- b. The Secretary shall revise and publish final minutes of each meeting within fourteen days of final minutes approval by the full Committee or Executive Committee.
- c. The Secretary shall maintain all documents related to County Committee activity including, but not limited to policies, disciplinary actions, sub-committee reports, and correspondence.
- d. The Secretary shall maintain a timely and accurate accounting of Committee membership and shall provide such a list of the names and precincts at any Committee member's request.
- e. The Secretary shall maintain a timely and accurate list of the Executive Committee membership.
- f. All records and documents shall be turned over to the new Secretary or in their absence to the Chairperson at the time of vacancy of the office or at the end of a term.
- g. And such other duties applicable to the office as advised by the parliamentarian per these Rules.

11. Treasurer

- a. The Treasurer shall maintain all financial records of receipts and expenditures, as well as checking and savings accounts in good order and report the Committee's financial position to the County Committee at each meeting.
- b. The Treasurer shall deposit and properly record all funds received and disburse all funds for expenditures approved by the Executive Committee and make all deposits to the Committee checking account.

- c. The Treasurer shall ensure that all checking and savings accounts are held in a Lehigh County banking institution.
- d. The Treasurer shall be authorized to be the sole signatory and issuer of disbursement checks in amounts not to exceed \$250. All disbursements in excess of \$250 shall be additionally signed by the Treasurer and either the Chairperson or a Vice Chairperson.
- e. In the temporary absence of the Treasurer, the Chairperson may appoint the Chairperson, First Vice-Chairperson, or Second Vice-Chairperson as acting Treasurer, and, after filing notice to the appropriate authorities, such person so appointed may sign a check with a second signature from another of the Chairperson and either Vice-Chairperson, provided that notice of such actions are promptly provided to all officers.
- f. The Treasurer shall be responsible for completing and submitting any and all required financial reports on behalf of the County Committee.
- g. The Treasurer shall turn over all financial records to the new Treasurer or in their absence to the Chairperson at the time of vacancy of the office or at the end of a term.
- h. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

Section 3: County Committee

1. The County Committee is the authoritative body of the Democratic Party in Lehigh County and in all matters of Party management included or not specifically addressed in these bylaws, the bylaws and rules of the Commonwealth of Pennsylvania Democratic Party or The Democratic National Committee Charter and bylaws. Subject to determinations made by the State Party and the National Committee, the County Committee shall have full power and authority to act for the Democratic Party of Lehigh County and may delegate such power and authority to subcommittees or to representative registered Democratic voters of Lehigh County.
2. The County Committee shall meet at least four times per year in accordance with a schedule adopted by the Executive Committee at its last meeting of the year after the general election. Meeting dates can be modified up to two weeks by the Chairperson with a minimum of seven days' notice to the membership.
3. A quorum of fifteen members of the duly recorded membership is required to conduct any business with the exception of the Rule IV regarding requirements for the Reorganization Meeting.

4. Additional meetings may be called with seven days' notice to the membership at the discretion of the Chairperson or by signed petition of twenty County Committee members.
 - a. In the event a petitioned meeting is called, the only business conducted shall be that which was stated in the petition.
 - b. In the event that none of the County Committee officers are present for a petitioned meeting, the attendees shall elect, as a first order of business, a chair and secretary from the attendees. One Lehigh County member of the Pennsylvania Democratic Committee shall preside over the election of a chair and secretary pro tempore.
5. Should issues prevent a congregant meeting on site for either the main committee or the executive committee, the Chairperson shall make the necessary arrangements to hold the meeting in a virtual manner and shall provide reasonable notice of the same to all members in a manner reasonably consistent with the relevant circumstances.

RULE II EXECUTIVE COMMITTEE RULES

Section 1: Executive Committee

1. The Executive Committee shall serve to direct all operations of the County Committee, approve all expenditures, and shall be subordinate to the County Committee.
2. If in the time between scheduled meetings, the Chairperson determines that operational action of a timely nature must be considered, said action shall be voted on by a majority of the officers plus one Lehigh County member of the Pennsylvania Democratic Committee. Such action shall be considered approved by an electronic vote if necessary.
3. The Executive Committee shall consist of the following members who shall have been registered Democrats for two years prior to appointment or membership to this committee and legal residents of Lehigh County:
 - a. The duly elected officers of the County Committee;
 - b. Club Leaders: Chairpersons, or their designee, from all of the Lehigh County Democratic clubs or organizations whose bylaws have been duly recognized as being consistent with the Commonwealth of Pennsylvania Democratic Party and the United States Democratic Party bylaws and approved by the County Committee;
 - c. All duly elected or appointed members of the Commonwealth of Pennsylvania Democratic Committee from Lehigh County; and
 - d. Area Representatives: three committee persons from each of the five county commissioner districts who have been elected by the committee persons in that district at the Lehigh County Reorganization Meeting per Rule IV. (See Appendix A)
4. The Chairperson, Vice chairpersons, Treasurer, and Secretary of the County Committee shall serve in equivalent positions on the Executive Committee. In the event that none of these officers are present for a scheduled meeting, the attendees shall elect, as a first order of business, a chair and secretary from the attendees. One Lehigh County member of the Pennsylvania Democratic Committee shall preside over the election of chair pro tempore and secretary pro tempore.
5. The Executive Committee shall meet at least six times per year in accordance with a schedule adopted by the Executive Committee at its last meeting of the year after the general election. Meeting dates can be modified up to two weeks by the Executive

Committee with a minimum of seven days' notice to the Executive Committee membership.

6. A quorum consisting of ten members shall be required to conduct any official business. No other individuals other than Executive Committee members and a parliamentarian may be in attendance during official business proceedings unless directed otherwise by the Chair.
7. Additional meetings may be called with seven days' notice at the discretion of the Chairperson or by signed petition of one third of the Executive Committee official membership.
 - a. In the event a petitioned meeting is called, the only business conducted shall be that which was stated in the petition.
8. The active secretary shall record the proceedings of all Executive Committee meetings and shall publish draft minutes of each meeting within fourteen days of each meeting.
9. The active secretary shall revise and publish final minutes of each meeting within fourteen days of final minutes approval by the Executive Committee.
10. Should emergency issues prevent a congregant meeting on site for either the main committee or the executive committee, the Chairperson shall make the necessary arrangements to hold the meeting in a virtual manner.

RULE III

STANDING COMMITTEES

Section 1: Committees

1. The following Standing Committees shall function continuously except as revised by a vote of the County Committee:
 - a. Precinct Committee Person (PCP) Administration
 - b. Communications
 - c. VoteBuilder & I/T
 - d. Events
 - e. Finance
 - f. Field
2. The County Committee Chairperson shall appoint all standing subcommittee chairs and all appointments.
3. The Standing Committees shall develop, publish, and be guided by their specific mission statements as approved by the Executive Committee.
4. The Standing Committees shall meet on a regular basis as determined by the Standing Committee members.
5. The Standing Committees shall organize with a chair to preside and record all activities and provide a report to the Executive Committee prior to or during the Executive Committee meetings.

RULE IV

COUNTY PARTY ELECTIONS

Section 1: Reorganization Meeting

1. A County Committee reorganization meeting shall be called at the county seat no later than the fourth Wednesday subsequent to the Commonwealth of Pennsylvania Spring primary date in the years coinciding with the gubernatorial election for the purpose of electing a slate of County Committee officers and district representatives.
2. However, if the County Election Board fails to certify the election of members of the County Committee in time to hold the meeting within such time limits, the reorganization meeting shall be held within ten (10) days of such certification. The Reorganization Administration Committee shall be empowered to reschedule the reorganization meeting for good cause. The County Committee reorganization meeting shall be held in a hall large enough to accommodate the entire Committee membership. Organization of the County Committee shall consist of the election of Officers in the manner provided in these Rules.
3. At the final Executive Committee meeting in the year prior to the gubernatorial election, the Executive Committee shall appoint a Reorganization Administration Committee consisting of three registered Democrats in good standing who are not members of the County Committee to prepare for and conduct the Reorganization Meeting.
4. The appointed Reorganization Administration Committee shall organize all resources necessary to accommodate the reorganization process including setting the date, time and location of the meeting and recruiting additional Lehigh County registered Democrats to assist in the election. Should emergency issues prevent a congregant meeting on site, the Board shall make the necessary arrangements to hold the election in a virtual manner.
5. The Reorganization Administration Committee shall appoint one of their members to serve as chairperson pro tempore to preside over the reorganization meeting, which will be conducted in accordance with the latest version of Roberts Rules of Order.
6. The Reorganization Administration Committee will be the final arbiter with regard to any disputes arising during the reorganization process. Any such disputes will be resolved by a vote of the Reorganization Administration Committee.
7. Any Lehigh County Registered Democrat who wishes to run for a County Committee officer position shall notify the Reorganization Administration Committee in writing of

their candidacy for an officer position no later than the second Wednesday after the Spring primary in order to publish their name on the official ballot.

8. Additional nominations for the officer positions will be open from the floor during the reorganization process. All floor nominations shall be made by a duly elected precinct person.
9. Any Member of the County Committee who is unable to attend the Reorganization Meeting, in person, may vote by Absentee Ballot, providing that: (i) the reason given by the Member requesting such ballot is valid and acceptable to the Reorganization Administration Committee (e.g., illness, absence from Lehigh County, care-giver responsibilities, employment); (ii) the ballot and affidavit shall be duly signed by the Member; and (iii) the Absentee Ballot is returned by the set deadline date determined by Reorganization Administration Committee. Absentee ballots will count as a voice vote, acclamation, or printed ballot in accordance with Rule I, Section 2 (3).
10. During the reorganization meeting, the elected precinct persons from each Lehigh County Commissioner District shall meet in caucus and elect three representatives for their district. The elected Commissioner District representatives shall serve on the Executive Committee representing the specific Lehigh County Commissioner District and shall notify in writing the chair of the Reorganization Administration Committee prior to adjournment.
11. Prior to adjournment, the Reorganization Administration Committee shall document and announce the winners of each office and the District Representatives.
12. The Reorganization Administration Committee shall cause the results of the elections of all positions to be published on the County Committee website and the newly elected Secretary shall notify the Chair of the State Committee in writing of the certification of the newly elected Chairperson and First Vice-Chairperson within 5 days of the election.

RULE V VACANCIES

Section 1: Vacancies

1. The County Committee Chairperson or, in the case of a Chairperson vacancy, the First Vice-Chairperson shall announce and publish the vacancy of an officer of the Committee or state committee person and at such time the vacancy shall be deemed irrevocable.
2. A vacancy occurring as a result of resignation shall only be accepted in writing from the resigning party.
3. County Committee officer vacancies shall be addressed as follows:
 - a. The County Committee Chairperson shall have the power to appoint a pro tempore replacement of the same gender, where such replacement shall be for a maximum period of twelve weeks from the date of vacancy.
 - b. The Executive Committee shall solicit nominations of the same gender of the officer being replaced from the County Committee membership for the vacant position within two weeks of the vacancy announcement by sending out a notice via email.
 - c. The Executive Committee shall validate all nominations to meet the requirements of these bylaws and publish a ballot one week prior to the next scheduled County Committee meeting, or a special County Committee meeting called for the purpose of voting on a replacement.
 - d. The election for the replacement officer shall take place as a written ballot at the next County Committee meeting.
4. Pennsylvania Democratic State Committee vacancies for Lehigh County shall be addressed as follows:
 - a. The Lehigh County Committee Chairperson shall submit a nomination to the Pennsylvania Democratic Party. The nominee shall be of the same gender as the prior member in accordance with the Pennsylvania State Party bylaws.
 - b. Upon approval of the Executive Committee by majority vote, the County Committee Chairperson shall notify the Pennsylvania State Committee of the duly appointed replacement.
5. Lehigh County Executive Committee member vacancies shall be addressed as follows:
 - a. Members emanating from a sanctioned club or organization shall be replaced by the specific club or organization and must meet the membership requirements of these bylaws.

- b. Members emanating from the Lehigh County Commissioner Districts shall be replaced by appointment by the County Committee Chairperson.
6. Duly elected County Precinct Committee Person vacancies shall be replaced by appointment by the County Committee Chairperson except that during the time between the gubernatorial year primary election and the Reorganization Meeting, no appointments of Precinct Committee Persons shall be made.
7. All vacancies within the County Committee shall be filled for the remainder of the standard term of office.
8. Upon any vacancy occurring in the Democratic nomination for any public office that has jurisdiction within Lehigh County, by reason of the death or withdrawal of a candidate, failure to nominate at the Primary Election, the calling of a special election, or other cause, and which cannot be filled at a Primary Election under the law:
 - a. An ad-hoc Nomination Recommendation Committee shall be convened, comprised of the Committee members from each of the precincts within the district for which the nomination is to be made;
 - b. The Nomination Recommendation Committee shall accept Interest Forms from individuals within the district for which the nomination is to be made who are interested in filling the vacancy;
 - c. The Nomination Recommendation Committee shall, after conducting interviews of the interested candidates per the previous paragraph, and after a majority vote of those present and such other process as the Chair deems appropriate, recommend to the Chair which of the interested individuals should be the nominee; and
 - d. For offices where the replacement nominee is within the jurisdiction of the County Party, such nomination shall be made by the County Party Executive Committee, after consideration of such recommendation.
 - i. For offices where the appointment is within the jurisdiction of the State Party, the Chair shall relay such recommendation and may make a recommendation to the Executive Committee of the Democratic Party of Pennsylvania, where such vacancy is within the jurisdiction of the State Party.
 - ii. Where a district crosses county party lines, the Chair shall coordinate such process with such other county parties, subject to the direction of the State Party.

RULE VI

RULES AND BYLAWS

Section 1: Disciplinary Actions

1. Disruption of any committee proceedings that prevent normal business to proceed shall be handled at the discretion of the meeting chairperson.
2. The following actions or omissions constitute misconduct by a committee member that may warrant a reprimand, suspension, or expulsion from membership of the Lehigh County Executive Committee and/or Lehigh County Committee as warranted.
 - a. Refusal or failure to perform any duties or obligations required by these bylaws.
 - b. Attempting to overthrow, instigate, or encourage secession from the Lehigh County Democratic Committee.
 - c. Attempting to instigate others or take actions supporting the candidacy of members of an opposition party during a primary or general election, excepting support for duly registered Democrats who are permitted to cross file.
 - d. Publicly giving false or inaccurate statements about the Lehigh County Democratic Committee, Democratic candidates, or members of the Lehigh County Democratic Committee.
3. Behavior by a committee member that violates these bylaws, Pennsylvania State Democratic Party bylaws, or U.S. Democratic Party bylaws shall be handled by the Executive Committee as follows:
 - a. Upon the County Committee Chairperson or Vice-Chairperson receiving a notice or complaint of violation, the Chairperson, or Vice-Chairperson in the case of a complaint against the Chairperson shall, within twenty-four hours, notify the members of the Executive Committee of the complaint and schedule a special meeting to appoint a three person Disciplinary Panel to investigate the complaint.
 - b. The Disciplinary Panel shall consist of the three members from the County Committee and the County Committee Chairperson or Vice-Chairperson in the case of a complaint against the Chairperson and be chaired by an elected officer.
 - c. The Disciplinary Panel shall notify the subject of the complaint and complete its investigation within thirty days by providing a report to the Executive Committee recommending actions to be taken.
 - d. Upon receiving the report from the Disciplinary Panel, the Executive Committee shall hold a hearing with the subject of the complaint and with a member of the

Disciplinary Panel in attendance to fully review the facts and determine a course of action.

- e. The Executive Committee shall rule on the complaint immediately at the end of the hearing by a majority vote of the Executive Committee in attendance. The Secretary shall take minutes and provide a written record of the proceedings.
 - f. The subject of the complaint has the right to appeal said ruling to the Pennsylvania State Democratic Party in writing within thirty days of receiving the County Executive Committee ruling.
4. All complaints by Committee members of unfair actions taken by County Committee leaders shall be submitted in writing to the Executive Committee for disposition.
 - a. If a complainant has received no response indicating action on the complaint within twenty-one days, the complainant has the right to seek relief from the Pennsylvania State Party.
 5. Removal of a Precinct Committee Person
 - a. Absence from three consecutive meetings of a combination of Precinct Committee Person meetings and County Committee meetings without an excused absence by the Chairperson or refusal to participate in operational actions of the County Committee as determined by the Executive Committee shall result in an automatic removal from said position. The Chairperson shall send a written, return receipt notification of said removal to the Committee Person thereby creating a vacancy in said position.
 6. Removal of a Committee Officer
 - a. In the case where an Officer misses three consecutive Committee meetings or Executive Committee meetings without an excused absence by the Chairperson, such an Officer shall automatically be removed, notified by the Chairperson in writing by return receipt mail, and a vacancy shall be announced by the Chairperson. In the case where an Officer substantially fails to carry out the duty of their office as determined by the Executive Committee, the Executive Committee may, by a two-thirds majority vote of the entire Executive Committee, remove said Officer from office thereby creating a vacancy. The Officer shall be notified by the Chairperson of the removal action in writing by return receipt mail and said removal shall be facilitated at a special Executive Committee called for said purpose and specific allegations of failure of duty shall be recorded in writing against the Officer. The Officer may be represented by counsel at the special meeting and may provide a defense against removal.

Section 2: Candidates for Elected Offices

1. The County Committee shall support Democrat candidates in offices in Lehigh County and shall remain neutral for all primary elections with the following exceptions:
 - a. candidate is a Democratic incumbent; or
 - b. who has been endorsed by the Pennsylvania Democratic Party or the Democratic National Committee.
2. The County Committee shall publicly identify all candidates who are not registered Democrats and who cross file for offices that permit cross filing.
3. VAN access or resources are permitted only to the Democratic incumbent running in a Democratic primary or the duly endorsed Democratic candidate of the Pennsylvania Democratic Party or the Democratic National Committee. The Lehigh County Democratic Committee is prohibited from giving access to state and federal candidates in accordance with campaign finance rules.

Section 3: Bylaws Review

1. These bylaws may be revised or amended on a motion at a meeting of the County Committee by a two-thirds vote of the members present provided there is a quorum as previously defined. Such motion cannot be entertained unless the proposed language of the motion has been sent to all members of the County Committee 30 days prior to the motion being advanced.
2. No revisions or amendments to these bylaws shall become effective until they are approved in writing by the Pennsylvania State Committee.

RULE VII

MEETING PROCEDURES

Section 1: Roberts Rules

1. All meetings shall be conducted in accordance with the parliamentary procedure published in Roberts Rules of Order (Revised), except where such procedure is inconsistent with these Rules or the Rules of the Democratic State Committee, The Democratic National Committee, and the laws of the Commonwealth of Pennsylvania.

Section 2: Order of Business

1. Unless altered or suspended by majority vote of members present at any meeting, the Order of Business of the County Committee or the County Executive Committee shall be as follows:
 - a. Call to Order by Chair
 - b. Roll Call of Members
 - c. Minutes of Previous Meeting
 - d. Treasurer's Report
 - e. Election of Officers (if appropriate)
 - f. Communications
 - g. Reports of Committees
 - h. Unfinished Business
 - i. New Business
 - j. Adjournment

Section 3: Proxies

1. Any member of the County Committee who is unable to attend a meeting of the committee in person may appoint by proxy a Democratic elector, who is a resident of the same municipality and not already a committee member, who shall have the right to attend such meeting and vote thereat as the representative of such absent member, except that a proxy may not serve on any standing committee or special committees appointed or elected by any means, at such meeting. Any such proxy shall be in writing, signed by the member of the County Committee who is unable to attend, attested by the signature of a witness, and dated.
2. Such proxy must be provided to the Chairperson before the meeting of the committee gavel in.

APPENDIX A

In accordance with Rule II, Section 1, the Lehigh County Democratic Committee shall be divided into five Commissioner Districts represented on the Executive Committee as follows:

- **District #1** The entire area of the following political subdivisions: Coplay Borough; Heidelberg Township; Lowhill Township; Lynn Township; North Whitehall Township; Slatington Borough; Washington Township; Weisenberg Township; Whitehall Township
- **District #2** The entire area of the following political subdivisions: Alburtis Borough; Lower Macungie Township; Lower Milford Township; Macungie Borough; Upper Macungie Township; Upper Milford Township
- **District #3** The entire area of the following political subdivisions: City of Allentown (1st Ward, 2nd Ward, 3rd Ward, 9th Ward, 13th Ward, 14th Ward, 15th Ward, 16th Ward); City of Bethlehem; Catasauqua Borough; Fountain Hill Borough; Hanover Township
- **District #4** The entire area of the following political subdivisions: City of Allentown (4th Ward, 5th Ward, 6th Ward, 7th Ward, 8th Ward, 10th Ward, 11th Ward, 17th Ward); South Whitehall Township
- **District #5** The entire area of the following political subdivisions: City of Allentown (12th Ward, 18th Ward, 19th Ward); Coopersburg Borough; Emmaus Borough; Salisbury Township; Upper Saucon Township