

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 shall be 2 representatives from each county commission district within the congressional district, as well as the county chair and first vice chair if they reside within the congressional district (see Single County Districts under Section 3.07).
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 bylaws have been approved by the state executive committee as an ex-officio voting member. The 29 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 oddnumbered 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. Should a congressional district consist entirely of a county or a portion of that county, each vacancy of a representative from a county commission district shall be filled by a vote of the county executive committee members within the county commission district which has that vacancy.

3.02 VOTING ON THE CONGRESSIONAL DISTRICT EXECUTIVE COMMITTEE

Committee Officers and Ex-Officio Members.

The congressional district executive committee officers 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 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.

Should a congressional district consist entirely of a 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. The first vice chair must be of a different gender identity from the chair. 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, and one 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 District Executive Committee Office. Should a representative of a county to the congressional district executive committee be elected an officer of the congressional district executive 31 committee, he or she automatically vacates their position as a representative of their county to the district executive committee and the vacancy shall be filled pursuant to this Plan of Organization.

Election to State Executive Committee Office. Should any congressional district officer be elected as an officer of the state executive committee, he or she 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 and in the absence of all of the foregoing officers, any member of the congressional district executive committee may preside. Should a vacancy of the treasurer of the congressional district occur, the elected officers of the congressional district executive committee shall temporarily appoint a Democrat who resides in the congressional, within ten (10) days of the vacancy, to serve for up to thirty (30) days.

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 10.00.

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;
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 date set by the state chair, at 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; 32
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. 33 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

Should 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 Should a congressional district consist entirely of a county or a portion of that county, the county shall be entitled to two (2) representatives to the congressional district executive committee from each county commission district that is within the congressional district as well as the county chair and first vice who reside within the district. The same county convention at which the county officers are elected shall elect the representatives to the congressional district executive committee. However, the representatives from each county commission district within the congressional district must be registered Democrats residing in that county commission district and congressional district. The two (2) representatives from each county commission district shall be of different gender identities. Only those Democrats present at the county convention, who reside in the congressional district and within a county commission district shall be entitled to vote for and elect their representatives from that county commission district to the congressional district executive committee.