



HORRY COUNTY DEMOCRATIC PARTY

# **RULES**

*Adopted on*

**October 19, 2015**

**RULES of the HORRY COUNTY DEMOCRATIC PARTY**  
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**Article I – Governance**

The Horry County Democratic Party (HCDP) shall be governed by the South Carolina Democratic Party Rules (“State Party Rules”), as amended from time to time by the State Party. In addition, HCDP has established and shall abide by the following HCDP Rules. In all matters not specifically addressed in these Rules or the State Party Rules, the latest edition of Robert’s Rules of Order shall govern.

**Article II – Participation and Voting**

Section 1 – County Officers

HCDP includes among its officers the Chair, Vice Chairs, Secretary, Treasurer, State Executive Committee Members, the State Executive Committee Alternates, as well as the Platform & Resolutions and Credentials & Rules Members (the latter two are selected at County Convention to represent HCDP to the respective State committees). If the Executive Committee chooses to elect a County Finance Director, that individual is also an HCDP officer (as provided in the SCDP Rules).

The County Party Officers shall meet at least four times per year, preferably one week or more in advance of each scheduled Executive Committee meeting. The officers may not vote on any action or adopt any official HCDP position, but may come to consensus on action recommendations to the Executive Committee for its approval.

Section 2 – Voting Privileges

The above-referenced County Officers may vote at County Executive Committee meetings (with the exception of the County Chair, who may vote only in event of a tie). If a County Officer is also his or her Precinct Executive Committee member, the Alternate EC from that Precinct may vote at County EC meetings.

**Article III – Vacancies**

In the event that a County Party office, other than County Chair, becomes vacant, the County Chair shall have the authority to make an interim appointment until the next Executive Committee meeting, when the appointment shall be ratified. The interim officer shall have the above-referenced voting privileges.

**Article IV – Financial Management**

Section 1 – Budget

Within 60 days after his or her election, the County Chair shall submit to the Executive Committee for ratification a budget covering the remainder of his/her term in office. Such budget should include detailed expenditures for operation of the County Party, as well as general projections for the campaign expenses of any forthcoming general election. The budget should be accompanied by information on projected revenues and sources of funds.

The Chair shall, in the development of budget and revenue projections, consult with others who have expertise or experience in these matters, including HCDP Officers and EC Members.

Section 2 – Spending Authority and Documentation

The Chair, or the Treasurer at the request of the Chair, may sign checks or use the HCDP bank account debit/credit card for amounts up to \$500.00, provided these expenditures are legitimate budget expenses. Any expenditure greater than \$500.00 (with the exception of special events, including fundraisers) must be approved in advance by a majority of Executive Committee members. Written approval via e-mail is

acceptable. (A majority of EC members shall be considered to be at least 50% of the number of ECs and/or Alternate ECs who attended the previous EC meeting.) Checks for expenditures of more than \$500 must be signed by both the Treasurer and the Chair. Receipts are required for all direct and reimbursable HCDP expenditures.

In no case may any person borrow money or in any other way create debt for the County Party. No person other than the County Chair or his/her designee may commit the County Party to pay for goods or services.

### Section 3 – Compensation

No County Officer shall receive any compensation for any services rendered in support of HCDP, other than reimbursement for expenses approved in advance by the County Chair.

### Section 4 – Independent Audit

The Chair shall appoint a Democrat in good standing to conduct an audit of financial reports prior to each quarterly on-line filing of the State Ethics Report by the Treasurer.

## **Article V – HCDP Committees**

### Section 1 – Standing Committees

HCDP shall have two standing committees:

***Finance*** – shall produce an annual budget

***Fundraising*** – shall produce the annual Appeal Letter, Gala Dinner and other special events - sub-committees may be created as needed.

The County Chair shall have the authority to appoint, on an annual basis, the chair or co-chairs of these standing committees and sub-committees. The chair or co-chairs and members of standing committees are not required to be members of the County Executive Committee. The Treasurer and County Finance Director (if elected) shall be a member of each standing committee. Where feasible, an additional officer of the HCDP should be appointed to membership on each standing committee.

### Section 2 – Ad Hoc Committees and Democratic Clubs

The County Chair may appoint ad hoc committees and recognize area Democratic clubs to assist in organizing and executing the work of the County Party. Members of ad hoc committees are not required to be members of the County Executive Committee. Where feasible, an officer of the HCDP should be appointed to membership on every ad hoc committee.

## **Article VI – Amendment of Rules**

Amendments to these Rules may be made at any regular meeting of the HCDP Executive Committee, provided that all such amendments shall have been submitted in writing to the Credentials & Rules representative for presentation to the Executive Committee. The proposed amendment(s) will then be announced via email and U.S. post to the complete list of precinct officers at least 30 days prior to the next EC meeting where discussion and voting will take place. A majority of the Executive Committee members present and voting at a properly called meeting shall be required for adoption of any amendments to these Rules.

## **Article VII – Ratification**

The Rules of the Horry County Democratic Party will be in effect upon its adoption by a majority vote of all Executive Committee members present at a regular meeting of the County Executive Committee. The approved document will be dated accordingly. A copy of the Rules will be included in the annual “Blue Book” distributed to every Officer and Executive Committee member, and posted on the HCDP website.