

DUTIES

ARTICLE VII. Officers

“Section 1. The officers of the County Committee shall be a Chair, Vice Chair(s), a Secretary, and a Treasurer.

“Section 2. The Chair shall:

- *Provide for the day-to-day coordination of the work of the County Committee, including making assignments to officers or committee chairs;*
- *Prepare the agenda and preside at all caucuses and meetings of the County Committee and Executive Committee;*
- *Appoint committee chairs;*
- *Be the official representative of the Madison County Democratic Party and designate others to represent it when necessary; and*
- *Serve as member ex officio of all committees.*

“Section 3. The Vice Chair shall assist the Chair in any duties as may be assigned. Duties include:

- *Presiding at any meeting if the Chair is absent;*
- *Have the authority of the Chair when the latter, for any cause, is unable to act.*

“Section 4. The Secretary shall:

- *Record the minutes of all caucuses and meetings of the County Committee and the Executive Committee;*
- *Keep an accurate record of attendance of members at each meeting;*
- *Conduct the correspondence of the County Committee, subject to the direction of the Chair; and*
- *Within five days of his or her election, the Secretary shall submit to state party headquarters the names of the officers and members and their contact information. Thereafter, an updated list shall be submitted every six months. [Required by Party Plan.]*

“Section 5. The Treasurer shall:

- *Be responsible for the safekeeping of the funds of the County Committee;*
- *Keep a full and accurate account of receipts and expenditures;*
- *Make disbursements as authorized by the Chair, including payment to the Democratic Party of Virginia as annual dues;*
- *Present a financial report at each meeting of the County Committee; and*
- *Submit the books and accounts annually, and upon the change from one Treasurer to another, for audit. The Chair shall appoint for this purpose a committee of three members who, having conducted the audit, shall sign a statement certifying whether the books are in good order and the financial reports of the Treasurer are correct.”*

-From the Madison County Democratic Committee By-Laws

PROCESS

Signed forms must be received by the chair of the Madison Democratic Committee via email to chair@madisondems.org or by postal mail to PO Box 81, Madison, VA 22727-0081. The filing deadline for Madison County Democratic Committee officers is **5:00 p.m. on Friday, January 3, 2020.**

Those individuals who have properly prefilled will have their names placed on the ballot for voting by the newly reorganized Madison County Democratic Committee at the reorganization caucus on January 11, 2020 at Antioch Baptist Church, 1165 Mud Road, Madison, VA 22727 following the certification of the membership at 6:30 p.m.

No person who has failed to comply with these prefiling requirements may be considered for nomination (nominations from the floor will not be accepted).

MCDC OFFICER PREFILING FORM FOR 2020-2022 TERM**PREFILE**

Check the office you are seeking and complete the declaration below:

	Chair
	Vice Chair
	Secretary
	Treasurer

I, the undersigned, hereby state that I am a Democrat, that I am a registered voter in Madison County, that I believe in the principles of the Democratic Party, and that I do not intend to support any candidate who is opposed to a Democratic nominee in the next ensuing election.

PLEASE PRINT:

NAME	
ADDRESS	
CITY	ZIP
PREFERRED PHONE	
EMAIL	
PRECINCT	
SIGNATURE	DATE