

**SOUTHEAST DELEGATION OF THE DEMOCRATIC CAUCUS OF THE
PENNSYLVANIA HOUSE OF REPRESENTATIVES**

BYLAWS

Article I – General

1. **Name.** The name of the organization shall be the Southeast Delegation of the Democratic Caucus (hereafter referred to as Delegation).
2. **Purpose.** The purpose of the Delegation is to recognize and address matters of common interest of its members.
3. **Offices.** The principal office of the Delegation shall be at the Pennsylvania House of Representatives in care of the current Chair. The Delegation may also have offices at such other places as its Chair may from time to time appoint or the activities of the Delegation may require.

Article II – Membership

1. **Membership.** Every member or member-elect of the Pennsylvania House of Representatives, who is a member of the Democratic Party and who represents all or a portion of Berks, Bucks, Chester, Dauphin, Delaware, Lancaster, Lebanon, Montgomery or York counties shall be a member of the Delegation (hereinafter referred to as a “member” or collectively as “members”).
2. **Members-Elect.** Apparent members whose election is not yet certified by the appropriate election office shall be entitled to membership to the same extent as other members unless an objection is raised and sustained by a two-thirds majority vote of members voting, excluding the member in question.
3. **Affiliate Members.** In addition, a member or member-elect of the Pennsylvania House of Representatives who is a member of the Democratic Party and who represents all or a portion of a county that is not part of another regional caucus, or who represents all or a portion of the Delegation member counties, but is affiliated with a political party other than the Democratic party may be admitted to the Delegation as an *Affiliate Member* by a majority vote of the existing Delegation members upon a request for admittance by that member and the agreement of the Chair to call for such a vote. Affiliate Members may attend any meeting of the Delegation, participate in discussion, and vote on issues presented before the Delegation, including Official Delegation Positions as defined in Article VII. An Affiliate Member shall not be eligible to run for office in the Delegation.

4. **Rights of Members.** Each member shall have the right to cast one vote in all elections of officers and any other matter put before the Delegation.
5. **Dues.** Dues shall be set in an amount and frequency as determined by a majority vote of the Delegation.

Article III – Officers

1. **Officer Positions.** The officers of the Delegation shall be one (1) Chair, the number of Vice Chairs shall be set by the Chair upon his or her election with the consent of the members, one (1) Secretary, and one (1) Treasurer, and shall be elected in that order. Officers of the Delegation shall be chosen by the provisions in Article IV.
2. **Officer Eligibility.** Members of the Delegation are eligible to be elected to any position of leadership in the Delegation, except those elected to Caucus leadership, appointed as Chair to any House standing committee—excluding the Committee on Committees or the Ethics Committee—or currently holding an office in any other regional caucus, or as otherwise deemed ineligible by these Bylaws. No person shall hold more than one office at the same time within the Delegation.
3. **Authority and Duties.** The Officers shall have the authority and responsibility delegated by the Board as follows:
 - (a) **Chair.** The Chair shall preside at and conduct all meetings of the Delegation. The Chair shall serve as the representative of the Delegation in meetings and discussions with other caucuses, delegations, and agencies, and shall otherwise perform all of the duties that are ordinarily the function of the office. The Chair, or his or her designee, shall be the prime spokesperson for the Delegation on any official positions approved by the Delegation.
 - (b) **Vice Chair.** The Vice Chair(s) shall perform the duties of the Chair in the absence of the Chair, and shall perform such other tasks to assist, and as may be assigned, by the Chair.
 - (c) **Secretary.** The Secretary shall keep accurate records and minutes of all meetings of the Delegation.
 - (d) **Treasurer.** The Treasurer shall be responsible for handling, tracking, and quarterly reporting of all funds, if any, collected or raised by the Delegation, including but not limited to dues.
4. **Term.** Officers of the Delegation shall be elected by the members at the reorganization meeting of the Delegation, and shall serve a term of two (2) years or until their successors are elected, unless they are sooner removed from office as provided in these Bylaws.

5. **Term Limits.** No Officer shall serve more than three (3) consecutive full terms. An Officer elected to fill a vacancy for a term less than two (2) years, may serve for three (3) additional two (2) year terms.
6. **Removal.** An officer may be removed with or without cause by two-thirds vote of the Delegation by anonymous written ballot.
7. **Status of an Officer Indicted or Convicted of a Crime.** When an indictment is returned or a charge is filed before a court of record against a member who is an officer of the Delegation, and the gravamen of the indictment or charge is directly related to the member's conduct as an officer or is one which would render the member ineligible to the General Assembly under Section 7 of Article II of the Constitution of Pennsylvania, the member shall be relieved of office until the indictment or charge is disposed of, but the member shall otherwise continue to function as a member of the Delegation, including voting.

If, during the same legislative session, the indictment or charge is quashed, dismissed or withdrawn, or the court finds that the member is not guilty of the offense alleged, the member shall immediately be restored to the office.
8. **Resignation.** An officer may resign from office in writing to the Chair.
9. **Vacancies.** If any office of the delegation becomes vacant a meeting of the Delegation shall be called as soon as practical for the purposes of electing a new officer to fill the vacancy for the balance of the term, or in the case of a temporary vacancy, until the preceding officer returns to assume his or her duties. If the vacancy is for the office of Chair, the delegation member with the most seniority in the Delegation and not running for office of Chair shall call and preside over the meeting. The call of the meeting and the election of the officer shall be done in accordance with the provisions of these Bylaws.

Article IV – Reorganization and Elections

1. **Reorganization Meeting.** The Delegation shall meet to reorganize subsequent to the general election in each even numbered year immediately following the reorganization meeting of the House Democratic Caucus in a location set by the Chair for the purposes of the election of officers and such other business that shall come before the Delegation. The reorganization meeting of the Delegation shall be attended only by members defined in Article II and staff of the Delegation.
2. **Order of Business.** The first order of business shall be the election of officers and meeting the requirements of Article III shall immediately become the officers and assume all duties.

3. **Election.** The election of the Chair, Vice Chair(s), Secretary, and Treasurer shall be held in accordance with the following provisions:
 - (a) **Appointment of Temporary Chair.** The most senior member of the Delegation, not running, shall serve as Temporary Chair to preside over the elections until such time as the Chair is duly elected.
 - (b) **Nominations.** Nominations shall be made at the direction of the temporary Chair. The nominee shall accept or reject the nomination with a verbal yes or no. There shall be no speeches or seconds.
 - (c) **Vote by Anonymous Written Ballot.** The vote for the election of officers shall be by anonymous written ballot; provided however, should a candidate have no opposition, the temporary Chair may accept the nomination and call for a verbal affirmation to elect said candidate to office.
 - (d) **Majority Vote.** A majority vote of the Delegation shall be required for the election of officers.
 - (e) **No Proxy.** For the purposes of election of officers and notwithstanding any other provision in these Bylaws, a member must be physically present to vote.
 - (f) **Run-Off Elections.** If no candidate receives a simple majority of votes cast, the candidate with the lowest votes shall be dropped from the list of candidates and a new vote shall be taken. If there is a tie between candidates for the lowest vote, a new vote shall be taken including all candidates.

Article V – Meetings and Voting

1. **Governance.** Meetings of the Delegation shall proceed in an orderly, informal basis under the direction of the Chair. Mason’s Manual of Legislative Procedure shall govern when formal action is required to the extent that it is not inconsistent with these bylaws.
2. **Absence of Chair.** In the absence of the Chair of the Delegation, a Vice Chair as designated by the Chair shall act as Chair. In the absence of a designation, the Vice Chair with the most seniority in the Delegation shall act as Chair. In the absence of the Chair and a Vice Chair, the Secretary shall act as Chair. In the absence of the Chair, a Vice Chair or secretary, the treasurer shall act as Chair. In the absence of all officers, the Chair’s designee shall act as a Chair.
3. **Calling of Meetings.** Meetings of the Delegation shall be called at the discretion of the Chair. The Chair is required to notify members 24 hours in advance of any meeting at which a vote of the membership is required. (of delegation
4. **Location of Meeting.** Meetings of the Delegation shall be held at such place or places, either within or outside of the Commonwealth of Pennsylvania, as may from time to time be selected.

5. **Quorum.** A voting meeting of the Delegation duly called shall require a quorum to be called to order. The presence in person or by proxy of a majority of members entitled to vote shall constitute a quorum.
6. **Action Outside of Meetings.** Any action which may be taken at a meeting of members of the Delegation may be taken without a meeting if a consent or consents in writing, setting forth the action so taken, shall be signed by all of the members who would be entitled to vote at a meeting for such purpose.
7. **Special Meeting.** Any member of the Delegation may submit to the Chair, in writing, his or her desire to call a special meeting. If the Chair fails to schedule a meeting within three (3) days to take place within ten (10) business days, the member requesting the meeting may call such meeting upon the written request of at least two-thirds (2/3) of the Delegation members.
8. **Voting and Proxy.** Each member attending a meeting of the Delegation in person or by proxy will be entitled to vote on all matters. Before any votes are taken at any meeting, the Chair must notify members attending the meeting who will vote by proxy and who will hold such proxy. Proxies shall be signed and submitted on the form provided in Appendix A to these Bylaws.
9. **Majority Vote.** Unless otherwise provided in these Bylaws, any action taken by the Delegation shall require an affirmative vote of a simple majority of the members present in person or by proxy.
10. **Manner of Voting.** All votes, other than as specified in Article IV, will be verbal.
11. **Conflict of Interest.** A member who has a personal or private interest in any measure proposed or pending before the Delegation shall disclose the fact to the Delegation and shall not vote thereon.

Article VI – Notices

1. **Notices.** When written notice is required to be given to any member of the Delegation, it shall be given to members by email to the member's caucus email address. Such notice shall specify the place, day, and hour of the meeting, as well as the proposed agenda and details on voting matters when possible.
2. Written notice to members of the Delegation shall be waived in the case of the Chair, or his or her designee, announcing the meeting from the floor of the Pennsylvania House of Representatives while the House is in session or for any non-voting meeting.

Article VII – Committees and Delegation Positions

1. **Committees.** The Chair may establish at his or her discretion, one or more committees and appoint committee members and officers, if any, to such committees, for the purpose of carrying out the business of the Delegation. Such committee members and officers shall serve at the discretion of the Chair.
2. **Issues.** The Delegation may adopt a Delegation position on any issue. A Delegation position shall require an affirmative vote of at least two-thirds (2/3) of the Delegation and shall then become the official policy of the Delegation.

A document shall be prepared reflecting the adopted position of the Delegation and the date adopted, and should be attested by the Chair. A copy should be delivered to each member as well as to whomever else the position is directed to be delivered.

3. **Issue Spokesperson.** The Chair of the Delegation shall be the prime spokesperson for the Delegation on issues and positions approved by the Delegation as set forth above. The Chair may from time to time designate a member to be spokesperson for particular issues and positions approved by the Delegation.

Article VIII – Amendments

1. **Amendments.** The Bylaws of the Delegation may be altered, amended, or repealed by the following process:
 - (a) The member proposing an amendment must send a letter to the Chair stating the proposed amendment. Within five (5) days of receiving same, the Chair shall transmit the proposed amendment to the Delegation and, after which the Chair shall call a meeting within ten (10) business days to consider it.
 - (b) The Chair will recognize the member proposing the amendment at the ensuing meeting and ask him or her to explain the amendment
 - (c) An affirmative vote by two-thirds (2/3) of members entitled to vote shall be necessary to ratify the proposed amendment.

Article IX – Suspension of the Rules

1. **Suspension of Rules.** Any rule may be temporarily suspended at any time for a specific purpose by a vote of two-thirds (2/3) of the Delegation.

Appendix A

SOUTHEAST DELEGATION
PROXY FORM

Submission of Proxy

On this day of, _____ I hereby submit my Proxy to:
(date)

Delegation Member _____

to be voted on all matters offered on the Delegation agenda, or for other business which may come before the Delegation and hereby revoke all previous proxies given for the above-identified Delegation meeting.

Specific voting instructions

I hereby direct my proxy to be voted on the following matters:

_____ Y / N / Abstain

_____ Y / N / Abstain

_____ Y / N / Abstain

_____ Y / N / Abstain

Member's Printed Name

Member's Signature

Contact Number for Member (if necessary)