

# BYLAWS OF THE MENDON DEMOCRATIC COMMITTEE

The Democratic Committee of the Town of Mendon, NY, duly elected by the Democratic voters of Mendon does hereby adopt the following Rules for the organization and its governance:

## ARTICLE 1

### GENERAL PROVISIONS

1.1 **Democratic Party Members.** The Democratic Party of the Town of Mendon, NY, comprises those persons within the Town who have duly enrolled as Democratic voters for the purpose of participating in the primary elections of the Democratic Party.

1.2 **No Discrimination.** There shall be no discrimination in the Mendon Democratic Party against any person on account of age, sex, race, color, religion, creed, sexual orientation or presentation.

1.3 **Mendon Democratic Committee.** The Committee more particularly described at Article II hereof shall be the official governing body of the Democratic Party of Mendon.

## ARTICLE 2

### THE COMMITTEE

2.1 **Membership.** The Committee shall be comprised of as many as four enrolled members of the Democratic Party residing in Mendon for each of the Town's nine election districts.

2.2 **Organizational Meeting and Elected Officers.** The Committee shall hold an organizational meeting in accordance with rules established by the Monroe County Democratic Committee. At such meeting, the Committee shall elect from its membership a Town Leader, Committee Chair, a Secretary, and a Treasurer. Notice of the organizational meeting shall be emailed to all duly elected members of the Committee at their last known email addresses, not less than five (5) days before the meeting. The officers so chosen shall serve until new officers are elected at the organizational meeting of the next succeeding town committee.

2.3 **Term of Office of Committee officers.** The term of office of the existing Committee officers shall terminate upon the election of a replacement officer held at an Organizational meeting in accordance with Sect. 2.2. In the event of resignation, disqualification, or death of any officer, a new officer may be elected from among the membership at a special meeting called by the Chair and conducted as required in Section 2.2. In the event of the resignation, disqualification or death of the Chair, a new Chair shall be elected at a special meeting called by the Town Leader. Said election will be subject to Section 2.2.

2.4 **Appointment of Additional Committees.** Committee Chair, with the concurrence of the

Committee, may appoint any additional committees as may be necessary to carry out the business of the Committee. These committees may be ad hoc committees, created and intended to serve for a limited purpose; or standing committees, created to serve and assist on a permanent basis.

### **ARTICLE 3**

#### **MEETINGS OF THE COMMITTEE**

3.1 **Regular Meetings.** Regular meetings of the committee shall be held monthly at a time and place designated by the chair. An agenda for the meeting will be sent to each member by email at least a week in advance of the meeting. The Chair may cancel any meeting for lack of attendance, conflicts with holidays or other good and reasonable cause. The Chair may call additional meetings as required to accomplish the work of the Committee.

3.2 **Special Meetings.** Special meetings of the Committee shall be called by the Chair upon the written request of at least twenty-five percent (25) of the enrolled members of the Committee. Upon the Chair's refusal or inability to call a special meeting, the meeting may be called by the members requesting it. Such meeting will be held on the date designated in the request, notice of such meeting is sent to the last known email address of each member of the Committee not less than five (5) days before such meeting.

3.3 **Procedure at Organizational Meetings.** At the organizational meeting of the Committee, the Chair may designate a member to serve as Recording Secretary. The Leader shall preside until a new Chair is elected. The Chair shall then preside.

3.4 **Proxies.** Members may not vote by proxy.

3.5 **Quorum.** At all meetings of the Committee there must be a quorum of 10 percent of the total committee membership to conduct business.

3.6 **Voting.** Each member has one vote.

3.7 **Order of Business.** At all regular meetings including the organization meeting of the

Committee, the order of business shall be as follows:

- Calling of the Roll
- Election of Officers (Organizational Meeting only)
- Reports of Officers
- Reports of Committees
- Unfinished Business
- New Business

- Adjournment

## ARTICLE 4

### DUTIES OF COMMITTEE OFFICERS

4.1 **Chair.** The Chair shall preside at all meetings of the Committee. The Chair shall be a member ex-officio of all standing and other committees and shall generally perform all of the duties provided for in these Rules.

4.2 **Secretary.** The Secretary shall keep the books and records of the Committee, including minutes of all meetings. The Secretary shall see that all required notices are given in accordance with the provisions of these Rules, call the roll at all meetings of the Committee, and perform all other duties incident to the office of Secretary.

4.3 **Treasurer.** The Treasurer shall receive and, subject to the provisions of Article 6 hereof, disburse all moneys received for the work of the Committee. The Treasurer shall keep books of account of all his/her receipts and disbursements and shall deposit all money received as Treasurer in such bank or banks of deposit as may be designated by the Committee. The Treasurer shall make a report of such receipts and disbursements at least once a year to the Committee and upon such other occasions as the Treasurer may be called upon to do so by the Chair. The Treasurer shall generally perform all the duties incident to the office of Treasurer.

4.4 **Leader.** The Leader serves as a member of the Monroe County Democratic Committee Executive Committee and represents the Mendon Committee before the county committee.

## ARTICLE 5

### DESIGNATION OF CANDIDATES

For the purpose of endorsing candidates for public office, the Mendon Democratic Committee will follow the designation process outlined below:

5.1 **Designation of Candidates.** In each election cycle, the Committee will hold a Caucus for the purpose of designating candidates to represent the Democratic Party in the upcoming election. The Caucus will be held in accordance with rules established by the Monroe County Democratic Party. The caucus will allow all candidates an opportunity to address the committee and answer questions from committee members as appropriate. The Chair, however, has sole discretion to limit the time available for candidate presentations. In addition, the Chair may, in lieu of having candidate presentations at the Caucus, schedule a separate meeting for the sole purpose of hearing from and interviewing candidates.

5.2 **Voting.** Each committee member has one vote. Proxy voting is not allowed at the Caucus.

5.3 **Support for Designated Candidates.** In cases where there is more than one candidate for an office, the committee shall remain officially neutral until such time as the candidate is designated by the committee. Regardless of the committee designation, the committee will ultimately support the

candidate designated by the Monroe County Democratic Committee.

#### **ARTICLE 6**

**Expenditures.** No funds of the Committee may be expended unless authorized by the Chair and or Treasurer.

#### **ARTICLE 7**

**Power to Amend.** These Bylaws may be amended by a simple majority vote of Committee members at any meeting of the Committee duly called in accordance with the provisions of Article 3.1, provided the committee members have notice of intent to consider a rule change. (Notice is sufficient if the matter is included in the agenda which accompanies the monthly notice of meeting.) No amendment to these Rules shall be valid unless and until it has been duly noted in the minutes of the meeting at which it was adopted and written into revised by laws which have been made available to all Committee members by email.

#### **ARTICLE 8**

**Transparency.** All books and records of the committee may be reviewed by any member upon a reasonable request made in writing by email to the Chair. Bylaws will be posted on the Mendon Democratic Committee website.