

By-Laws of the Democratic Committee of the Town of Kirkland

October 6, 2004

Article I: Name

The name of this Committee is the Kirkland Democratic Committee.

Article II: Purpose

The purpose of this Committee is to aid in the election of Democratic candidates for public office, and to assist the Democratic County, State and National Committees when and where possible.

Article III: Membership

Sec. 1 Committee:

The Committee shall consist of two (2) members in each election district within the township. Every two years candidates for the Committee must file petitions signed by the appropriate percentage, as defined by the Oneida County Board of Elections, of registered Democratic voters in their districts.

Sec. 2 Election:

In cases where more than two individuals file petitions in a single voting district, members shall be elected at primary elections in each even numbered year unless otherwise provided by law. Such election shall be at the Fall Primaries. Such members shall hold office until the election of their successors, unless otherwise provided by law.

Sec. 3 Vacancies:

In the case of the death, resignation, disqualification, removal from district, or removal from office of a member, or the failure to elect a member, as by reason of a tie vote, the vacancy created thereby shall be filled by the remaining members of the Committee or the County Chair, by the selection of an enrolled voter of the party qualified for election from the Election District in which such vacancy shall have occurred, except that a qualified resident of a district that already has two members may be appointed or elected to represent a district which is lacking one or more members.

Sec. 4 Removal:

1. A Town Committee Member may be removed for cause, or upon petition by a majority of the Committee for recall of an elected officer.
2. Any Member missing three meetings in any one year without notification of an officer shall be given the opportunity to resign or shall resume active participation.

Article IV: Officers

Sec. 1 Officers:

The officers of the Town Committee elected at large shall be a Chair, Secretary, Treasurer, and such other officers as the Committee may, from time to time, determine and elect.

Sec. 2 Duties:

The duties of the officers elected at large shall be as follows:

1. The Chair shall serve as the Chief Executive of the Town Committee and will preside at all Committee meetings. He/she shall serve on the County Executive Committee and shall attend and report on all meetings of the Democratic County Committee. He/she will serve as a liaison for the Kirkland Town Committee with the County Democratic Committee and other town committees in Oneida County. The Chair shall also be Chair of the Town Executive Committee.
2. The Secretary will be responsible for accurately recording the minutes of all Monthly, Special, and Executive Committee Meetings. A copy of such minutes will be sent to the Members of the Committee electronically or by mail, no later than one (1) week before the next regular meeting.
3. The Treasurer shall keep all funds of the organization, collecting and disbursing the same as directed. All accounts shall be deposited in a local banking institution in the name of Kirkland Democratic Committee. All withdrawals are to be made on the signature of the Chair, Treasurer, or Secretary for any amount up to \$100.00; expenditures of more than \$100.00 require the approval of the Committee. The Treasurer shall present an up-to-date financial report in writing at each monthly meeting, or when requested to do so by the Committee or Executive Committee.
4. A Parliamentarian may be appointed by the Town Chairperson, and shall serve at the pleasure of the Town Chairperson. The Parliamentarian shall fulfill the duties of that office provided for under Roberts Rules of Order.
5. These officers and any other officers elected at large shall perform the usual duties belonging to such offices and also such duties as may be prescribed by the Town Committee.

Sec. 3 Election of Officers:

Such officers shall be elected by the Committee biennially at its organizational meeting; each officer shall have the power to vote on all matters acted upon by the Committee; each such officer shall hold office until his successor is elected; any vacancy occurring among the officers may be filled temporarily by appointment by the chair, with such appointment to continue until the next meeting of the Committee, at which time the Committee shall fill the vacancy by election.

1. The outgoing chairperson, or in his/her absence any newly elected Committee Member, shall call the election meeting to order. The elections shall be by secret ballot; the candidate receiving a majority of the vote for each office shall be declared elected. Each candidate shall be entitled to appoint one teller to canvas the ballots.
2. Election results shall be filed with the Chairperson of the Oneida County Democratic Committee and the Oneida County Board of Elections within three days after the election meeting.

Article V: Meetings

Sec. 1 Meetings:

1. Regular meetings shall be open to all registered Democrats residing in the Town of Kirkland.
2. All meetings shall be conducted in accordance with Robert's Rules of Parliamentary Procedure.

Sec. 2 Organizational Meeting:

Members of the Town Committee shall meet within 15 days following their election for the purpose of organizing by election of officers as stated in Article IV Sec. 1.

Sec. 3 Regular Meetings:

A set day and time for Kirkland Democratic Committee meetings will be established in September on an annual basis; the set date will be subject to change only for unforeseen circumstances. An annual schedule of meetings will be provided to all committee persons and will be submitted to the local newspaper. In off-election years, there shall be at least one regular meeting per quarter. In election years, there shall be a minimum of six regular meetings, at least one regular meeting per quarter.

Sec. 4 Special Meetings:

Special Meetings may be called by the Chair of the Town Committee at any time and must be called by the Chair on the written request of one quarter or more members of the Committee. All Committee Members must receive 48-hours notice prior to a special meeting.

Sec. 5 Notice of Meetings:

Notice of the time and place of each meeting shall be served by mailing or e-mailing a notice of the meeting to each member of the Committee at least 5 days before the date of such meeting. Such notices shall be direct to each member at that member's address or e-mail address as it appears on the records of the Town Committee. Members will be expected to phone or e-mail the Chair or Secretary if unable to attend a meeting.

Sec. 6 Quorum:

At all meetings of members there shall be present in person at least one third of the members of the Committee in order to constitute a quorum.

Sec. 7 Majority Vote:

All decisions of the Committee will be by majority vote of the Committee Members present and entitled to vote.

Article VI: Subcommittees

Sec 1. Appointment:

The Chair may appoint special committees of such number and composed in whole or in

part of persons not members of the Committee as the Chair may deem advisable.

Sec 2 Election:

An ad hoc subcommittee may be formed by a vote of the Town Committee. The Town Committee shall elect membership on ad hoc subcommittees, unless the Town Committee gives the Town Committee Chair the power to appoint the ad hoc subcommittee.

Article VII: Support of Candidates

The Committee, upon approval by a majority vote, shall help, endorse and expend such money as is deemed advisable to elect all Democratic candidates in a general election.

Article VIII: Amendments

Any amendment to these by-laws shall be proposed and submitted in written form to the Town Committee. Proposed amendments shall be discussed at least once at a regular monthly meeting prior to being voted upon. By-Laws must be adopted by a 2/3 vote of those Committee Members present and entitled to vote at a regular meeting. A proposed by-law amendment shall be mailed or e-mailed to all Committee Members giving notice of both the meeting at which such amendments will be discussed and the meeting at which it will be voted upon.

Article IX: Adoption of By-Laws

These By-Laws shall go into effect when ratified by 2/3 of the members present, providing at least 1/3 of the committee members are in attendance.

Article X: Dissolution

If the Committee should be dissolved, any assets will be transferred to the Oneida County Democratic Committee.