

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

**Revised: January 13, 2021**

## **Article I: Name**

The name of this Committee is the Kirkland Democratic Committee.

## **Article II: Purpose**

The purpose of this Committee is to serve the members of the Democratic Party in the Town of Kirkland and to aid in the election of Democratic candidates for public office.

## **Article III: Membership**

### Section 1 Committee:

The Committee will consist of two (2) members in each election district within the town. They must be duly enrolled Members of the Democratic Party residing within Oneida County and the Assembly District where their Election District lies. 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.

### Section 2 Election:

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

### Section 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 will 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 has 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.

### Section 4 Removal:

1. A Town Committee Member may be removed for cause by the County Committee as specified in its bylaws.
2. An officer of the Town Committee may be removed from that office upon petition by a majority of the Town Committee.
3. Any Member missing three meetings in any one year without notification of an officer will be given the opportunity to resign or shall resume active participation.

### Section 5 Duties of members:

1. At County meetings, each member shall cast a weighted vote as prescribed in Article IV, Section 9 of the County Committee Rules. At all other times each member shall cast a single vote;
2. Each member shall undertake, while serving or seeking to serve as a Committee Member of

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the Democratic Party, not to oppose publicly the election of any Democratic nominee for office in New York State;

3. Any member may resign from office by written or electronic notice filed with the County Chair but such resignation will not take effect until the County Chair has duly notified the Oneida County Board of Elections.

## **Article IV: Officers**

### **Section 1 Officers:**

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

### **Section 2 Duties:**

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

1. The Chair shall serve as the Chief Executive of the Town Committee and shall preside at all Committee meetings; shall serve on the County Executive Committee and shall attend and report on all meetings of the Democratic County Committee; and shall serve as a liaison for the Kirkland Town Committee with the County Democratic Committee and other town committees in Oneida County.
2. The Vice-Chair shall assume all the duties of the Chair in the Chair's absence. The Chair may delegate to the Vice Chair of the Kirkland Committee the authority to vote in their stead at County Democratic Executive Committee meetings, provided that written notification of that designation be made in advance to the County Chair.
3. The Secretary shall be responsible for accurately recording the minutes of all business meetings of the Town Committee. 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. The Secretary shall ensure that a copy of the minutes are kept on file indefinitely.
4. The Treasurer shall keep all funds of the organization, collecting and disbursing the same as directed. All accounts will 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. The Treasurer must file periodic reports with the New York State Board of Elections as required by state law.
5. A Parliamentarian may be appointed by the Town Chair, and will serve at the pleasure of the Town Chair. The Parliamentarian shall fulfill the duties of that office provided for under Robert's Rules of Order.
6. 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.

### **Section 3 Election of Officers:**

1. Such officers will be elected by the Committee biennially at its organizational meeting; each

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officer will have the power to vote on all matters acted upon by the Committee; all such officers will hold office until their successors are 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.

2. The outgoing Chair, or in the Chair's absence any newly elected Committee Member, shall call the election meeting to order. The elections will be by secret ballot; the candidate receiving a majority of the vote for each office will be declared elected. Each candidate will be entitled to appoint one teller to canvas the ballots. In the event that no candidate has received a majority on the first ballot taken, the two candidates receiving the highest votes shall be the only candidates on the second ballot.

3. Election results will be filed with the Chair of the Oneida County Democratic Committee and the Oneida County Board of Elections within three days after the election meeting.

## **Article V: Meetings**

### Section 1 Meetings:

1. Regular meetings will be open to all registered Democrats residing in the Town of Kirkland.
2. All matters of procedure not specified by the Election Law or by these Rules will be governed by the latest edition of Robert's Rules of Order, insofar as such rules of order may be appropriately applied.

### Section 2 Organizational Meeting:

At the first business meeting following the county committee's organizational meeting, the members of the Town Committee shall elect officers.

### Section 3 Regular Meetings:

A set day and time for Kirkland Democratic Committee meetings will be established at the organizational meeting 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. There shall be a minimum of six meetings, at least one meeting per quarter.

### Section 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. In the event of the Chair's refusal or inability to call such a meeting, the meeting may be called by the Committee Members requesting it. All Committee Members must receive 48-hours notice prior to a special meeting.

### Section 5 Notice of Meetings:

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

### Section 6 Quorum:

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

## **Section 7 Majority Vote:**

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

## **Section 8 Proxies**

There will be no vote by proxies.

## **Section 9 Electronic voting**

Decisions required between meetings may be reached by electronic discussion and majority vote of the committee.

## **Article VI: Subcommittees**

### **Section 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.

### **Section 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 will be proposed and submitted in written form to the Town Committee. Proposed amendments will 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 at which a majority of the Committee Members shall be present. A proposed by-law amendment will be sent 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. The notices shall be sent not less than 10 days prior to the meeting. Once approved, all rules of organization shall be filed with the Oneida County Board of Elections.

## **Article IX: Dissolution**

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