

Towns of Jay and Wilmington, NY, Democratic Committee By-Laws

April 8, 2019

Revised March 8, 2021

Preamble

We, duly registered voters, enrolled members of the Democratic Party by law, who reside in the Towns of Jay and Wilmington, NY do hereby form the Towns of Jay and Wilmington Democratic Committee (herein referred to as the Jay-Wilmington Democratic Committee, or J-WDC) pursuant to Article 2, Subsections 100-124 of the Election Laws of the State of New York and pursuant to the by-laws, rules and regulations of the Democratic Party of the County of Essex, NY.

We join together for the following purposes: to expand local participation in elections, politics and government; to aid in recruitment, campaigning and election of Democratic candidates for public office; and, to engage with and assist Democratic County, State and National Committees when possible. To pursue these purposes, we establish these by-laws.

1. J-WDC Essex County Democratic Committee (ECDC) Delegates

- 1.1. The ECDC is charged with the government and administration of the affairs of the Democratic Party within the County. The County Committee decides all questions relating to political policy or party government and management within Essex County or any part thereof.
- 1.2. Up to six ECDC Delegates, two representing each Jay election district, and two representing the sole Wilmington District may be nominated by the J-WDC to represent the Towns of Jay and Wilmington. Nominees are subject to acceptance as Delegates per ECDC policies. J-WDC ECDC Delegates shall be voting Delegates of the ECDC and voting Members of the J-WDC, and continue service through their term of office, while retaining good standing in both the J-WDC and ECDC.
- 1.3. J-WDC ECDC Delegates are required to be registered voters enrolled in the Democratic party who reside within the Towns of Jay and Wilmington. Such enrollment and residence of the said Delegate shall continue through their tenure of office.
- 1.4. J-WDC ECDC Delegates shall be elected for two-year terms in

accordance with NY State election laws. The terms begin in even numbered years beginning in the same month as the state primary election. An ECDC officer from Jay or Wilmington is automatically a J-WDC ECDC Delegate.

- 1.5. Eligibility: Registered Democrats residing within a particular Election District within the Town of Jay shall have priority over individuals residing outside the Election District for a District's delegate position. J-WDC Members shall have priority over non-members.
- 1.6. In the event of the vacancy of an ECDC seat, J-WDC Members eligible to vote under these by-laws, may, by a majority vote of those present and eligible to vote, elect an eligible Jay or Wilmington Democrat to serve as an ECDC Delegate until a term expires.

2. Towns of Jay and Wilmington Democratic Committee (J-WDC) Composition

- 2.1. The J-WDC shall be composed of J-WDC ECDC Delegates, J-WDC Officers and other Members.
- 2.2. J-WDC Members are required to be registered voters enrolled as Democrats who reside within the Towns of Jay and Wilmington. To become a member, an individual must attend a meeting, request membership, and agree to be bound by the by-laws. New members are eligible to vote at their second meeting of attendance.
- 2.3. Any enrolled Democrat, who is a non-member, regardless of residence, shall be allowed to attend J-WDC meetings as a guest.
- 2.4. From time to time individuals who are not registered voters or not enrolled in the Democratic party may also attend as guests, with the approval of the presiding officer.
- 2.5. Notices of regular meetings shall be distributed to all J-WDC Members via email, social media or such other reliable means as the Chairperson and/or Secretary deem appropriate to provide due notice.

- 2.6. Special meetings may be held by vote of the Membership at a previous meeting, or by direction of the Chairperson, or upon the petition of a majority of Members, stating the nature of the business to be brought before the special meeting. All Members shall be provided 48-hour notice prior to a special meeting.
- 2.7. Members shall determine the process for conducting meetings, including the method of introducing items, discussing them and obtaining consensus on decisions.
- 2.8. The Committee may go into closed session (closed to all but Members) when deemed appropriate. Closed session may be proposed by any member eligible to vote at that particular meeting, and must be approved by a majority vote of those present who are eligible to vote. At the discretion of the Chairperson, executive sessions may be held, to consist of J-WDC officers but formal actions require consideration of the full J-WDC.
- 2.9. Elected Jay or Wilmington town officials are considered to be ex-officio J-WDC Members.
- 2.10. It is the intent of the J-WDC to support the establishment of an independent Wilmington Democratic Committee when sufficient interest and membership become available.

3. J-WDC Member Goals

- 3.1. Attend at least fifty percent of the J-WDC meetings.
- 3.2. Perform duties and actions assigned by consensus of the J-WDC.
- 3.3. When established, serve on a standing subcommittee, as a liaison to a political campaign organization or serve as an officer of the J-WDC.
- 3.4. Participate in fundraising activities of the J-WDC, as the J-WDC may establish
- 3.5. Identify, recruit, nominate and elect the best candidates for public office.
- 3.6. Promote the active participation of all Towns of Jay and Wilmington Democrats in our democratic form of government.
- 3.7. Raise money for the Party and its candidates.

- 3.8. Participate in Get Out The Vote activities such as door knocking, telephone banking and distribution of literature.
- 3.9. Carry nominating petitions for candidates endorsed by the Town and County Committees.
- 3.10. J-WDC Members, including officers, may be removed for cause in accordance the provisions of Section 2-116 of the NY State Election Law. Additionally, J-WDC members may be removed for lack of attendance, as approved by two thirds vote of the members present at a regular meeting.

4. *J-WDC Officer Criteria and Responsibilities*

- 4.1. At a minimum, J-WDC Officers shall consist of a Chairperson and Secretary. Members may elect other officers (such as Treasurer and Vice Chairperson) as needed. As determined by the J-WDC, members may hold multiple offices, including as a J-WDC ECDC delegate.
- 4.2. Officers must be J-WDC Members.
- 4.3. Officers are elected for two-year terms, which expire at the end of the calendar year.
- 4.4. J-WDC Members shall elect officers by majority vote. Vacancies shall be filled by election.
- 4.5. When available, the Chairperson shall preside at all J-WDC meetings. Additionally, the Chairperson shall be an ex-officio member of all J-WDC subcommittees.
- 4.6. If established, the Vice Chairperson shall assist the Chairperson in his/her duties, and shall serve as Acting Chairperson in the event of the Chairperson's temporary absence or disability. In addition, the Vice Chairperson shall be an ex-officio member of all subcommittees.
- 4.7. The Secretary shall:
 - 4.7.1.1. Respond to such inquiries and other correspondence, keeping the Chairperson informed. Copies of all correspondence will be kept on file. The Secretary will

be responsible for notifying members of regular, special, or executive committee meetings.

- 4.7.1.2. Be responsible for accurately recording the minutes of all monthly, special, and executive Committee meetings. A copy of such minutes will be forwarded to the Chairperson within seven days after the meeting.
- 4.8. If established, the Treasurer shall:
 - 4.8.1. Keep all funds of the organization, collecting and disbursing them as directed by the Chairperson or the J-WDC as a whole. All accounts shall be deposited in a local banking institution in the name of the Town of Jay Democratic Committee. All withdrawals are to be made on the signature of the Chairperson or Treasurer for any amount up to \$50.00; expenditures of more than \$50.00 require the approval of the J-WDC.
 - 4.8.2. Present an up-to-date financial report at each monthly meeting, or when requested to do so by the Chairperson. The Treasurer shall file all reports required under New York State Election Law or Board of Elections Regulations.
- 4.9. Officers shall be eligible for reelection, and shall serve until their term expires, resignation, or removal by two-thirds vote of the J-WDC membership at a meeting subsequent to motions for removal.
- 4.10. A list of officers shall be filed with the Secretary of the ECDC and the Democratic representative to the County Board of Elections within 10 days after their election. This list shall include their respective mailing and electronic addresses.

5. *Miscellaneous*

- 5.1. No J-WDC person may make a public statement on behalf of the J-WDC, or take public action on behalf of the J-WDC, unless said statement and/or action has been approved in advance by the J-WDC or the Chairperson. This restriction includes, but is not limited to, social media.
- 5.2. All J-WDC procedures shall be held in accordance with the Election Law of New York State. Wherever the foregoing by-laws may be inconsistent with the by-laws, rules and regulations of the ECDC,

the latter shall prevail.

- 5.3. Proxy votes shall not be permitted, although members participating by call-in may vote.
- 5.4. Virtual meetings, such as teleconferencing, may be utilized when appropriate.

6. *Standing Rules*

- 6.1. The Committee may adopt one or more Standing Rules relating to procedural matters at any time by majority vote at any meeting as long as such rules do not conflict with nor negate any provisions of these By-laws. A Standing Rule remains in effect until (1) revised or canceled by a majority vote of the Committee; or (2) the effect of the Standing Rule terminates under its own provisions.

7. *Amendments*

- 7.1. Any amendment to these by-laws shall be proposed and submitted in written form to the J-WDC.
- 7.2. Proposed amendments shall be discussed at least one regular monthly meeting prior to being voted upon and must be adopted by a two-thirds vote of the J-WDC Members. A proposed amendment to By-laws shall be communicated in advance to all J-WDC Members.

8. *Effective Date of By-Laws*

These by-laws shall become effective immediately upon their adoption.

Date adopted: April 8, 2019

Revision approved: March 8, 2021

Chairperson: Frank Pagano

Secretary: Wally Walters