

**Town of Jay, NY,  
Democratic  
Committee By-Laws**

**April 8, 2019**

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## *Preamble*

We, duly registered voters, enrolled members of the Democratic Party by law, who reside in the Town of Jay, NY do hereby form the Town of Jay Democratic Committee (herein referred to as the Jay Democratic Committee, or JDC) 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 have joined together 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. To help accomplish these goals, we have established these by-laws.

### *1. JDC 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 four ECDC Delegates, two representing each Jay election district, may be nominated by the JDC to represent the Town of Jay. Nominees are subject to acceptance as Delegates per ECDC policies. JDC ECDC Delegates shall be voting Delegates of the ECDC and voting Members of the JDC, and continue service through their term of office, while retaining good standing in both the JDC and ECDC.
- 1.3. JDC ECDC Delegates are required to be registered voters enrolled in the Democratic party who reside within the Town of Jay. Such enrollment and residence of the said Delegate shall continue through their tenure of office.
- 1.4. JDC ECDC Delegates shall be elected biennially in each even numbered year in accordance with the ECDC policies and procedures for full terms, or as chosen by the JDC for vacancies.
- 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. JDC Members shall have priority over non-members.

- 1.6. In the event of the vacancy of an ECDC seat, JDC Members eligible to vote under these by-laws, may, by a majority vote of those present and eligible to vote, elect an eligible Jay Democrat to serve as an ECDC Delegate until a term expires.

## 2. *Town of Jay Democratic Committee (JDC) Composition*

- 2.1. The JDC shall be composed of JDC ECDC Delegates, JDC Officers and other Members.
- 2.2. JDC Members are required to be registered voters enrolled as Democrats who reside within the Town of Jay. To become a member, an individual must attend a meeting, request membership, agree to be bound by the by-laws and pay dues. 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 Jay Democratic Committee 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 JDC 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. Procedure, business, and agendas shall be in accordance with Robert's Rules of Order.

- 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 JDC officers but formal actions require consideration of the full JDC.

### 3. *JDC Member Responsibilities and Goals*

- 3.1. Attend at least fifty percent of the JDC meetings.
- 3.2. Perform duties and actions assigned by vote of the JDC.
- 3.3. Support the nominated candidates of the Democratic Party.
- 3.4. When established, serve on a standing subcommittee, as a liaison to a political campaign organization or serve as an officer of the JDC.
- 3.5. Participate in fundraising activities of the JDC, including paying dues as the JDC may establish. (The JDC may waive an individual's dues for exceptional circumstances.)
- 3.6. Identify, recruit, nominate and elect the best candidates, for public office.
- 3.7. Promote the active participation of all Town of Jay Democrats in our democratic form of government.
- 3.8. Raise money for the Party and its candidates.
- 3.9. Participate in Get Out The Vote activities such as telephone banking and distribution of literature.
- 3.10. Carry nominating petitions for candidates endorsed by the Town and County Committees.
- 3.11. JDC Members, including officers, may be removed for cause in accordance the provisions of Section 2-116 of the NY State Election Law. Additionally, JDC members may be removed for lack of attendance over six continuous months or failure to pay dues for six months, as approved by two thirds vote of the JDC.

## 4. *JDC Officer Criteria and Responsibilities*

- 4.1. At a minimum, JDC 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 JDC, members may hold multiple offices, including as a JDC ECDC delegate.
- 4.2. Officers must be JDC Members.
- 4.3. Officers are elected for one-year terms, which expire at the end of the calendar year.
- 4.4. JDC Members shall elect officers by majority vote. Vacancies shall be filled by election.
- 4.5. When available, the Chairperson shall preside at all JDC meetings. Additionally, the Chairperson shall be an ex-officio member of all JDC 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 JDC 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 JDC.

- 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 JDC 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 JDC person may make a public statement on behalf of the JDC, or take public action on behalf of the JDC, unless said statement and/or action has been approved in advance by the JDC or the Chairperson. This restriction includes, but is not limited to, social media.
- 5.2. All JDC 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 JDC.
- 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 JDC Members. A proposed amendment to By-laws shall be communicated in advance to all JDC Members.

## 8. *Effective Date of By-Laws*

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

Date adopted: April 8, 2019

Chairperson: Frank Pagano

Secretary: Wally Walters