

**BYLAWS**  
**ORANGETOWN DEMOCRATIC COMMITTEE**  
**Of the Town of Orangetown, Rockland County, New York**

We, the Democratic Committee of the Town of Orangetown, in order to encourage the participation of the residents of Orangetown in the affairs of government, in order to work for responsive representative government at all levels of administration, and in order to protect the rights of all, do hereby adopt the following Bylaws.

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**ARTICLE 1            COMPOSITION**

The Orangetown Democratic Committee (hereinafter called the *Town Committee*) shall consist of all of the Rockland County Democratic Committee members from the election districts of the Town of Orangetown, New York.

**ARTICLE II           OFFICERS**

(1)The officers of the Town Committee shall be the Town Chairperson, Vice Chair, Associate Chair, Recording Secretary, Corresponding Secretary, and Treasurer, all of whom shall be elected at the organizational meeting of the Town Committee and shall serve until the next organizational meeting of the Town Committee or until the election of their successors. All of the officers shall be residents of the Town of Orangetown, enrolled as Democrats in an election district of the Town of Orangetown.

(2) The Town Chairperson shall preside at all meetings of the Town Committee and the Executive Committee of the Town Committee. He/She shall be the principal executive officer of the Town Committee and Executive Committee and shall be empowered to act for the Town Committee and Executive Committee between meetings of such continues in all matters not reserved for such committees by these bylaws. The Town Chairperson, with the consent of the Executive Committee, shall appoint and may at his/her discretion remove the Chairperson of any standing and special committee and members of such committee. In consultation with the Treasurer, the Town Chairperson has the power to approve any reasonable, necessary, and immediate expenditure below or equal to \$1,000.

- (3) The Vice Chair shall serve as acting Town Chair in the event of the absence, resignation, or disability of the Chair.
- (4) The Associate Chair shall serve as Acting Town Chair in the event of the absence, resignation, or disability of the Town Chair and Vice Chair.
- (5) The Recording Secretary shall keep the minutes of the Town and Executive Committees and submit names of newly appointed committee members to the County Board of Elections.
- (6) The Corresponding Secretary shall prepare and issue notices for the Town Committee and Executive Committee, shall conduct and maintain files of the correspondence of the Town Committee and Executive Committee, and shall maintain current records of the membership of the Town Committee and Executive Committee.
- (7) The Treasurer shall receive and disburse the moneys of the Town Committee in accordance with its policies and applicable law, shall keep an account of receipts and expenditures, shall create and file public financial reports as required by law, and shall regularly report all receipts and expenditures to the Executive Committee. In consultation with the Town Chair, the Treasurer has the power to pay any reasonable, necessary, and immediate expenditure below or equal to \$1,000.
- (8) In the event that any of the above-named offices shall become vacant, by reason of the resignation, disability, death, or loss of eligibility of the holder of such office, or otherwise, such vacancy shall be filled by election at the next meeting of the Town Committee. In the event of a vacancy in the office of Town Chair, the Acting Town Chair shall cause the Town committee to meet to fill such vacancy within thirty days of its occurrence.
- (9) In addition to the duties specified above, officers shall perform such other duties as the Town Chair, Town Committee, or Executive Committee may direct.
- (10) In addition to the above, with the consent of the Executive Committee, a former Town Chairperson may be appointed in an advisory capacity to the Executive Committee and will be given reasonable notice of all executive Committee meetings.

### **ARTICLE III            EXECUTIVE COMMITTEE**

- (1) The Executive Committee of the Town Committee shall consist of the officers of the Town Committee.
- (2) The Executive Committee shall meet at least six times a year, at times and places fixed by the Town Chair. All meetings of the Executive Committee shall be open to all members of the Town Committee. Adequate and reasonable notice shall be given of all Executive meetings.

(3) The Executive Committee shall be empowered to prepare agendas, approve expenditures, and act for the Town Committee between meetings of the Town Committee in all matters not reserved by law, the County Rules, or these by laws for action by the Town Committee.

(4) At all meetings at which a majority of the Executive Committee is present or participating in real time by phone or electronic communication, all matters shall be decided by a majority vote of the entire Executive Committee. Each member shall have one vote, except that only the Town Chair (not an acting or advisory Town Chair) may cast an additional vote to break a tie vote. There shall be no proxy votes in Executive Committee.

(5) In the event that an Executive Committee member fails to attend three consecutive meetings of the Executive Committee, his/her position may be declared vacant by a vote of two-thirds of the members of the Executive Committee.

(6) The Executive Committee shall serve as a grievance committee, and shall hear any grievance submitted in writing by any member of the Town Committee or Executive Committee, and take whatever action it shall deem appropriate in accordance with law and these bylaws. If a member of the Executive Committee files a grievance, he/she must recuse him/herself from voting.

#### **ARTICLE IV            COMMITTEES OF THE TOWN COMMITTEE**

(1) At the discretion of the Executive Committee, the following Committees may be established such as: Policy Committee, Fundraising Committee, a Program Committee, a Law Committee, and Search Committee.

(a) The Policy Committee shall be chaired by the Town Chair, Vice Chair, or Associate Chair, and three members of the Town Committee. It shall review and recommend policies as necessary.

(b) The Fundraising Committee shall conduct fund-raising activities adequate to finance the operations of the Town Committee and coordinate all Democratic fund-raising in the Town.

(c) The Program Committee shall promote, publicize, and conduct frequent meetings and events bringing Democratic officeholders, candidates, party leaders, and other persons with special knowledge or experience together with party members and the general public.

(d) The Law Committee shall advise the Town Committee, Executive Committee, and Town Chair concerning all legal matters, including the construction for these bylaws,

and shall perform such other duties as the Town Chair and Executive Committee shall direct.

(e) The Search Committee will consist of no less than five or seven members appointed by the Town Chair in consultation with the Executive Committee. The Town Chair or his/her designee is a voting member of the search committee. In addition, one member shall be either the Democratic Town Supervisor (or his/her designee) or in the absence of a Democratic Supervisor, a current Democratic Town elected official, unless there are no Democrats elected to Town office. The committee is charged with the responsibility of seeking and interviewing qualified candidates for elected positions within the Town. In addition, the Executive Committee may charge the committee to interview candidates for County and State positions and recommend endorsements.

(2) The Town Chair, with the approval of the Executive Committee, shall create such other committees, as he/she may deem appropriate.

(3) The Town Chair with the consent of the Executive Committee shall appoint and remove all committee chairs.

(4) The Town Chair shall be, ex officio, a voting member of each Committee.

#### **ARTICLE V            MEETINGS, NOTICE, QUORUM, ELECTION PROCEDURES**

(1) The Town Committee shall hold their organization meetings within twenty days after each primary election at which County Committee members are elected and, in the case of the Town Committee, prior to the organization meetings of the County Committee. Election of the new Chair shall be the first order of business at Town organization meetings.

(2) Notice of every meeting of the Town Committee shall be given in writing, by mail, e-mail, or other delivery method, to all members of such committee in person or at their residences, at least five days before the date of such meeting. Such notice shall include a statement of the purpose or purposes for which the meeting has been called, but omission from such statement shall not preclude the conduct of such other business, which may properly come before the meeting.

(3) Twenty percent of the membership of the Town Committee shall constitute a quorum at any meeting of such committee.

(4) Meetings of the Town or Executive Committee shall be called by their respective Chairs or by a written request, signed by at least fifteen percent of the members of such committee, stating the purpose or purposes of such meeting and served upon the Chair of the committee, who shall thereupon give notice of such meeting to take place within ten days after receipt of such request.

(5) The rules and orders contained in the latest edition of Roberts Rules of Order (Revised) (Chicago: Scott, Foresman & Co.) shall govern at all meetings of the Town or Executive Committee, insofar as they are applicable and consistent with these bylaws and Election law.

(6) Only Committee members present in person shall be eligible to vote at all meetings of the Town Committee. A Committee member cannot vote during the meeting at which he/she is appointed.

(7) The vote upon all resolutions and amendments or questions shall be taken only by voice, rising, show of hands, division of the assembly, secret ballot, proxy, or roll call.

(8) Whenever the Town Committee shall elect, designate, or endorse persons for party office or for candidacy or appointment, it shall vote on such offices in the same order in which they appear in Article II of these bylaws or on the public ballot.

(9) A majority of those present and voting shall be required to elect to party office or to designate a person as the endorsed candidate of the Town Committee in a primary election or to endorse a candidate to fill a vacancy under the Election law or for appointment to an unexpired term of an elected official.

(10) If no person/persons receive(s) a majority vote on the first ballot, the results shall be announced and a second ballot held immediately with the same persons. On a second or subsequent ballot, if no person/person receive(s) a majority, any person who received no votes and that person/persons who received the fewest votes shall be disqualified from receiving votes on any subsequent ballot. If on a second or subsequent ballot, there shall be a tie for the fewest number of votes among two or more person/persons, all such person/persons shall be disqualified but only if the total of the votes cast for such tied person/persons shall have been less than one-third of the votes cast on said ballot.

## **ARTICLE VI                    DESIGNATION OF CANDIDATES FOR PARTY    NOMINATION FOR PUBLIC OFFICE**

(1) Pursuant to Section 131, subdivision 5 of the Election Law (as amended 1972) or subsequent provision of law, the nomination of Democratic Party candidates for Town elective office shall be made at the primary election preceding the next general election.

(2) Designation of party candidates for a primary election shall be made at a meeting of the Town Committee not later than three weeks before the first day on which designating petitions may be circulated for candidates for the said primary election. Designating petitions for such party candidates shall thereafter be circulated by all Town Committee members and shall be held as required by law. If it shall prove impossible for the Town Committee to designate a candidate for any office under the procedures herein above established, then the Executive Committee may designate such candidate.

(3) Notwithstanding any provisions contained herein, designations of party candidates for nomination at primary elections may also be made as otherwise provided by law or by the County Rules applicable to primary elections.

## **ARTICLE VII        AMENDMENTS**

(1) These bylaws may be amended by a majority of the Town Committee present at a meeting at which there is a quorum, provided a copy of the proposed amendment(s) shall be sent to each Committee member with the notice of the meeting or prior thereto and that notice of the meeting declares the consideration of such amendment(s) for adoption as a purpose of such meeting.

(2) These bylaws supersede all previous rules and regulations which have been adopted and filed by the Orangetown Democratic Committee.

(3) These bylaws shall be in effect immediately upon their adoption by a majority vote of a meeting of the Town Committee, the notice for which has specified the adoption of bylaws as a purpose of the meeting and has included a copy of these bylaws.

(4) A copy of these bylaws and of any subsequent amendments thereto, shall, within five days of their adoption by the Town Committee, be forwarded to the Chair of the County Committee for formal ratification in accordance with County Rules.

(5) A certified copy of this Article shall be filed with the Board of Elections of Rockland County after adoption thereof by the Town Committee and shall be effective as provided by law.

(6) A copy of these bylaws, incorporating any subsequent amendments thereto, shall be furnished to each duly elected Town Committee member.

## **ARTICLE VIII        DEMOCRATIC CLUBS**

(1) No corporation, association, or other group of persons in the Town, organized after the effective date of these bylaws, shall use the name “Democratic” or “Democrat” in its name or title without the approval of the Town Chair, which shall be applied for and granted in the following manner:

Such club shall file with the Town Chair a statement signed by two of its officers, setting forth its name, the names and addresses of its members and officers, a copy of its proposed or outstanding certificate of incorporation (if any), a copy of its constitution and rules or bylaws, and a description of the geographical area of its activities. The Town Chair shall approve the application unless he finds that the club fails to meet one or more of the following standards:

- (a) that the members of the club include thirty or more enrolled Democrats residing in the geographical area of its activity;

- (b) that the principal purpose of the club is the furtherance of the principles and traditions and goals of the Democratic Party;
- (c) that the club has a constitution and rules or bylaws which provide for the annual election of officers and at least four regular meetings each year to be held on adequate notice to members;
- (d) that the geographical area of the club's activity is not unreasonably large and will not render its activities detrimental to the activities of any other club using the name "Democratic" or "Democrat" operating in part or the whole of the same area.

The right of such club to use the name "Democratic" or "Democrat" shall be deemed approved unless within thirty days after such filing the Town Chair has served upon one of the officers of the club who signed such statement a written statement of disapproval, setting forth the grounds thereof.

(2) In the event that any club fails, for a period of more than six consecutive months or for periods aggregating more than nine months in any twenty-four month period, to adhere to and observe any of the standards set forth above, the Town Chair may terminate the authority of the club to use the name "Democratic" or "Democrat" in its name or title.

(3) All applicants under this section must also comply with the County Rules before they may use the name "Democratic" or "Democrat" in their name or title.

(4) The provisions of this Article shall not apply to any Young Democratic Club or other club chartered by the Democratic State Committee.

## **ARTICLE IX            VACANCIES**

In the case of death, declination, resignation, disqualification, or removal of eligible residence of any member of the Town Committee or in the event of a vacancy for any other reason, such vacancy shall be filled by the remaining members of the Town Committee, in accordance with the Rules of the Rockland County Democratic Committee, by the selection of an enrolled Democratic voter who is a resident of Orangetown and is otherwise qualified under the Election Law for election thereto. The filling of vacancies shall be the first order of business at each meeting of the Town Committee.

As amended and adopted October 25, 2017

This hereby states that the Town Committee met on June 1, 2016, and after discussion and amended language, the committee voted to adopt the new by-law language contained within.

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Annmarie Uhl- Town Chair