

**Bylaws of the
DEMOCRATIC COUNTY COMMITTEE
Madison County, New York**

In accordance with Article II of the Election Law of the State of New York, the Democratic County Committee of Madison County, New York, constitute the following Rules and Regulations for the government of the Democratic Party in said County.

ARTICLE I. GENERAL PROVISIONS AND MEMBERSHIP

Section 1 Representation

- A. The basis of the organization of the Democratic Party of Madison County shall consist of the Democratic electors of the Election District who have qualified and enrolled as required by law in their respective election districts for the purpose of participating in the Primary Election of the Democratic Party.
- B. The unit of representation shall be the Election District.
- C. Members of the County Committee shall be elected biennially at the Primary as prescribed by the Election Law.
- D. The Democratic County Committee of Madison County shall be constituted by the election in each Election District within the County of at least two members. An additional Committee member shall be added from each Election District that casts over 100 votes for the Democratic candidate for Governor at the last preceding gubernatorial election and a second additional Committee member shall be added for each Election District which cast over 300 votes for the Democratic candidate for Governor at the last gubernatorial election.

Section 2 Qualifications of County Committee Members

Each member of the County Committee shall:

- A. Be an enrolled voter of the Democratic Party.
- B. Have resided for at least 30 days prior to the election in the Assembly District containing the Election District which the member is to represent.
- C. Continue to reside in that Assembly District throughout the member's term of office.
- D. Be familiar with the goals, organization and procedures of the Party as set forth in the Platform and the By-Laws of the Madison County Democratic Party.

Section 3 Terms of Office and Removal from Office

- A. The term of office of any person elected to the County Committee shall commence immediately upon such person's election.
- B. A member or officer of the County Committee may be removed by such Committee for disloyalty to the party, corruption in office, or failure to perform the duties of the office, after notice is given and a hearing upon written charges has been held. The hearing shall be held by the Committee, or a sub-committee thereof, appointed for that purpose by the Executive Committee, which shall report its findings to the full Committee.

Section 4 City, Town, and Village Committees

- A. The City of Oneida and each Town in Madison County shall establish its own Democratic Committee. Incorporated Villages may do the same.
- B. In addition to participating in the affairs and government of the County Committee, such City, Town, or Village Committee shall elect its own officers and make its own rules (including a provision for associate members who will not have a vote in the County Committee), provided said rules are not inconsistent with the rules of the County Committee or NYS Election Law.
- C. The Chair of a City, Town, or Village Committee shall be elected every two years, on even years, no earlier than September seventeenth and no later than October sixth following the June primary, by the members of each City, Town or Village Committee. In the absence of an election, the County Committee Chair shall designate the Chair of such a Committee. If the position of Chair becomes vacant, an interim Chair shall be elected or designated as stated above.
- D. The duties of said Chair will be to:
 - i. Organize the City, Town, or Village Committee by holding regularly scheduled meetings, coordinating committee member activity, and managing petitioning requirements.
 - ii. On behalf of their City, Town, or Village Committees, welcome newly registered Democrats and provide them with County Committee materials
- E. The duties of the City, Town, or Village Committee members will be to stimulate activity within the Democratic Party by meeting periodically for such purposes as:
 - i. Attending local and county level Democratic meetings and serve on county committees.
 - ii. Circulating petitions.
 - iii. Participate in any other programing that support the efforts of the City, Town, Village, and County Democratic Party Committees.

ARTICLE II. OFFICERS AND STATE COMMITTEE MEMBERS

Section 1 Officers

- A. The County Committee shall have the following officers: Chair, two Vice-Chairs (representing different genders), Treasurer, Secretary, and four Regional Vice-Chairs. All but the Secretary shall be elected in accordance with Article III, Section 5 D, iv and v.
- B. The four regions shall be as follows:
 - Region 1. Towns of Cazenovia, DeRuyter, Fenner, Georgetown and Nelson
 - Region 2. Towns of Brookfield, Eaton, Hamilton, Lebanon, Madison, and Smithfield
 - Region 3. City of Oneida and Town of Stockbridge
 - Region 4. Towns of Lenox, Lincoln, and Sullivan
- C. All Officers must be members of the County Committee at the time of their election.

Section 2 Duties and Responsibilities of Officers

- A. The Chair, the two Vice-Chairs, the Treasurer and the Secretary shall exercise the powers and perform the duties usually incident to their respective offices and as specified below, or as may be assigned to them by vote of the County Committee, or by law.

- B. The Chair is the Presiding Officer of all meetings of the County Committee and the Executive Committee, an *ex officio* member of all other committees, and the recognized leader of the Madison County Democratic Party. The Chair's responsibilities include:
 - i. Run the County Committee meetings.
 - ii. Communicate with the Board of Elections.
 - iii. Build relationships with other County Committee Chairs.
 - iv. Represent the County Committee on the Democratic Rural Caucus
- C. The office of First Vice-Chair shall be held by someone who is a different gender from the Chair. The duties of the First Vice Chair include:
 - i. Performing the duties of Presiding Officer in the absence of the Chair.
 - ii. Being an *ex officio* member of two standing committees at the request of the Chair.
 - iii. The First Vice Chair shall help the Committees develop an annual Work Plan to be submitted to the Executive Committee by the end of each calendar year.
 - iv. Carrying out such other duties and responsibilities as may be determined by the Chair or the County Committee.
- D. The duties of the Second Vice-Chair include:
 - i. Performing the duties of the Presiding Officer when neither the Chair nor the First Vice-Chair are present.
 - ii. Serving as the Parliamentarian to ensure that these Bylaws and Robert's Rules of Order are followed.
 - iii. Being an *ex officio* member of two standing committees at the request of the Chair.
 - iv. The Second Vice Chair shall help the Committees develop an annual Work Plan to be submitted to the Executive Committee by the end of each calendar year.
 - v. Carrying out such other duties and responsibilities as may be determined by the Chair or the County Committee.
- E. The Treasurer has the following specific duties and responsibilities:
 - i. Maintain and archive the records of all financial transactions, including complete lists of contributors at fundraisers. Pass them on with an audit to the successor in the office of Treasurer.
 - ii. Present a financial report to every regular meeting of the County Committee and on request to the Chair and the Executive Committee.
 - iii. Comply with the campaign finance disclosure obligations under state and federal election law.
 - iv. Appoint, in consultation with the County Chair, an Assistant Treasurer who shall assist in the performance of the Treasurer's duties.
 - v. The Chair and the Treasurer shall prepare an annual administrative budget to be submitted to the Executive Committee for adoption by the end of each calendar year.
 - vi. Serve as an *ex officio* member of the Fundraising & Events Committee.
- F. The Secretary shall:
 - i. Record the Minutes of all meetings of the County Committee and Executive Committee, subject to final review by the Officer who presided at the meeting.

- ii. Post on the website the Minutes and, at the direction of the Chair and/or Executive Committee, other official County Committee documents such as the updated County Committee membership. At the direction of the Chair, the Secretary shall distribute the Minutes to all members with the notice of the next meeting of the County Committee and/or Executive Committee.
 - iii. Archive and pass on to the successor in the office of Secretary all records of the County Committee, Executive Committee, and other committees except for the financial records of the Treasurer.
 - iv. Comply with the certification requirements of the Election Law.
 - v. Perform such other secretarial duties as may be assigned by the Chair or County Committee.
 - vi. Appoint, in consultation with the County Chair, an Assistant Secretary who shall assist in the performance of the Secretary's duties.
- G. Four Regional Vice-Chairs shall be responsible for the fostering and growth of the Democratic Party in the City, Towns and Villages of their respective Regions. Said duties shall include, but not limited to:
- i. Work to help establish committees where they are lacking.
 - ii. Attendance at City, Town and other Party Committee meetings within their respective Regions.
 - iii. Help the City and Town chairs fill vacancies on the County Committee.
 - iv. Assist committees in candidate recruitment and coordinate between committees, candidates and the County Board of Elections to ensure proper election procedures.
 - v. Assist candidates on their campaigns and report on candidate activities to the County Committee and any committee in their respective regions.
- H. Two State Committee members, of different genders, are elected in the biennial Primary by the enrolled Democratic voters in Madison County. They represent the Madison County Democrats and the County Committee on the State Committee, the official organization of the Democratic Party of the State of New York.

Section 3 Nominating Committee

- A. There shall be a Nominating Committee composed of five people to be appointed by the County Chair in consultation with the Executive Committee.
- B. The Nominating Committee shall convene not more than 90 days before the biennial organizational meeting and will disband after that meeting.
- C. The Nominating Committee shall present nominations for County Chair, two Vice-Chairs, and Treasurer to the County Committee at its last meeting to be held before the biennial organizational meeting.

ARTICLE III. MEETINGS

Section 1 County Committee Meetings

Meetings of the County Committee shall be held as follows:

- A. **The biennial organizational meeting** in even years for the primary purpose of constituting the County Committee and electing Officers. The meeting will be held no earlier than September seventeenth and no later than October sixth following the June primary. Until such organizational meeting, the existing county committee shall exercise

all legal authority. Upon the conclusion of such organizational meeting, the new county committee shall assume all legal authority vested in the previously organized county committee.

- B. **Regular meetings** to be held no less than four (4) times per year at pre-determined times and places.
- C. **Special meetings** as may be called by the Chair, a majority of the Executive Committee, or by a written petition signed by at least 20% of the County Committee. The County Chair shall then call a meeting within 15 days thereafter, and a written notice shall set forth the time, the place, and the purpose of said meeting.

Section 2 Notices

- A. Meetings of the County Committee shall be announced by written notice, which will state the time and place of the meeting. Every member of the County Committee shall receive the notice at least five (5) days in advance of such meeting. Notices may be sent to the current e-mail or post office address. Each member may request to be notified by regular mail.
- B. Notices of County Committee meetings shall include an agenda, the minutes of the previous regular meeting and any special meetings. They shall also include the minutes of Executive Committee meetings held since the last meeting of the County Committee. The notice of a special meeting shall state the purpose of such meeting.
- C. The text of substantive motions and resolutions to be presented at the meeting must be included in the notice in order to be submitted for a vote.

Section 3 Quorum

- A. A quorum for regular and special meetings of the County Committee shall be 20% of its members, and no business shall be transacted at any meeting that lacks a quorum.
- B. The quorum for the biennial organizational meeting shall be 20% of the members of the County Committee elected at the preceding primary.

Section 4 Voting

- A. A majority vote of the County Committee members present in person at any meeting of the County Committee shall be sufficient to carry any motion or resolution that is legally made at such meeting, unless otherwise provided herein.
- B. The presiding officer shall vote only in the case of a tie.
- C. Vacancies in County Committee positions shall be filled at regular meetings by a vote of 60% of the County Committee members present.
- D. Vacancies in the position of Regional Vice-Chair shall be filled during a brief recess of a regular meeting by a vote of 60% of the respective Region's County Committee members present.
- E. There shall be no voting by proxy.

Section 5 Order of Business and Procedures

- A. All meetings of the County Committee and its subordinate committees shall be conducted according to Robert's Rules of Order Newly Revised, unless specified otherwise.
- B. All registered Democrats are welcome to attend County Committee meetings.

- C. Regular meetings of the County Committee are conducted according to the following order of business, unless the presiding officer otherwise directs:
 - i. Call to order Secretary's report
 - ii. Treasurer's report
 - iii. Report of the State Committee
 - iv. Reports of Regional Vice-Chairs for Regions 1, 2, 3 and 4
 - v. Unfinished Business
 - vi. Report of Executive Committee
 - vii. Reports of other committees
 - viii. Filling of Vacancies
 - ix. New Business
- D. Special meetings are opened by the Chair with the call to order and limited to the purpose for which the meeting is called.
- E. The biennial organizational meeting, which constitutes the new County Committee for a term of two years following the primary in which the members were elected, shall adhere to this order of business:
 - i. The current Chair shall call the meeting to order, preside until the new Chair has been elected, and present a comprehensive report.
 - ii. The current Treasurer shall present a comprehensive report.
 - iii. The current Secretary shall read the roll of the duly elected members of the County Committee, as certified by the Board of Elections. Only the elected members present shall be able to vote at this meeting.
 - iv. Following the report by the Nominating Committee and any further nominations from the floor, the County Committee as a whole shall elect the Chair, the two Vice-Chairs, and the Treasurer.
 - v. The Chair appoints the Secretary, subject to the approval of the County Committee.
 - vi. Each of the four Regional Vice-Chairs shall be elected separately by the County Committee members from their respective Region during a brief recess of the biennial organizational meeting.
 - vii. Following these elections of officers, the elected County Chair shall conduct the meeting and determine the remaining order of business, which may include the filling of vacancies.

Section 6 Vacancies

- A. In case of death, declination, disqualification, removal from the district or removal from office of a member of the County Committee or State Committee, or the continued absence of a member without good reason, or the failure of a district to elect a member including by reason of a tie vote, vacancies created thereby shall be filled at regular meetings of the County Committee.
- B. The chair of the respective Town or City Committee affected shall propose a qualified person to fill the vacancy within two months of its creation. Otherwise, the County Committee may fill the vacancy on its own motion.
- C. A proposed member must be present at the meeting in order to be nominated and elected by the County Committee in accordance with the provision in Article III, Section 4C.

ARTICLE IV. COMMITTEES

Section 1 Standing Committees

- A. There shall be the following Standing Committees of the County Committee: Executive Committee, Fundraising & Events Committee, Communications Committee, Candidate Recruitment & Campaign Support Committee, Membership Committee, and such other Standing Committees as shall be established by the County Committee. The Chair of each Committee must be a member of the MCDC.
- B. Except as otherwise provided, the County Chair shall appoint the chair and the members of all Standing Committees following consultation with the Executive Committee.
- C. Subject to the approval of the County Chair and Executive Committee, each Standing Committee may recruit active Democrats who are not current members of the County Committee, provided that the chair and a majority of its members shall be members of the County Committee.
- D. To the extent feasible, each Standing Committee shall have diverse representation by gender, age, and county geography.

Section 2 Special Committees

- A. The County Chair, in consultation with the Executive Committee, may establish temporary committees for specific purposes.
- B. Special Committees shall include, but not be limited to, a Nominating Committee to propose a slate of officers to the biennial organization meeting and committees to organize special events or address specific policy issues.
- C. The chair and members of Special Committees are appointed and charged by the County Chair in consultation with the Executive Committee.
- D. The chair and a majority of its members shall be members of the County Committee. Other members may be recruited from the ranks of enrolled Democratic voters.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1 Composition

The Executive Committee shall consist of at least 15 voting members and one non-voting member as follows:

- A. The Officers of the County Committee, including the Chair who shall preside at meetings; the two Vice-Chairs who shall preside as provided for in Article II, Section 5; the Treasurer; the Secretary who shall serve as secretary; and the four Regional Vice-Chairs.
- B. The two members of the State Committee representing Madison County.
- C. The preceding County Chair who shall be a non-voting member.
- D. The chairs of the activated standing committees.

Section 2 Duties and Responsibilities

The Executive Committee advises and assists the County Chair and takes emergency actions subject to approval by the County Committee.

- A. Regular duties and responsibilities:

- i. To assist the County Chair in setting the date and the agenda for regular and special meetings of the County Committee.
- ii. To receive and review reports from the Standing Committees and Special Committees of the County Committee.
- iii. To develop a master plan of the Party for each calendar year.
- iv. To propose motions and resolutions for consideration and adoption by the County Committee.
- v. To keep in direct contact with the Democratic Supervisors and other elected Democratic county officials.
- vi. The Committee shall conduct an annual audit of the Treasurer's accounts and records.

B. Special duties:

- i. To approve expenditures of funds deemed an emergency.
- ii. To interview candidates for elected public office.
- iii. To recommend candidates for appointment to positions for terms specified by law or by the County Committee. No such recommendation shall be made by the County Chair without prior consultation with the Executive Committee, except as provided below in items iv. and v.
- iv. When, in the judgment of the County Chair, an emergency exists with respect to the Chair's recommendation for an appointment to a position, the Chair may act without convening the Executive Committee, provided its members have been consulted by e-mail or phone.
- v. All temporary or hourly rated jobs may be filled by the County Chair or the Chair's designee, without the prior vote of approval by the Executive Committee.

Section 3 Meetings and Procedure

A. The Executive Committee shall meet as follows:

- i. When called by the County Chair on the Chair's motion or when directed to do so by a vote of the Executive Committee or a written request of no less than 50% of its members.
- ii. Except in an emergency, the Chair shall give written notice at least 5 days in advance, specifying the time, date, place, and purpose.
- iii. The written minutes of the Secretary of the Executive Committee shall be posted on the website and distributed to the full Committee prior to the next meeting.

B. Procedure

- i. A quorum of the Executive Committee shall be a majority of the members entitled to vote thereat. There shall be no proxy voting on the Executive Committee.
- ii. Action by the Executive Committee shall be by a majority of all members entitled to vote, whether present or not.
- iii. No member of the Executive Committee shall have more than one vote on the Executive Committee.

ARTICLE VI. OTHER STANDING COMMITTEES

Section 1 Fundraising & Events Committee

Membership shall consist of MCDC members and other registered Democrats as appropriate.

- A. The Committee shall be responsible for fundraising in support of the County Committee's ordinary expenses and its campaign contributions to local, state, and federal candidates.
- B. The Treasurer shall be an *ex officio* member.
- C. The Committee shall conduct an annual audit of the Treasurer's accounts and records.
- D. The Committee shall keep a list of all donors to be made available to other committees as appropriate.

Section 2 Communications Committee

The committee shall develop communication strategies and shall coordinate/promote the visibility of the Democratic Party in Madison County.

- A. Membership shall consist of MCDC members and other registered Democrats as appropriate.
- B. These communication modes shall include, but not be limited to, digital, print, and social media. The committee's outreach shall include publicizing the County Committee's actions, fundraisers, candidates for public office, and campaign events.
- C. The committee shall coordinate with town chairs, regional chairs, the Executive Committee members, and committee chairs on a unified communications strategy.

Section 3 Candidate Recruitment & Campaign Support Committee

The committee, in conjunction with the local committees, shall assist registered Democrats in Madison County with exploring and running for local office. Membership shall consist of MCDC members and other registered Democrats as appropriate.

Responsibilities shall include:

- A. Creation of regional & county-wide workshops to promote effective campaigning techniques.
- B. Coordinating petitioning with the Regional Chairs for distribution and collection of county-wide races.
- C. Assisting in developing effective GOTV efforts.

Section 4 Membership Committee

The committee shall consist of MCDC members and other registered Democrats as appropriate. The Democratic Deputy Commissioner of the Madison County Board of Elections shall be invited to be an *ex officio* member.

Responsibilities shall include:

- A. Maintaining a current MCDC membership list, as well as a current list of registered Democrats in Madison County.
- B. Welcoming newly registered and enrolled Democrats, directing them to county and local websites, putting them in contact with their local committee chair, encouraging their participation in party activity, and providing an information packet for new MCDC members.
- C. Promoting Democratic visibility by assisting with participation in parades, farmers' markets and other public forums.
- D. Following County Board of Supervisors issues and agendas and reporting to the full County Committee on action items for members.

ARTICLE VII. AMENDMENTS TO RULES

Section 1 The Rules and Regulations of the County Committee may be amended at any time by a majority vote of the Committee provided the following requirements are met:

- A. A copy of the proposed amendment shall be sent with the notice of the meeting at which such amendment is to be proposed. Such notice shall be sent not less than 5 days before such meeting, and shall be sent via e-mail or regular mail to the current address of each member of the Committee.
- B. Until the adoption of such rules or amendments, the existing rules of the Committee shall continue to be the rules by which the Committee shall be governed.
- C. Within ten days after the adoption of any rule or amendment, a certified copy thereof shall be filed by the Committee in the office of the New York State Board of Elections and in the office of the Madison County Board of Elections.

Section 2 Nothing herein above contained shall supersede or conflict with the Election Law of the State of New York. In event of any conflict with, or with respect to matters not covered herein, the Election Law of the State of New York shall prevail. As to matters of the procedure not heretofore covered, Robert's Rules of Order Newly Revised shall govern.

Section 3 An Ad Hoc Committee of the Executive Committee will be convened at least every 5 years to review current Bylaws and update as needed.

ARTICLE VIII CODE OF ETHICS

The Code of Ethics of the County Committee shall follow the guidelines as listed in Article VII of the Rules of the Democratic Party of the State of New York as adopted in 1987 or the most recent revision thereof (<https://www.nydems.org/about/rules>).

We, the undersigned, Chair and Secretary, hereby certify that these Bylaws were duly adopted by the Madison County Democratic Committee, and that this is a true and complete copy of those Bylaws in effect as of June 5, 2007, as amended on September 20, 2011, and as amended on April 28, 2021.

Elizabeth Moran, Chair

Tammy Hayes, Secretary

2021 Bylaws Revision Committee

Martha Moore, Chair
Roger Saltman
Sue Reymers
Pam Fuller
Corey Mosher
Kelly Williamson