

**By-laws of the
TOWN OF HAMILTON DEMOCRATIC COMMITTEE
Madison County, New York**

In accordance with Article II of the Election Law of the State of New York, Article II, Section 3 of the Rules of the Democratic Party of the State of New York, and Article I, Section 4 of the By-laws of the Democratic County Committee of Madison County, New York, the Democratic Committee of the Town of Hamilton in Madison County, New York, constitute the following Rules and Regulations for governing the Democratic Party in said Town.

ARTICLE I: GENERAL PROVISIONS AND MEMBERSHIP

Section 1: Representation

- A. The basis of organization of the Democratic Party in the Town of Hamilton shall consist of the Democratic Electors of the Town's Election Districts who have qualified and enrolled as required by law, for the purpose of participating in the Primary Election and the Town Caucus of the Democratic Party.
- B. The unit of representation for the Primary shall be the Election District, for the Town Caucus the combined Election Districts.
- C. Members of the Democratic County Committee who reside in the Town of Hamilton are simultaneously Members of the Town Committee. They shall be elected bi-annually at the Primary, as prescribed by the Election Law. They must satisfy the qualifications set forth in Article I, Section 2 of the County Committee By-laws.
- D. Each Election District within the Town of Hamilton shall have at least two County Committee members, an additional member when the Election District has cast over 100 votes for the Democratic candidate for Governor in the preceding gubernatorial election, and a second additional member when the Election District has cast over 300 votes for the Democratic candidate in the preceding gubernatorial election.
- E. The Town Committee consists of the duly elected or appointed members of the County Committee in the Town of Hamilton and Associate Members who must be Democratic Electors in the Town of Hamilton.

Section 2: Associate Membership

- A. All duly enrolled Democratic Electors in the Town of Hamilton, who are not members of the Democratic County Committee, are eligible for Associate Membership in the Town Committee. Suggestions for Associate Members should be made to any member of the Executive Committee.
- B. Associate Members help with the tasks set forth in Article II, Section 1. They have the rights and privileges of Town Committee members who are elected or appointed members of the Democratic County Committee, except that they are not eligible to chair the Town Committee and shall not vote in meetings of the County Committee.

- C. When approved for membership by the Executive Committee, Associate Members are added to the membership roster of the Town Committee maintained by the Secretary.
- D. The Secretary will consult with each Associate Member in even-numbered years, after the Fall re-organization meeting, about whether the member plans to continue as an Associate Member.
- F. Associate Members are encouraged to attend meetings of the County Committee and to serve as co-opted members on the Standing Committees and Special Committees of the County Committee.

ARTICLE II: TOWN COMMITTEE TASKS AND PROCEDURES

Section 1: Tasks

- A. The Town Committee shall elect the Officers at the bi-annual organization meeting and fill vacancies as they may occur.
- B. The Town Committee shall meet annually in the fall to set the agenda and adopt the program for the following year.
- C. The Town Committee shall advise and assist the Chair and Executive Committee in promoting the agenda of the Town Democratic Party.
- D. Members of the Town Committee shall encourage new residents and young adults reaching voting age to register to vote and enroll as members of the Democratic Party.
- E. Each member of the Town Committee, who is not already serving as an officer, is expected to take responsibility in a leadership or supporting role for a specific project or function.
- F. Members of the Town Committee shall be called upon to support Democratic candidates for public office by making voluntary financial contributions and by participating in Get-Out-The-Vote (GOTV) activities.
- G. Members of the Town Committee shall espouse the principles and goals of the Democratic Party by participating in civic activities and community organizations.

Section 2: Procedures

- A. Notices of meetings shall be sent by e-mail or, if necessary, by ordinary mail to all members at least ten days in advance of the meeting.
- B. The quorum for transacting the Town Committee's business, including the election of Officers, shall be 33% of the members, but no fewer than eleven (11) members of the Town Committee, whichever is smaller.
- C. The Town Committee shall make decisions by a vote of the majority of members present at a duly called meeting.
- D. Business shall be conducted according to Robert's Rules of Order, unless provided otherwise.

ARTICLE III: OFFICERS

Section 1: Composition

The Town Committee shall have the following officers:

- A. The **Town Chair**, who shall be a member of the County Committee
- B. **Two Vice-Chairs**, at least one of whom shall be a member of the County Committee
- C. A **Treasurer** and a **Secretary**

Section 2: Election

- A. The officers shall be elected for a two-year term at the bi-annual organization meeting of the Town Committee, to be held within twenty (20) days after the Primary.
- B. A Vice-Chair who is a member of the County Committee shall be designated First Vice-Chair.
- C. Vacancies shall be filled at a regular Town Committee meeting after advance notification.

Section 3: Duties and Responsibilities

- A. The duties and responsibilities of the **Town Chair** include:
 - i. Convene and organize the bi-annual organization meeting of the Town Committee within 20 days after the Primary;
 - ii. Together with the Executive Committee, identify potential candidates for Town Office.
 - iii. Convene the Town Caucus which nominates candidates for Town office.
 - iv. Convene other Town Committee meetings in consultation with the Executive Committee;
 - v. In summers of even-numbered years, distribute instructions together with petitions for re-election to County Committee Members as well as to potential County Committee Members. Also distribute petitions and instructions to Democrats recruited to pass petitions for Democratic candidates. Arrange for timely submission of the signed petitions;
 - vi. In consultation with the Executive Committee, recruit people to fill any vacancies in County Committee membership, submitting those nominations to the County Committee;
 - vii. Arrange for the filling of any vacancies on the Executive Committee through special elections by the whole Town Committee;
 - viii. Advise the Board of Elections concerning Democratic election inspectors, machine coordinators, and party representatives who function in elections within the Town;
 - ix. Organize the Get-Out-The-Vote (GOTV) efforts prior to and on election day; this normally includes distributing current lists of voters and arranging for Democratic poll watchers at each polling place;

- x. Collect after the close of the polls the tabulated votes from the Town's Election Districts and report them to interested parties, including local media;
 - xi. Represent the Town Committee at meetings of the County Committee; and
 - xii. Act as Spokesperson for the Town Democratic Party.
- B. The Chair may delegate any of these duties to the **Vice-Chairs** or other Town Committee members, provided the Town Committee is informed in a timely manner.
- C. Should the Chair be unable to perform these duties, without having delegated them in advance, the full responsibility devolves on the **First Vice-Chair** or in the absence of the First Vice-Chair on the other Vice-Chair. The **Vice-Chairs** shall perform such other tasks as may be assigned by the Town Chair and/or the Town Committee.
- D. The **Treasurer** shall maintain checking and savings accounts at a local bank, make deposits and disbursements authorized by the Chair or Executive Committee, and keep complete financial records.
Specific duties and responsibilities include:
- i. Present a financial report at every meeting of the Town Committee and, on request, to the Chair and Executive Committee;
 - ii. Comply with all campaign finance disclosure obligations, including electronic filing with the State Board of Elections when required by law; and
 - iii. Appoint with the approval of the Chair an Assistant Treasurer, who shall assist in the performance of the Treasurer's duties.
- E. The **Secretary** shall serve as recording secretary and perform such other duties as shall be assigned by the Chair or Executive Committee.
Specific duties and responsibilities include:
- i. Record the minutes of the meetings of the Town Committee and its Executive Committee as well as of the Town Caucus;
 - ii. Distribute the minutes by e-mail within ten days of the meeting to all the members of the respective committee;
 - iii. Present the minutes for approval at the next committee meeting, subject to amendments;
 - iv. Maintain an up-to-date roster of Associate Members with complete contact information and share that information with the Village Democratic Committees;
 - v. Send on request of the Chair notices of meetings and other announcements by e-mail and, if necessary, by regular mail.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1: Composition

- A. The Executive Committee shall consist of the Officers of the Town Committee.
- B. Members of the Town Committee who are officers of the County Committee or members of the State Committee serve *ex officio* as voting members of the Executive Committee.
- C. The chair of a Village Democratic Committee in the Town of Hamilton serves *ex officio* as a voting member of the Executive Committee.
- D. Members of the Madison County Democratic Committee and Associate Members of the Town of Hamilton Democratic Committee who serve on the Town of Hamilton Council, the Hamilton Village Board of Trustees, or the Earlville Village Board of Trustees are eligible for appointment to the Executive Committee. The Executive Committee shall appoint by simple majority vote one such member from each of these boards to serve *ex officio* as a voting member of the Executive Committee for the duration of the term until the next Town re-organization meeting.
- E. The Town Chair convenes and/or consults in writing by e-mail or regular mail the Executive Committee about all matters of importance.
- F. The Town Chair shall convene a meeting of the Executive Committee within ten (10) days, when directed by a written request of not less than 50% of its members.
- G. No member of the Executive Committee shall have more than one vote.
- H. A quorum of the Executive Committee shall be a majority plus one of the current members.

Section 2: Duties and Responsibilities

The Executive Committee advises and assists the Town Chair and acts on behalf of the Town Committee, subject to its approval. Specific duties and responsibilities include:

- A. Implementing the agenda of the Town Democratic Party.
- B. Recruiting and presenting for nomination by the Town Caucus of qualified candidates for public office.
- C. Raising funds for housekeeping expenses and for the support of candidates for Town and Village office;
- D. Assisting with programs, campaign efforts, and fund-raisers that the Town Committee agrees to sponsor.
- E. Budgeting and authorizing expenditures.
- E. Organizing and directing election campaigns for local public office.

- F. Organizing and directing the GOTV efforts for Democratic county, state and federal candidates.
- G. Promoting informational and social activities for Democrats and the community at-large.

ARTICLE V: VILLAGE COMMITTEES

Section 1: All registered Democrats in a village may vote in its Democratic Caucus; the Caucus both nominates candidates for the annual village election and elects a nominating committee for the following year's election.

Section 2: The enrolled Democratic voters of the Villages of Hamilton and Earlville are encouraged to form their own committees for the purpose of electing candidates to Village offices and taking positions on Village issues.

Section 3: Members of the Democratic County Committee and Associate Members of the Town of Hamilton Democratic Committee who reside in the Village of Hamilton or Earlville shall be members of the respective Village Committee *ex officio*.

Section 4: Each village committee should have a chair. Normally it also should have a vice-chair, treasurer, and secretary.

Section 5: Village Committee Officers are elected to two-year terms by the members and associate members of the Town Committee who are residents of the Village. This election normally will take place at the bi-annual organization meeting to be held within one month of the bi-annual Town Committee organization meeting (see Article III Section 2:A above). Otherwise the election should take place at the next meeting of the Town of Hamilton Democratic Committee.

Section 6: The Village Chair

- A. The Village Chair is an *ex officio* member of the Hamilton Democratic Town Executive Committee as provided above in Article, IV Section 1:C.
- B. Each year the Village Chair, with the assistance of other officers, will:
 - Communicate instructions for Village Elections sent by the County Democratic Election Commissioner to the Village Caucus Nominating Committee.
 - Arrange for the Village Caucus, posting proper notifications.
 - Designate a campaign committee when desired by the candidate/s.
 - Make sure that Get Out the Vote arrangements are made for Village Elections.
- C. The Village Chair may also organize the committee to address village issues as needed.

Section 7: The Village Treasurer will record contributions, pay bills, and submit required campaign finance reports for the Village Committee. The Vice-Chair and Secretary will perform the duties normally associated with their positions.

Section 8: Village Committees may turn for support to the Town of Hamilton Democratic Committee and the Madison County Democratic Committee.

ARTICLE VI: AMENDMENTS AND RULES

Section 1: Amendments

The By-laws of the Town Committee may be amended at any time by a majority vote of the Committee, provided a copy of the proposed amendment shall be sent with the notice of the meeting at which such amendment is to be proposed, in accordance with Article II, Section 2 A. Until the adoption of such amendments, the existing by-laws of the Committee shall continue to be the rules by which the Committee shall be governed.

Section 2: Rules

Nothing herein above contained shall supersede or conflict with the Election Law of the State of New York and the By-laws of the Madison County Democratic Committee. As to matters of procedure not heretofore covered, Roberts Rules of Order shall govern.

We the undersigned, Chair and Secretary, hereby certify that the foregoing By-laws were duly adopted by the Town of Hamilton Democratic Committee, in Madison County, New York, and that this is a true and complete copy of these By-laws in effect as of April 4, 2007, and amended on November 19, 2009, on April 21, 2010, and again on Sept. 30, 2010..

Wanda Warren Berry, Chair

Deborah Sill Kliman, Secretary