

RULES OF THE HENRIETTA DEMOCRATIC PARTY OF THE TOWN OF HENRIETTA

PREAMBLE

It is the purpose of the Henrietta Democratic Committee, firmly believing in the principles of the Democratic Party, to further the best interest of the Democratic Party in the Town of Henrietta, and in so doing to further the cause of honest, transparent, and responsive government and political leadership in our Town, County, State and Nation. In order to carry out this purpose we hereby adopt the following governing rules and regulations.

ARTICLE 1

ORGANIZATION AND MEMBERSHIP

- 1.1 Party Membership:** The Democratic Party of the Town of Henrietta is comprised of those individuals of each election district within the Town who are registered voters in accordance with the Election Law of the State of New York and who have designated the Democratic Party as their party of enrollment.
- 1.2 Name of Organization and Powers:** The name of the organization shall be the Henrietta Democratic Committee (herein after referred to as "Committee"). The Committee shall be the official governing body of the Democratic Party in the Town of Henrietta.
- 1.3 Membership:** The Committee shall be constituted by the election or appointment by the Executive Committee of the Monroe County Democratic Committee (herein after referred to as "MCDC") in each of the Town's election districts of up to four (4) Democratic Party members (herein after referred to as "Members") residing in the Assembly District containing such election district.
- 1.4 Membership List:** The Committee membership list shall be the most recent version issued by the Monroe County Board of Elections. A copy of the current membership list shall be made available to any Member of the Committee upon his/her request.
- 1.5 Removal:** A Committee Member may only be removed by the MCDC Executive Committee in accordance with the Election Law of the State of New York.
- 1.6 Vacancies:** Upon recommendation of the Town Leader, a vacancy due to the death, disqualification, removal, failure to elect or resignation of a Committee Member shall be filled for the balance of the term of such committee person by a majority vote of the MCDC Executive Committee.

ARTICLE 2 COMMITTEE MEETINGS

2.1 Meeting Notifications

- 2.1.1 Notification Period:** Unless specified otherwise, meeting notices shall be sent to Members of the Committee no less than five (5) calendar days before the date and time of any meeting.
- 2.1.2 Method of Notification:** Notice for any meeting shall include postal or electronic mail (e-mail) to Members at their last known address.
- 2.1.3 Postal Mail Required in Some Cases:** Postal mail shall be used to notify Members of Committee meetings at which the Committee will be voting to designate or endorse any candidate(s); or elect or remove any officer(s).
- 2.1.4 Proxy Forms:** A proxy form shall be made available electronically for Committee meetings at which there will be voting to elect or remove any officer(s) or adopt amendments.

2.2 Organizational Meeting

- 2.2.1 Scheduling of Organizational Meeting:** The Committee shall meet to hold an organizational meeting on a date and time set by the Town Leader within fifteen (15) calendar days after the election of County Committee persons pursuant to provisions of the Election Law of New York State. At such a meeting the Committee shall elect its officers by majority vote.
- 2.2.2 Order of Business for Organizational Meeting:**
 - 1) Reading of notice of meeting
 - 2) Calling of roll
 - 3) Designation of Meeting Chairman
 - 4) Nomination of Executive Committeeperson (Town Leader)
 - 5) Election of Executive Committeeperson (Town Leader)
 - 6) Nomination and election of each of the other officers provided for in these rules
 - 7) Adjournment
- 2.2.3 Meeting Notice for Organizational Meeting:** It shall be the duty of the Town Leader then in office to mail, or to direct the mailing of written notice of the organization meeting to each Member of the Committee to their last known post office address indicated on the official membership list per Article 1.4 (Membership List).
- 2.2.4 Secretary for Organizational Meeting:** At the organizational meeting of the Committee, the person elected as Meeting Chairperson may designate a person to act as secretary for the meeting.

2.3 Regular Meetings

2.3.1 Schedule of Regular Meetings: All regular meetings of the Committee shall be held at such reasonable times and places as may be fixed by the Town Leader. The Committee shall have not less than eight (8) regular meetings each year and every attempt shall be made to regulate the meeting time as regards day of the month and hour on a consistent basis.

2.3.2 Agenda for Regular Meeting: The Town Leader shall prepare an agenda for each regular meeting as he/she determines appropriate, noting that the following items would be considered standing agenda items whenever practical:

- Approval of minutes of the previous meeting
- Reports
- Old Business
- New Business
- Announcements
- Adjournment

2.4 Special Meetings

2.4.1 Calling Special Meetings: Special Meetings of the Committee may be called:

- By the Town Leader
- By a majority of the Executive Committee
- Upon written request, signed by not less than twenty-five (25) percent of the Committee Members

2.4.2 Date of Special Meeting: Such a meeting will be held on the date designated in the request, subject to the required notification (Article 2.1, Meeting Notifications) and the availability of a suitable meeting space.

2.4.3 Failure of Town Leader to Call Special Meeting: In the event of the Town Leader's refusal or inability to call such a meeting by the proscribed notification date (Article 2.1, Meeting Notifications), the meeting may be called by the Members requesting it.

2.4.4 Subject(s) of Special Meeting: The meeting notice shall state the subject(s) of the Special Meeting. Only the subject(s) stated in said notice may be acted upon at such special meeting.

2.5 Conduct of Meetings: With respect to matters not specifically provided for in these Rules, all meetings of the Committee shall be conducted in accordance with the most recent edition of Roberts Rules of Order.

ARTICLE 3 VOTING

- 3.1 Member's Vote:** Each Member of the Committee shall have one (1) vote on all questions brought to a vote of the Committee.
- 3.2 Quorum**
 - 3.2.1 Required for Quorum:** Fifteen percent (15%) of the Members of the Committee under these Rules present in person shall constitute a quorum for the transaction of business at any meeting of the Committee.
 - 3.2.2 Lack of Quorum:** If there is not a quorum present, those present shall adjourn to a specific date, and no business shall be transacted.
- 3.3 Voting Requirements**
 - 3.3.1 Majority Vote:** Except as otherwise provided in these Rules, a majority vote of those Members present in person shall be required for action by the Committee.
 - 3.3.2 Majority Vote for Election of Officers, or Amendments to Rules:** A majority vote of those present in person or by proxy, shall be required for election of officers or amendments to these rules.
 - 3.3.4 Secret Ballot:** All contested elections of officers, or nominations of candidates for public office shall be conducted by secret ballot upon the request of a Committee Member.
- 3.4 Proxy Voting**
 - 3.4.1 Proxy Voting Permitted:** For votes of the Committee to elect or remove officers, or consider amendments to these rules Members of the Committee may appear and cast their votes by proxy, provided that the proxy is properly signed, dated, and witnessed, filed at the meeting with the Town Leader or Secretary prior to the roll call, and is in substantially the form attached to these Rules and made a part hereof as Schedule A.
 - 3.4.2 Proxy Voting Not Permitted:** Proxy voting shall not be permitted, except as permitted by Article 3.4.1.
 - 3.4.3 Proxy Holders:** A proxy holder may vote for no more than one (1) absent Committee Member. A proxy holder does not have to be a Member of the Committee.

ARTICLE 4 OFFICERS

4.1 Officers: The officers of the Committee shall be:

- Executive Committeeperson (Town Leader)
- Assistant Town Leader
- Secretary
- Treasurer

4.2 Election of Officers: The officers the Committee shall elect such officers by majority vote at the organizational meeting. Each officer shall be a Member of the Committee at the time of the election.

4.3 Term of Officers: Officers shall serve until the election for that position at the Organizational Meeting, except in the case of removal per Article 4.6, (Removal of Officers).

4.4 Duties of Officers

4.4.1 Town Leader: The Town Leader shall:

- Be the official spokesman of the Democratic Party in the Town of Henrietta.
- Represent the Committee on the Executive Committee of the Monroe County Democratic Committee.
- Be an ex-officio member with a vote on all committees, standing or special.
- Chair meetings of the Committee and the Executive Committee.
- Provide or direct timely notice of meetings.

4.4.2 Assistant Town Leader: The Assistant Town Leader shall:

- Act in the place of the Town Leader In the case of her/his absence.
- The Assistant Town Leader shall perform other duties as directed by the Town Leader.

4.4.3 Secretary: The Secretary shall:

- Maintain the records of the Committee and Executive Committee.
- Prepare minutes of each meeting, including a record of attendance, for distribution to the Committee Members. The minutes will be presented for approval at the subsequent meeting of the Committee.
- Have available at all meetings a copy of the latest membership list provided by the Monroe County Board of Elections.
- Maintain a record of attendance at meetings
- Make these items available for inspection by any Member of the Committee upon reasonable request.
- Take other actions as required under these bylaws or at the direction of the Town Leader.

4.4.4 Treasurer: The Treasurer shall:

- Maintain the financial accounts and records of the Committee.
- Receive and deposit all funds due to or donated to the Committee in such bank accounts as shall be approved by the Executive Committee. The Town Leader is also authorized to make said deposits.
- Issue payments for all legitimate expenses of the Committee as approved by the Executive Committee. The Town Leader is also authorized to make said payments.
- Ensure that the Committee is in compliance with all requirements of the New York State Board of Elections (NYSBOE) and the Monroe County Board of Elections, including but not limited to, completing and filing all required disclosure reports and documentation to the New York State Board of Elections by the stated Filing Dates per the NYSBOE's Filing Calendar.
- Prepare a report for each regularly scheduled Committee meeting on the finances of the Committee. Those reports will:
 - Summarize by category the revenue and expenditures for the period since the last Treasurer's Report.
 - Include a copy of the Summary Page for each NYSBOE Disclosure Report filed since the last Treasurer's Report.
 - Include documentation of the amount in all bank accounts of the Committee as of the "Cut Off Date" for each corresponding Disclosure Report.
- Take other actions as required under these bylaws or at the direction of the Town Leader.

4.5 Vacancies

4.5.1 Filling Vacancy of Officer Positions: In the event of the resignation, removal, disqualification, or death of any officer, the vacancy so created shall be filled by the vote of the Committee at a regular meeting held within sixty (60) calendar days after creation of the vacancy, provided that the notice of meeting shall state that a vote will be taken to fill the vacancy.

4.5.2 Vacancy in Town Leader Position: If the vacancy is for the position of Town Leader, the Assistant Leader will assume the duties of Town Leader until the Committee votes to fill the vacancy.

4.6 Removal of Officers: Officers may be removed by a majority vote of the entire Committee persons eligible to vote, upon written charges and due cause shown at a special meeting called in accordance with the provisions of Article 2.4, (Special Meetings) of these Rules. Such a meeting will be held on the date designated in the request provided, however that notice is mailed to each Member of the Committee addressed to the last known post office address indicated on the official membership list per Article 1.4, (Membership List) and, notwithstanding the provisions of Article 2.1, post marked not less than fifteen (15) calendar days in advance of the designated

meeting date.

ARTICLE 5 EXECUTIVE COMMITTEE

- 5.1 Composition of Executive Committee:** The Executive Committee shall consist of the officers of the Committee as specified in Article 4.1 (Officers).
- 5.2 Powers of the Executive Committee:** The Executive Committee shall have the power to act for the Committee in all matters pertaining to the conduct of the Party affairs between meetings of the Committee, but all of its actions shall be subject to these Rules and any pre-existing directives of the Committee, if any, pertaining to said actions.
- 5.3 Notification of Actions:** The Executive Committee shall inform the Committee of all of its actions taken on behalf of the Committee, as soon as practical, but in no event later than the next regular meeting of the Committee which follows the taking of said action.
- 5.4 Executive Committee Meetings**
- 5.4.1 Calling Meetings:** A meeting of the Executive Committee can be called by the Town Leader or majority of the Executive Committee with no less than twenty-four (24) hours notice.
- 5.4.2 Conduct of Meetings:** Meetings of the Executive Committee may be in person, electronically, or by telephone.
- 5.4.3 Quorum:** A majority of those holding positions on the Executive Committee shall constitute a quorum for an Executive Committee meeting.
- 5.4.4 Majority Vote:** A majority vote of those present in person and constituting a quorum shall be required for Executive Committee action.

ARTICLE 6 STANDING & SPECIAL COMMITTEES

- 6.1 Standing Committees**
- 6.1.1 Fundraising Committee:** The Fundraising Committee shall be appointed by the Town Leader, and shall organize and conduct fundraising activities on behalf of the Committee.
- 6.1.2 Volunteers & Voter Registration Committee:** The Volunteers & Voter Registration Committee shall be appointed by the Town Leader, and shall:
- Recruit volunteers to assist with the regular and necessary tasks associated with conducting a political committee, including but not limited to, circulating petitions, door-to-door campaigning, securing locations for lawn signs, and making campaign phone calls.
 - Plan and conduct ongoing voter registration activities.

- 6.2 Special Committees:** The Town Leader may appoint special (or ad hoc) committees for projects or purposes that are not the responsibility of one of the Standing Committees.
- 6.3 Membership on Standing and Special Committees:** Except for the chair(s) of standing or special committees, members of said committees need not be Members of the Committee (HDC).

ARTICLE 7 CANDIDATES FOR ELECTED OFFICE

- 7.1 Town Wide Office:** Candidates for Town Office and other offices whose geographic boundaries fall entirely within the Town shall be designated by majority vote of Committee Members present in person and constituting a quorum at a regular or special meeting called for such purpose subject to the rules and approval of the Monroe County Democratic Committee.
- 7.2 Multiple District Office:** Candidates for other public offices running within part or all of the Town of Henrietta and other municipalities shall be designated in accordance with party rules.
- 7.3 Nominations**
- 7.3.1 Executive Committee Slate of Nominees:** The Executive Committee may prepare and present to the Committee a platform and slate of nominees for party office.
- 7.3.2 Other Nominees:** Whether or not the Executive Committee has given its recommendation with respect to any such office, nominations may be made from the floor.
- 7.3.3 Eligibility for Nomination:** Except for the filling of vacancies as permitted in Section 7.3.4 below, only persons nominated in accordance with this Article may be considered for endorsement by the Committee.

ARTICLE 8 FINANCES

- 8.1 Approval of Expenses of \$200 or less:** Expenses of \$200 or less for the ordinary purposes of the Committee, the Executive Committee, a standing committee, or a special committee, shall be approved by the Town Leader.
- 8.2 Approval of Expenses Over \$200:** Expenses over \$200 shall be approved by the Executive Committee.
- 8.3 Disbursement of Funds:** All disbursements of funds of the Committee shall be made only upon receipt of bills or invoices signed by the Town Leader or the Treasurer. The

Committee Member authorized to incur such debt must provide documentation of item or service purchased.

ARTICLE 9 AMENDMENTS

- 9.1 Procedure for Amendment:** These rules may be amended by a majority vote of the Committee at any regularly scheduled meeting provided that the subject of such proposed amendment has been included with the notice of meeting at which such amendment is to be acted upon to the last known post office address or e-mail address of each Member of the Committee. The language of the proposed amendment shall be made available electronically at the time notice is sent. Amendments may be considered for adoption only at regularly scheduled meetings. Amendments may be proposed for consideration at a subsequent meeting by motion at any regular meeting or Executive Committee meeting.

ARTICLE 10 APPLICATION

- 10.1 Monroe County Democratic Committee Rules:** If there is any conflict between these Rules and the Rules of the Monroe County Democratic Committee, the latter shall govern.
- 10.2 Effective Date:** Per Article 8.6.5 of the Bylaws of the Monroe County Democratic Committee, the Local Rules adopted by a Local Committee shall become effective once approved by the Chair of the County Committee and filed with the Secretary of the County Committee

Adopted on March 15, 2018 by the Henrietta Democratic Committee

**SCHEDULE A
PROXY**

Henrietta Democratic Committee

I _____, a Henrietta Democratic Committee Member,
Election District _____, do hereby appoint _____
as my PROXY to attend the meeting of the Henrietta Democratic Committee to be held on
_____, 20____ at ____:____ AM/PM at _____
with full power to answer roll call, act and vote for me in my stead, with the same force and
effect as if I were personally present.

Signed: _____ Dated: _____

Witness Name: _____

Witness Address: _____

Witness Signature: _____ Dated: _____