TOWN OF MARBLETOWN DEMOCRATIC COMMITTEERULES AND PROCEDURES

PREAMBLE:

We, the duly elected members of the Ulster County Democratic Committee (the "County Committee") from the Town of Marbletown do hereby re-form the Town of Marbletown Democratic Committee (also referred to as the "Committee") pursuant to Article X, Section 6, of the Rules and Regulations of the Democratic Party of the County of Ulster. We have joined together to aid in the election of 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 bylaws. All prior bylaws that may exist for the Committee are hereby revoked.

ARTICLE ONE - GENERAL ORGANIZATIONS

Composition:
The members of the County Committee who represent election districts in each city and town shall constitute the respective city and town committees. The Marbletown Democratic Committee (the "Committee") shall total two elected County Committee Members, registered democrats for each Marbletown voting district ("Elected Members"). The committee may also name up to one registered Democrats as designated Associate Members for each Marbletown voting district.

The Elected Members and the Associate Members may vote on town committee matters. The Elected Members alone may vote on County Committee matters. Both serve a term of two years.

Every year that ends in an even number, all County Committee Member seats will be announced publicly in accordance with the Ulster County Committee calendar.

- All nominees will be put forward by Elected Committee members for nomination by the Committee before that year's County Convention.
- After email or mail notification to all Members of the date, time, and place of the election, a vote will be taken among all the Members present at the next regular meeting of the Committee. The Marbletown Democrat who get the most votes will be nominated as Ulster County Committee Members by the County Committee at that year's County Convention.
- Their names will then appear on the designating petitions carried by the Members. County Committee members will be elected in the next Democratic primary.

Member Responsibilities:
County Committee members shall work to help the Committee fulfill its purpose through a variety of activities, which may include but are not limited to:

1. Attending County and Municipal Committee meetings;
2. Voting on endorsements and nominations for public office and party positions;
3. Carrying designating petitions for public office and party positions;
4. Regularly reaching out to constituents in the Election District they represent through actions such as canvassing, phone calling, and mail;
5. Campaigning for Democratic Party nominees in general elections;

6. Serving on subcommittees;
7. Helping to organize Democrats in one's municipality, including registering voters, finding and training volunteers, raising funds, and recruiting candidates for public office.

Removal:
An Elected Member may be removed for cause in accordance with the provisions of Section 2-1l6 of the Election Law and Article XII, Section I of the Rules and Regulations of the Democratic Party of the County of Ulster.

Resignation:
In the event an Elected Member or Associate Member is absent for three or more meetings in a year without good cause they may be asked by the Chair pursuant to a majority vote of the Committee to resign their committee seat so that the vacancy can be filled by another Marbletown Democrat. Their name will not be submitted to the County Committee for re-election. Resignation will not affect their ability to serve as an Associate Member.

Filling a Vacancy:
In the event of a vacancy in a Committee seat due to death, declination, disqualification, resignation or removal, the Committee shall notify all enrolled Marbletown Democrats through the local newspaper, and all Committee electronic media outlets, that a vacancy exists and that they are eligible to fill that vacancy. The following procedure shall be used to fill any vacancy:

1. An enrolled Democrat in the Town of Marbletown may inform a Member of the Committee or the entire Committee at one of its regular meetings that they would like to join the Committee as an Election District representative, or as an Associate Member.
2. The Secretary shall provide a copy of the Guidelines and Procedures of the MDC and the County Democratic Party Rules and the description of the Duties of MDC Members approved by the Committee to any applicant who wishes to join the Committee.
5. The applicant will be asked to share their interest in serving and what they see themselves contributing to Committee activities. The Search Committee member(s) will answer any questions from the applicant and shall ensure they understand the responsibilities of a Member.
6. At the next regular meeting of the full Committee, a Member of the Committee may move to have the applicant join the Committee as a regular or Associate Member for a specific Election District in which there is a vacancy in either position, and another Member must second the motion.
7. If the motion is approved by the full Committee by a majority vote at which a quorum is present, the applicant will become a Member or Associate Member of the Marbletown Democratic Committee in the designated Election District until the next biennial election of Committee Members.
8. Associate members become members upon majority vote of the Committee.
9. The decision to admit or reject an applicant shall be made by secret ballot, if requested by the applicant or a Voting Member of the Committee.

10. Upon written request and recommendation by the Marbletown Democratic Committee, the Committee member vacancy will be filled for the remainder of the term through a vote of the County Committee or Executive Committee pursuant to County Democratic Party Rule Article II Section 7(b-d).

Meetings:
A set day and time for monthly meetings of the Marbletown Democratic Committee shall be set on an annual basis subject to change by the Chairperson. An annual schedule shall be emailed or mailed to each Member, and a monthly meeting notice will be submitted to the local newspaper and published 7 days prior to the date. All meetings announcements will be posted on MDC social media.

Quorum:
A quorum shall be seven County Committee Members.

Public Meetings:
Committee meetings shall be open to the public, unless closed by majority vote of Committee members then in attendance.

Special Meetings:
Special meetings may be held by vote of the Members at a previous meeting, or by direction of the Chairperson, or by notice to Members from at least five Members, stating the nature of the business to be brought before the special meeting. All Elected Members must receive 48-hours' notice prior to a special meeting.

Majority Vote:
Unless otherwise specified, all decisions of the Committee will be by majority vote of the Members present and entitled to vote. There will be no proxy votes.

ARTICLE TWO - ELECTION OF OFFICERS

Election of officers shall be pursuant to Article II, Section 5 of the Rules and Regulations of the Democratic Party of the County of Ulster. Officers must be a resident of the Town of Marbletown, and a Member of the Marbletown Democratic Committee.

After the primary at which Elected Members are elected, Members shall meet within 20 days, and elect, officers for two-year terms. Within three days after the primary, the Chairperson shall designate the time and place for the meeting to elect officers. At least one week's written notice of the meeting to elect officers must be sent to each Member by e-mail or regular mail.

The outgoing Chairperson, or in his/her absence any Member, shall call the election meeting to order. The Full Members present shall elect a temporary Chairperson and Secretary to conduct the elections. If the elections are contested, the election will be by secret ballot; the candidate receiving a majority of the vote for each office shall be declared elected. Each candidate shall be entitled to appoint one teller to canvas the ballots.

The temporary Chairperson and Secretary of the election meeting shall execute a certificate of election of the new officers. This certificate shall be filed with the Secretary of the Ulster County Democratic Committee and the Ulster County Board of Elections within three days after the election meeting.

ARTICLE THREE -DUTIES OFFICERS

The officers of Marbletown Democratic Committee shall be the Chairperson, Vice Chairperson, Recording Secretary, and Treasurer. If necessary, two offices may be held by one person.

Vacancies in the offices shall be filled by election at the regular monthly meeting following the vacancy upon written notice thereof to all Members of the Committee.

Chairperson
The Chairperson shall preside at all Committee meetings. They shall serve on the County Executive Committee, and will attend and report on all meetings of the Democratic County Committee. They will serve as a liaison for the Marbletown Democratic Committee with the County Democratic Committee and other town committees in Ulster County. The Chairperson will be responsible for submitting the list of Nominated County Committee Members to the County Committee prior to the County Convention. The Chairperson shall also be responsible for submitting the list of Democratic election inspectors to the Board of Elections. Additionally, the Chairperson shall be an ex-officio member of all subcommittees.

Vice Chairperson
The Vice Chairperson shall assist the Chairperson in their 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.

Secretary
The Secretary will be responsible for accurately recording the minutes of all actions taken and agreed to Committee meetings and Executive Committee meetings. A copy of such minutes will be forwarded to the Chairperson within twenty-one days after the meeting, and distributed to Members at the next regular meeting. Agenda’s and Minutes will be posted on the Town Committee website.

The Secretary shall create and maintain the roll of current and newly elected County Committee and Executive Committee members in a digital online platform, including postal addresses, phone numbers, and email addresses, and make said roll accessible to County Committee and Executive Committee members.

The Secretary shall prepare and distribute meeting notifications in accordance with these Rules, and perform such other duties as shall be required by the County Committee and Election Law.

Treasurer

The Treasurer shall be responsible for all funds of the organization, collecting and disbursing the same as directed. All accounts shall be deposited in a local banking institution in the name of Marbletown Democratic Committee. All withdrawals are to be made on the signature of the Chairperson or Treasurer for any amount up to $300 ; expenditures of more than $300.00 require the approval of the Committee. In the event that the need for approval is required prior to a meeting because of urgent time factors, such approval can be obtained by e-mail from a majority of a quorum of Members that respond within a specified time of at least 24 hours and not more than one week from the time of notification. The treasurer will report to the committee at least biannually on the finances of the committee.

Parliamentarian
A Parliamentarian may be appointed by the Chairperson, and shall serve at the pleasure of the Chairperson. The Parliamentarian shall fulfill the duties of that office provided for under Roberts Rules of Order.

Re-election
Officers shall be eligible for re-election for up to three consecutive terms pursuant to Article X Section 3 of the County Rules and Regulations, unless no other committee member is prepared to and if the current officer is willing to serve another term. They shall serve until their term expires, or their resignation, death or removal pursuant to Article XIII of the County Rules and Regulations.

Removal
A Committee officer may be removed for cause in accordance with the provisions of Section 4-of the county bylaws. An officer may be removed from office by a no confidence vote of two-thirds (2/3) of the Town Committee. The removal of an individual from an officer position shall in no way affect their separate status as a member of the County Committee. If removal from County Committee membership is also being sought, a complaint must be filed in accordance with Article XII, Section 3 of these Rules.

ARTICLE FOUR - SUBCOMMITTEES.

The standing subcommittees shall be the Executive Committee, Nominating Committee, Fundraising Committee and Communications Committee.

Executive Committee: shall consist of the elected officers of the Committee, and its Chairperson shall be the same person who is Chairperson of the Committee. Pursuant to article VI section three of the County Bylaws the Elected County Committee members may by majority vote override any action taken by the Executive Committee. The Executive Committee is empowered to act between meetings and draft an agenda for feedback from the committee prior to the full committee meeting.

Nominating Committee: will find and recruit committee members and candidates for elected office.

Fundraising Committee: shall be responsible for raising sufficient funds for the Committee to carry out its purposes.

Communications Committee: Shall be responsible for online and public announcements, social media, and communications for meetings, events and candidate.

Ad Hoc Subcommittees: The Committee may form ad Hoc subcommittees unless the Committee gives the Chairperson the power to appoint the ad hoc subcommittee.

ARTICLE FIVE- MISCELLANEOUS

No Member may make a public statement on behalf of the Committee, or take public action on behalf of the Committee, unless said statement and/or action has been approved by the Committee in advance.

All procedures of this Committee shall be held in accordance with the Election Law of New York State.

Wherever the foregoing Bylaws may be inconsistent with the Rules of the County Committee, the latter shall prevail.

ARTICLE SIX - AMENDMENTS

Any amendment to these bylaws shall be proposed and submitted in written form to the Committee. Proposed amendments shall be discussed at least once at a regular monthly meeting prior to being voted upon. Bylaws must be adopted by a 2/3 vote of those Members present and entitled to vote at a regular meeting. A proposed bylaw amendment shall be emailed or mailed to all Members, giving notice of both the meeting at which such amendments will be discussed and the meeting at which it will be voted upon.

Adopted at a Meeting of the Marbletown Democratic Committee held on March 6, 2023.