

GLOUCESTER
COUNTY
DEMOCRATIC
EXECUTIVE
COMMITTEE



COMMITTEE
BY LAWS

GLOUCESTER COUNTY DEMOCRATIC COMMITTEE BY-LAWS

ARTICLE I

SECTION A. NAME

This organization shall be known as the “GLOUCESTER COUNTY DEMOCRATIC COMMITTEE.”

SECTION B. DESIGNATION

The official designation of this organization shall be ‘Regular Democratic Organization of Gloucester County.’ This slogan may be used in Gloucester County only with the written permission of the chairman of this organization.

ARTICLE II OBJECTS

It shall be the purpose of this County Committee to pursue the high values of democratic government by developing competent candidates for the Democratic Party and effectively working for the election of the same. These efforts shall encourage the widest possible participation in the activities of the Gloucester County Democratic Committee and the Democratic Party, regardless of race, color, creed, national origin or sex. It shall be the ultimate goal of the County Chairman to lend its total energies to provide the best possible government to all the people of Gloucester County.

ARTICLE III MEMBERSHIP

SECTION A. ELECTED MEMBERS

1. **MAKE-UP:** This committee shall be composed of two members (one male and one female) elected from each election district in the County, each member is to reside in the district in which he or she is elected and to be chosen at the time of the primary election, or as otherwise provided by and represented by law. (19:5-3)

2. **TERMS OF OFFICE:** Pursuant to statute, the members of the County Committee shall take office on the first Saturday following their election, on which day the terms of all members of such committee there-to-fore elected shall terminate.

3. **FILING VACANCIES:** Pursuant to statute, a vacancy in the office of a member of the County Committee shall be filled by the Municipal Committee of the municipality wherein the vacancy occurs.

SECTION B. HONORARY MEMBERS

The following elected or appointed officials, Democrats, residents of Gloucester County, shall be honorary members of the County Committee, with all rights and privileges of membership, excepting the right to vote and unless otherwise provided in the by-laws:

1. All officers of the County Committee
2. The Democratic State Committeeman and Committeewoman;
3. All Chairs of the Municipal Democratic Committee within the County;
4. All elected or appointed Democratic National and State officials;
5. The Democratic members of the County Board of Elections;
6. All elected Democratic County and municipal officials.

Nothing herein, however, shall be interpreted to deny the right to vote to such elected or appointed official, who is a duly elected member of the County Committee.

ARTICLE IV
Election of Officers

SECTION A. QUALIFICATION OF OFFICERS

Any Democrat, male and female, shall be eligible to hold any office, whether or not he or she is a member of this Committee, provided however:

That the Chair and Vice-Chair shall be individuals of opposite sex.

SECTION B. ELECTION OF CHAIR, VICE-CHAIR, SECRETARY & TREASURER

The Chair, Vice-Chair, Secretary and Treasurer shall be elected at the annual organization meeting of then County Committee, as shall be provided by R.S. 19.

SECTION C. TERMS OF OFFICE

All officers shall hold office until their successors are duly elected or appointed.

SECTION D. APPOINTED OFFICERS

The Chair shall, as soon as may be conveniently possible after his election, appoint the following officers:

1. Executive Director
2. Legal Council
3. Parliamentarian
4. Sergeant-at-Arms
5. The Chair may appoint such members of the Gloucester County Democratic Party as he may deem advisable, whether they be members of the County Committee or not, in any capacity that may be required for the orderly carrying out of the purposes of the party.

SECTION E. VACANCIES OF OFFICERS

Vacancies in any of the officer positions may be filled by the Executive Committee except in the case of a vacancy in the Chair's position, an election for a new chair shall be held by the membership within thirty (30) days and in the interim the vice-chair shall serve as Chair.

SECTION F. NOMINATION FOR COUNTY CHAIR, VICE-CHAIR,
SECRETARY AND TREASURER

Said nominations shall be made from the floor by any elected member and seconded by any other elected member. Speeches for nomination shall be one (1) per candidate and limited to five (5) minutes. Seconding speeches shall be limited to one (1) per candidate and limited to two (2) minutes. Each of the candidates may accept nomination in a speech of less than ten (10) minutes.

SECTION G. METHOD OF ELECTION

Election shall be as follows:

1. A temporary Chair shall be appointed by the present Chair to conduct the election of Chair.
2. If there is no contest for Chair, Vice-Chair, Secretary or Treasurer, election shall be held as a voice vote.
3. If there is a contest for any office, election for that office shall be by secret ballot.
4. In the event of a contest for any office the winner must receive at least fifty percent (50%) plus one (1) vote of the total number of votes cast.
5. In the event that no candidates receives a majority on the first ballot:
 - a. There will be a ten (10) minute break between ballots. Any candidate may withdraw.
 - b. Of the remaining candidates, the two (2) with the highest number of votes received, on the first ballot, will be the only candidates eligible on succeeding ballots.

SECTION H. ELECTION BY SECRET BALLOT

1. Paper ballots shall be distributed to the voting members and the membership shall fill in the name of their individual choice of such office as may be in contest.
2. Each candidate for office for which there is a contest may select one teller to assist in the tally of the vote with the candidates for such office entitled to select the same tellers if they so choose.
3. Only members of this organization who are present shall be entitled to vote. No proxies shall be recognized.
4. After each member entitled to vote has done so, the Secretary, assisted by the tellers, shall tally the ballots and announce the votes for such contested office.

SECTION I. NOTICE OF INTENTION-COUNTY CHAIRMAN

Any individual seeking to run for the office of County Chairman shall notify their intention by forwarding written notice of their intention to the Secretary of the party at least sixty (60) days prior to the end of the current chairman's term.

ARTICLE V

DUTIES OF THE OFFICERS

SECTION A. CHAIR

The Chair shall:

1. Preside at all meetings of the County Committee and of Executive Committee
2. Appoint the Chair of all committees and be responsible to County Committee for the faithful performance of their duties
3. Serve as a member ex officio of all committees
4. Faithfully execute the decisions of the County Committee
5. Together with the treasurer, sign all vouchers for payment
6. Enforce at all times the strict observance of the By-laws
7. Allow no persons, other than members of the County Committee, to attend meetings; except by invitation
8. Put all questions to and declare the determination of the County Committee.

SECTION B. VICE-CHAIR

The Vice-Chair shall:

1. Assist the Chair upon his request in the performance of his duties;
2. In the absence of the Chairman, preside at meetings of the County Committee or of the Executive Committee.

SECTION C. SECRETARY

The Secretary shall:

1. Keep full and correct minutes of the proceedings of the County Committee and of the Executive Committee
2. Call the roll of all the Officers
3. Call the roll of Officers and elected members pursuant to vote at all County Committee meetings.

SECTION D. TREASURER

The Treasurer shall:

1. Deposit all funds in his/her custody and in such banks as the County Committee may designate, subject to joint order of the treasurer and the County Chair.
2. Prepare and file such financial statements as may be required of the County Committee by law.
3. Act ex officio as a member of the Finance Committee.
4. Prepare an annual audited financial report, showing the amount of money received by or on behalf of the Committee during the previous year, together with the names and addresses from whom the money was received, and also a statement of the purpose for which it was expended, itemized as to all items in excess of five dollars (\$5.00) and where expended. This report shall be presented at the general meeting after the General Election.
5. Copies of this report shall be furnished to all Municipal Chairpersons, who shall, in turn make copies available to members of the County Committee within their municipalities.
6. Render all necessary cooperation and assistance to the auditing or examining Certified Public Accountant selected by the Executive Committee as provided in Paragraph 4 of Section C, Article VI.

SECTION E. SERGEANT-AT-ARMS

The Sergeant-at-Arms shall:

1. Assist the Chair in maintaining order at all meetings
2. Appoint such aids as he/she may deem necessary to facilitate the discharge of said duty

SECTION F. ADDITIONAL DUTIES

In addition to the aforementioned enumerated duties, each officer shall perform such other functions as may be required of him/her:

1. These By-Laws
2. The statutes of the State of New Jersey
3. The rules and procedures of the Democratic State Committee
4. The County Committee

ARTICLE VI EXECUTIVE COMMITTEE

SECTION A. MEMBERS

There shall be an Executive Committee that consists of:

1. The Chair of the Municipal Committees
2. The officers of the County Committee
3. State Committeemen and Committeewomen
4. Such other persons as the Chair of the County Committee appoints.

SECTION B. TERMS

The term of the Executive Committee members described in Section A, paragraph 3, shall be extensive with their terms in said office. The terms of the Executive committee members described in paragraph 1, 2, and 4 shall be two (2) years until their successors are chosen or elected as the case may be.

SECTION C. DUTIES

The Executive Committee shall perform the following duties:

1. Advise and assist the Chairman in the appointment of members of the various Standing Committees and all other committees, in the establishment of general policies in the conduct of election campaigns, in approval of all fixed expenditures as set forth in the annual budget, in coordinating the activities of all committees and in the enforcement of the By-Laws and the decisions of the County Chair;
2. Call special meetings of the County Committee pursuant to Article XI, Section C, of the By-Laws;
3. Present to the County Committees such recommendations, as it may, by a majority vote, deem advisable on any matter;
4. Select a Certified Public Accountant to make yearly examination or audit of all financial records of the Gloucester County Democratic Committee;

SECTION D. MEETINGS

The County Chair shall call meetings of the Executive Committee as deemed necessary after at least five (5) days written notice to each committee member. The County Chair may also call such additional meetings of the Executive Committee on said notice as he deems necessary and shall call a special meeting of the Executive Committee on said notice upon the written request of a majority of the total membership of the Executive Committee.

SECTION E. VACANCIES

Vacancies shall be filled for the unexpired portion of the term only and in the manner in which the original appointment was made.

ARTICLE VII SCREENING COMMITTEE

Members of the Screening Committee shall be the Municipal Chairpersons, County Chair and County Officers and will perform the following duties:

1. To present to the County Chair recommendations for appointment
2. To present to the County Committee recommendations for candidates.

**ARTICLE VIII
POLICY BOARD**

SECTION A. MEMBERS

The County chair will appoint the members of the Policy Board.

SECTION B. TERMS

The terms of each member of the Policy Board shall expire the first Saturday after the Primary election

SECTION C. DUTIES

The duties of the Policy Board shall be:

1. Act as a Grievance Committee and make suitable recommendations to the County Chair.
2. Serve as a Platform Committee.
3. Review By-Laws and the Constitution of the Gloucester County Democratic Committee annually and recommend changes to the Committee as needed.
- 4.

SECTION D. MEETINGS

Meetings shall be held at the call of the County Chair or by a majority of the members of the Policy Board

SECTION E. ROSTER

The Policy Board shall consist of at least nine (9) members, no more than eleven (11) members.

**ARTICLE IX
FINANCE COMMITTEE**

SECTION A. MEMBERS

The County Chair will appoint the members to the Finance Committee plus the County Committee Treasurer.

SECTION B. TERMS

The terms of each Finance Committee member shall expire on the first Saturday after the Primary Election

SECTION C. DUTIES

The duties of the Finance Committee are as follows:

1. Solicit Funds.
2. Make recommendations for the use of funds.

SECTION D. MEETINGS

Meetings are to be called by the County Chair or by a majority of the members.

**ARTICLE X
COMMITTEES**

SECTION A. SPECIAL COMMITTEES

The County Chair or the County Committee from time to time may appoint such special committees, for specific purposes, as they may deem advisable.

SECTION B. REMOVAL FROM COMMITTEE

A vacancy in chairmanship, of any committee may be declared by a two-third (2/3) vote of that committee upon:

1. That member's moving out of County
2. That member's non-performance of duty on Committee
3. That member's behavior prejudicial to the reputation or proper functioning of the Democratic Party.
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**ARTICLE XI
MEETINGS**

SECTION A. ORGANIZATION MEETING

The annual organizational meeting of the County Committee shall be held after the primary Election each year, on the date fixed by Statute.

SECTION B. OTHER REGULAR MEETINGS

Regular meetings as deemed necessary shall be held during each calendar year at the call of the County Chair.

SECTION C. SPECIAL MEETINGS

Special meetings may be held at any time upon the call of the County Chair, upon the call of a majority of the Executive Committee, or upon the written request of fifteen percent (15%) of the members of the County Committee addressed to the County Chair and the Secretary of the County Committee.

SECTION D. QUORUM

Fifteen percent (15%) of the elected members of the County Committee shall constitute a quorum for the transaction of business.

SECTION E. NOTICE OF MEETINGS

Written notice of meetings setting forth the place, date, hour and agenda of meeting shall be mailed by regular mail by the Secretary to all members noted under Article V, Section C.

**ARTICLE XII
ORDER OF BUSINESS**

SECTION A. CALL TO ORDER

1. Roll Call
2. Consideration of Minutes from the previous meeting
3. Communications
4. Reports of Committees
5. Reports of Special Committees
6. Reports of Officers
7. Unfinished Business
8. New Business
9. Adjournment

SECTION B. RULES

Unless otherwise provided for in these By-Laws or by Statute, Robert's Rules of Order shall govern all business.

**ARTICLE XIII
AMENDMENTS TO BY-LAWS**

SECTION A. EFFECTIVE DATES

These By-Laws shall become effective immediately upon adoption.

SECTION B. SUBMISSION OF AMENDMENTS

Any amendment to these By-Laws shall be in writing and shall be submitted to the County Chair at least ten (10) days prior to the date of the meeting at which said amendment is to be considered.

SECTION C. ADOPTION

An amendment shall be adopted by a two third (2/3) vote of the elected members of the County Committee present and voting at the meeting at which said amendment is considered. An amendment itself provides otherwise.