



**CONSTITUTION AND BYLAWS
OF THE
CUMBERLAND COUNTY
DEMOCRATIC COMMITTEE**

PREAMBLE

The members of the Cumberland County Democratic Committee, pursuant to the provisions of the New Jersey statutes, Title 19, do hereby adopt the following constitution and bylaws to govern the affairs of the committee.

Adopted by Cumberland County Democrat Committee on _____

Ratified by

Cumberland County Democratic Committee Chairperson _____

Received by

Cumberland County Democratic Committee Secretary _____

Table of Contents

ARTICLE I: NAME AND PURPOSE	3
SECTION 1: NAME	3
SECTION 2: PURPOSE	3
ARTICLE II: MEMBER REPRESENTATION	3
SECTION 1: REPRESENTATION	3
SECTION 2: QUALIFICATION AND ELIGIBILITY	3
SECTION 3: TERM OF OFFICE	4
SECTION 4: RESIGNATION	4
SECTION 5: VACANCY	4
ARTICLE III: MEETINGS AND ELECTION OF OFFICERS	4
SECTION 1: ANNUAL MEETING	4
SECTION 2: REGULAR MEETING	5
SECTION 3: SPECIAL MEETING	5
SECTION 4: PRESIDING OFFICERS	5
SECTION 5: QUORUM	5
SECTION 6: PLACE OF MEETING	6
SECTION 7: NOTICE OF MEETINGS	6
SECTION 8: VOTING	6
SECTION 9: ORDER OF BUSINESS	6
SECTION 10: PARLIAMENTARY AUTHORITY	7
ARTICLE IV: OFFICERS, DUTIES & CONDITIONS	7
SECTION 1: OFFICERS	7
SECTION 2: DUTIES OF OFFICERS	7
SECTION 3: VACANCY OF OFFICERS	8
SECTION 4: PROCEDURES FOR REMOVAL	8
SECTION 5: ELIGIBILITY UPON REMOVAL	9
ARTICLE V: COMMITTEES	9
SECTION 1: COMMITTEES	9
SECTION 2: EXECUTIVE/STEERING COMMITTEE	9
SECTION 3: FINANCE COMMITTEE	10
SECTION 4: VOLUNTEER COORDINATION COMMITTEE (VCC)	11
ARTICLE VI: AMENDMENTS	11
ARTICLE VII: SEVERABILITY	11

ARTICLE I: NAME AND PURPOSE

SECTION 1: NAME

The name of this organization is the Cumberland County Democratic Committee. (Within this document referred to as “County Committee” “Committee”).

SECTION 2: PURPOSE

- A. This Committee shall have as its purpose the promotion of the principles and platforms of the Democratic Party and shall direct the affairs and further the interests of the Democratic Party in Cumberland County.
- B. This Committee shall support the campaigns of Democratic candidate in all state and national elections. The County Committee members shall promote and support all general election political campaigns and assist in the duties of all campaigns in their Townships, Boroughs and Towns subject to the supervision and control of the County Committee and convey the matters of their constituency to the committees and elected officials.

ARTICLE II: MEMBER REPRESENTATION

SECTION I: REPRESENTATION

- A. The Cumberland County Democratic Committee shall consist of two members, elected every four (4) years for each unit of representation in each municipality in the county, pursuant to the provisions of Title 19 of New Jersey Statutes.
- B. The number of registered Democratic per municipality, as recorded pursuant to the Cumberland County Clerk’s voter registration records, shall be fixed as of the primary election date of the year preceding a County Committee election and shall determine the number of County Committee representatives to be on the ballot for each municipality at the next primary election.
- C. The Cumberland County Democratic State Committeeman and Committeewoman shall be ex officio honorary members of the County Committee.

SECTION 2: QUALIFICATION AND ELIGIBILITY

- A. The members of the County Committee shall actually reside in the municipality they represent.
- B. For purposes of this section, a qualified Democratic elector shall mean a person who is a resident of Cumberland County and a registered Democratic in Cumberland County at the time of filing his or her nomination petitions.

- C. Any member of the County Committee who fails or refuses to support all general election candidates of the Democratic Party or who shall fail to maintain his or her registration as a Democratic for his or her entire term on the Committee shall be disqualified from holding such membership and shall be removed from the Committee. Any claim of ineligibility against a person may be appealed, with all due process, to the County Committee whose determination on the matter is final.

SECTION 3: TERM OF OFFICE

- A. The members of the Cumberland County Democratic Committee shall take office on the first Saturday following their election, on which day the terms of all members of the County Committee previously elected shall terminate unless otherwise provided for by an Act of the Legislature.
- B. The term of all members elected in the Primary Election shall be for four (4) years. The term of all members appointed and elected by the Municipal Committee, shall be for the remainder of the unexpired four (4) year term in accordance with N.J.S.A 19:5-3.

SECTION 4: RESIGNATION

A member of the County Committee may resign his or her office to the County Committee and upon the County Chairperson's acceptance thereof, a vacancy shall exist.

SECTION 5: VACANCY

Any vacancy of a member of the Cumberland County Democratic Committee shall be filled for the unexpired term by the Municipal Committee in the municipality wherein the vacancy occurs. In the absence of a Municipal Committee, the Cumberland County Democratic Committee shall fill the vacancy (ies). All vacancies shall be accordance with N.J.S.A 19:5-2 and 19:5-3

ARTICLE III: MEETINGS AND ELECTION OF OFFICERS

SECTION 1: ANNUAL MEETING

- A. The annual meeting of the County Committee shall be held on the first Tuesday following the primary election. Exception to this day may be made by the sitting Chairperson, not to exceed 5 days after actual day.
- B. At the annual meeting the members of the County Committee shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer, to hold office until a successor is elected. Officer's hereafter provided for who shall hold office for four (4) years or until each of their successors is elected. The Solicitor who shall be appointed by the chairperson shall hold office for two years or more or until his successor is appointed.

- C. All officers, other than the chair, vice-chair, and solicitor must be selected from among the members of the County Committee.

SECTION 2: REGULAR MEETING

- A. There shall be a scheduled County Committee meeting and Executive/Steering Committee meeting once per calendar quarter during the year.
- B. By resolution, the County Committee may select the time of the meetings.

SECTION 3: SPECIAL MEETING

- A. Upon written request to the chairperson, a special meeting may be called providing at least 5-day notice to membership prior to the meeting has been given.
- B. Scheduled meetings shall be specifically stated in such notice and the Committee actions shall be limited to those agenda items only.

SECTION 4: PRESIDING OFFICERS

- A. The chairperson shall preside over all meetings and call for special meeting at their pleasure, IAW Section 3 of this article.
- B. In the absence of the chairperson, the vice-chairperson, the solicitor, the secretary, and then the treasurer, in that order, shall be vested with the authority of the chairperson.

SECTION 5: QUORUM

- A. No meeting of the Cumberland County Democratic Committee shall be called to order unless:
 - 1. Written notice of the meeting shall be effectuated to all eligible committee members, at least five (5) days prior to such meeting.
 - 2. There is in attendance at any such meeting two Officers and at least twenty (20%) percent of the eligible committee members, which said number shall constitute a quorum.
- B. Sub Committees for the County Democratic Committee shall establish their own Quorums and Rules for meetings with the advice or the County Committee Chairperson.

SECTION 6: PLACE OF MEETING

The chairperson may designate a place within Cumberland County as the place for any annual meeting or for any regular or special meetings of the County Committee.

SECTION 7: NOTICE OF MEETINGS

Unless otherwise designated in this Constitution and Bylaws, notice of the place, day and time of every annual, regular or special meeting is to be made known through electronic (email) & posted on County Committee Web Site, or written notice to committee members by the chairperson or his or her designee.

SECTION 8: VOTING

- A. Only those members present at a duly constituted meeting shall be entitled to a vote on any question, motion, or resolution and a simple majority shall be sufficient for passage of any matter voted upon, except a resolution to amend or repeal this Constitution and By-Laws in whole or in part in accordance with Article VI.
- B. All voting for the election of officers or for the filling of any vacancy(ies) shall be by secret ballot. Such ballot shall be printed with the office title indicated and location for candidate name to be written.
- C. In the event that there is but one candidate for any office or vacancy, voting may be by voice vote. In the event the voice vote does not pass for the election of an officer, the remaining officers shall appoint an officer by consensus until such time one can be elected from the floor.

SECTION 9: ORDER OF BUSINESS

The order of business at every regular meeting of the County Committee shall be as follows:

- Call to Order / Flag Salute
- Roll Call / Establish Quorum
- Approval of the Minutes for prior meeting
- Treasurer Report (on request)
- Old and New Business (Chairperson)
- Committee Reports (on request)
- Member’s Comments and Announcements for the good of the membership
- Adjournment (by motion)

Section 10: PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for the Cumberland County Democratic Committee in all matters not covered by State and Federal law or the Committee Constitution and By-Laws. The Solicitor shall act as the Parliamentarian, in the absence of the Solicitor an alternate will be selected by the County Chairperson.

ARTICLE IV: OFFICERS, DUTIES & CONDITIONS

SECTION 1: OFFICERS

- A. The members of the Cumberland County Democratic Committee shall elect the following as their officers.
 - 1. CHAIRPERSON
 - 2. VICE-CHAIRPERSON
 - 3. SECRETARY
 - 4. TREASURER
 - 5. SOLICITOR (Appointed by Chairperson)
- B. With the exception of the Chairperson, Vice Chairperson and Solicitor, all officers shall meet the conditions set for by Article II Section 1.

SECTION 2: DUTIES OF OFFICERS

- A. Chairperson – The County Committee Chairperson shall have general charge and shall preside at and set the agenda for all meetings of the County Committee; shall enforce all rules of the County Committee; shall call meetings of the County Committee; shall perform all duties in accordance with this Constitution and Bylaws; shall perform the other duties required by law; shall appoint from the Committee membership all members of any standing or special committees; shall have the sole and unencumbered discretion to select which candidate is entitled to utilize the County Committee name or slogan; shall have all other duties, powers, and responsibilities not otherwise attributed to any other officer, committee, or member; shall serve ex officio on all standing and special committees.
- B. Vice-Chairperson – The County Committee Vice-Chairperson shall, in the absence of the chairperson, or in the event of the chair’s inability to serve, assume all the duties and

responsibilities of the chairperson and shall serve in such capacity as the circumstances may require until a chairperson is elected as provided by this Constitution and Bylaws.

- C. Secretary – The County Committee Secretary shall keep a record of all minutes and proceedings of the County Committee; shall be responsible for giving notice for all meetings to the members of the County Committee; shall keep a record of all correspondence and reply to same at the direction of the chairperson; shall perform the detail work of the County Committee during the progress of any election campaign or to serve at other times as the need arises.
- D. Treasurer – The County Committee Treasurer shall receive all County Committee funds and disburse same under the direction of the chairperson; and shall make a report to the County Committee officers as directed by the chairperson.
- E. Solicitor – The County Committee Solicitor shall advise the County Committee whenever called upon by the Committee or the chairperson on questions of law concerning the conduct of the County Committee and its campaigns; and shall act as Parliamentarian at all meetings of the County Committee. This person shall serve ex-officio on all committees.

SECTION 3: VACANCY OF OFFICERS

- A. In the event of a vacancy of the office of chairperson, the vice-chairperson shall convene a meeting of the County Committee within 30 days of the vacancy at which time the Committee by vote, shall fill the vacancy for the unexpired term.
- B. In the event of a vacancy occurring in any other office including State Committeeman or Committeewoman, the chairperson shall designate a successor until the next regular scheduled Democratic meeting at which time the Committee by vote, shall fill the vacancy for the unexpired term.

SECTION 4: PROCEDURES FOR REMOVAL

- A. In order to begin a removal proceeding for an Officer, a member must make a motion to remove said Officer, and this motion must be seconded by another member.
- B. A motion to remove an Officer must be made before the Cumberland County Democratic Committee membership at a meeting.
- C. Prior to the meeting, adequate notice of no less than ten (10) days shall be given to the membership, by the Secretary, that a motion for removal will be made. Such meeting may be either a regularly scheduled meeting or may be a specially convened meeting.
- D. After the motion to remove an Officer is made, the member who brings the motion must present the facts supporting the contention that there is just cause for the removal of the

Officer in question. The Officer, who is the subject of the removal motion, shall be given full opportunity to refute and respond to the stated facts or reasons for removal.

- E. Prior to a vote on the motion, each member shall be accorded the opportunity to express their views, in a timely manner. Each member may also direct inquiries to the Officer in question, the originators of the motion, and the general membership, so as to clarify and/or gain further information that is relevant to the motion to remove.
- F. At the conclusion of open discussion and debate, a member of the Executive Committee, who is not the subject of the removal proceedings, shall call for a vote and preside over the voting upon the motion. Voting shall be by secret ballot only. A tally of votes cast shall be witnessed by the Officer in question and the originators of the motion.
- G. A two-thirds (2/3) majority vote of the members in attendance shall be required for removal. Such removal motion, if passed, shall take immediate effect thus creating a vacancy Article IV Section 3.

SECTION 5: ELIGIBILITY UPON REMOVAL

- A. Any Officer of the County Committee removed from office pursuant to the Constitution and By-Laws shall be ineligible to seek office for a period of three (3) years from the date of removal.
- B. Any member removed from the County Committee pursuant to the Constitution and By-Laws shall be ineligible for reappointment to the County Committee until the meeting following the next Primary election in which members are elected.

ARTICLE V: COMMITTEES

SECTION 1: COMMITTEES

- A. The chair shall appoint the following standing committees and the chair thereof:
 - 1. Executive/Steering Committee
 - 2. Finance Committee
 - 3. Volunteer Coordination Committee

SECTION 2: EXECUTIVE/STEERING COMMITTEE

- A. The Executive Committee shall be responsible for the execution of the policies of the Cumberland County Democratic Committee in the management and political organization of the Democratic Party and shall guide, support, and co-ordinate the political activities and campaigns throughout Cumberland County.

- B. The Chairperson shall appoint an advisory body known as the Steering Committee. The committee shall consist of at least one representative from each municipality. Any registered Democrat shall be eligible for appointment to this committee. All members of the Executive Committee shall also be members of the Steering Committee.
- C. The Executive/Steering committee shall assist in the selection for endorsement of Democratic candidates for the various offices within the county of Cumberland.
- D. Members: The Executive/Steering Committee shall consist of the following:
 - 1. The elected officers of the Cumberland County Democratic Committee.
 - 2. The elected Democratic State Committeeman and Committeewoman.
 - 3. Not fewer than four (4) municipal chairs, appointed by the Chairperson, upon recommendation of a Committee member, so as to provide geographical balance within the Committee.

SECTION 3: FINANCE COMMITTEE

- A. The Finance Committee shall be composed of the Treasurer and two (2) County Committee members appointed by the Chairperson.
- B. The Committee shall formulate and prepare a yearly budget for the Cumberland County Democratic Committee, and it shall be presented to the Executive Committee no later than September 1st of each year and for ratification at the fourth quarter (4th) County Committee meeting.
- C. The Treasurer shall accept all funds and deposit same in a timely manner on behalf of the Cumberland County Democratic Committee. All disbursements shall be subject to the approval of the Chairperson or Vice-Chairperson.
- D. The Treasurer shall render an account to the Executive Committee summarizing all monies received and disbursed.
- E. All funds received by the Treasurer shall be deposited in the bank account selected by resolution of the County Committee. See 19:44A-10.
- F. Audit
 - 1. The Executive Committee shall annually appoint an independent auditor who shall audit the accounts of the Cumberland County Democratic Committee and shall submit a report for presentation and recommendations for the meeting of the Cumberland County Democratic Committee following the annual Election. The funds necessary for the audit shall be included in the yearly budget.

SECTION 4: VOLUNTEER COORDINATION COMMITTEE (VCC)

- A. Develop & Support Volunteer Programs to Meet the Needs of the Democratic Party
- B. Sub Committees / Programs:
 - 1. Challengers Committee
 - 2. Communications Committee
 - 3. Social/Events Committee
 - 4. Website/Education/Bi-laws Committee
 - 5. Future Leaders Club (Young Democrats Club)
- C. All position duties and responsibilities are defined in the CCDP VCC Program

ARTICLE VI: AMENDMENTS

This Constitution and By-Laws shall be adopted as amended, or repealed only by a two-thirds (2/3) vote of the members of the Cumberland County Democratic Committee present at any regular or special meeting, provided due notice thereof shall have been mailed or emailed by the Secretary to each member of the Cumberland County Democratic Committee at least ten (10) days prior to the meeting, setting forth completely the text to be offered for adoption, amendment or repeal, and a statement of the essence or significance of the proposal.

ARTICLE VII: SEVERABILITY

In the event any provision of this Constitution and By-Laws is held to be unenforceable by any State or Federal court, the remaining provisions of this Constitution and By-Laws shall survive and remain in full force and effect.