

**City of Vineland**  
**Democratic Committee**  
**Bylaws**

**PREAMBLE**

*The members of the City of Vineland Democratic Committee, pursuant to the provisions of the New Jersey statutes, title 19, do hereby adopt the following Bylaws to govern the affairs of the Committee.*

Adopted on \_\_\_\_\_

Ratified by City of Vineland Democratic Chairperson \_\_\_\_\_

Accepted by City of Vineland Committee Secretary \_\_\_\_\_

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## **ARTICLE I: NAME AND PURPOSE**

### ***SECTION 1: NAME***

The name of this organization is the City of Vineland Democratic Committee, regarded in this document as “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 City of Vineland and Cumberland County.
- B. The Committee members shall support the Democratic candidate in all County, State and National elections. The members shall promote and support all primary and general elections, political campaigns and assist in the duties of all campaigns subject to the supervision and control of the County Committee.

## **ARTICLE II: MEMBER REPRESENTATION**

### ***SECTION I: REPRESENTATION***

- A. The Committee members are elected or in the case of vacancies, appointed for 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. City of Vineland committee members are those Cumberland County members who reside within the City of Vineland as defined by the Cumberland County election of Committee Members.

### ***SECTION 2: QUALIFICATION AND ELIGIBILITY***

- A. The members of the Committee shall reside in the municipality they represent.
- B. For purposes of this section, a qualified Democratic elector or appointee shall mean a person who is a resident of Vineland and a registered Democratic in Cumberland County at the time of filing his or her nomination petitions.
- C. Any member of the Committee who publicly refuses to support the candidates of the Democratic Party or who fail to maintain his or her registration as a Democrat for his or

her entire term on the County 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 Democratic Committee** whose determination on the matter is final.

- D. Any member who has missed 3 consecutive unexcused meetings or 4 meetings in any rolling calendar year, may be removed from County Committee by the Municipal Chairperson and County Chairperson

***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 Committee previously elected shall terminate unless otherwise provided for by an Act of the Legislature.
- B. The term of all members elected shall be for four (4) years. The term of all members appointed and by the Municipal Committee, shall be for the remainder of the unexpired term.

***SECTION 4: RESIGNATION***

A member of the County Committee may resign his or her position 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 Committee shall be held on the first Monday following the primary election. Exception to this day may be made by the sitting Chairperson, not to exceed 5 days after actual day.
- B. Upon expired terms, a reorganization at the annual meeting will be held. The members of the Committee shall elect a Chairperson, Vice Chairperson, and Secretary, 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.

- C. Only at the annual meeting will any changes to these Bylaws be heard. Changes to the bylaw must be in writing, motioned for change and voted upon in accordance with Article VI of these Bylaws.

## ***SECTION 2: REGULAR MEETING***

- A. There shall be a scheduled Committee meeting not less than once per calendar quarter during the year.
  - a. Notice of the meeting shall be given to all eligible committee members, at least five (5) days prior to such meeting.

## ***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 or IAW Section 3 of this article.
- B. In the absence of the chairperson, the vice-chairperson, then the secretary, shall be vested with the authority of the chairperson in that order.

## ***SECTION 5: QUORUM***

- A. No meeting of the Committee shall be called to order unless:
  - 1. There is in attendance of 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 of the City of Vineland Committee shall establish their own Quorums and Rules for meetings with the advice or the Committee Chairperson.

## ***SECTION 6: PLACE OF MEETING***

The Annual, Regular, and Special meetings shall be held at a public location in the City of Vineland selected by Municipal Chairperson. Executive and Sub Committee meetings may be held at a public or private location.

## ***SECTION 7: Acceptable NOTICE OF MEETINGS***

Notice of the place, date, 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 at least 5 days in advance of meeting.

## ***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 By-Laws in whole or in part shall be 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 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 and 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
- 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 all Cumberland County Democratic Committee members in all matters not covered by State and Federal law or the Committee By-Laws.

**ARTICLE IV: OFFICERS, DUTIES & CONDITIONS**

***SECTION 1: OFFICERS***

- A. The members of the City of Vineland Committee shall elect the following as their officers;
  - 1. CHAIRPERSON
  - 2. VICE-CHAIRPERSON
  - 3. SECRETARY

***SECTION 2: DUTIES OF OFFICERS***

- A. Chairperson – The Chairperson shall have general charge and shall preside at and set the agenda for all meetings of the Committee; shall enforce all rules of the Committee; shall call meetings of the Committee; shall perform all duties in accordance with these 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 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. The Chairperson may appoint not more than two special officers to the Executive Committee to meet the needs of the Elections or Communications and may appoint a sergeant at arms as appropriate.
- B. Vice-Chairperson – The 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 has returned or is elected as provided by this Constitution and Bylaws.
- C. Secretary – The Committee Secretary shall keep a record of all proceedings of the Committee; shall be responsible for giving notice for all meetings to the members of the 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 Committee during the progress of any election campaign or to serve at other times as the need arises.

***SECTION 3: VACANCY OF OFFICERS***

- A. In the event of a vacancy of office of chairperson, the vice-chairperson or secretary 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.

***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 4 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 chairperson shall appoint the following committees and the chair thereof:
  - 1. Executive Committee
  - 2. Other committees as required

### ***SECTION 2: EXECUTIVE***

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

## **ARTICLE VI: AMENDMENTS**

This By-Laws shall be adopted, amended, or repealed only by a two-thirds (2/3) vote of the members of the Committee present at the Annual meeting, provided due notice thereof shall have been given by the Secretary to each member of the City of Vineland 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.