

# WARREN COUNTY DEMOCRATIC COMMITTEE

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CONSTITUTION and BY-LAWS

**WARREN COUNTY DEMOCRATIC COMMITTEE**

**CONSTITUTION AND BY-LAWS**

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**CONSTITUTION AND BY-LAWS**  
**OF**  
**WARREN COUNTY DEMOCRATIC COMMITTEE**

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In accordance with and as provided by N.J.S.A. 19:5-1 et.seq., the following shall be the CONSTITUTION AND BY-LAWS of the Warren County Democratic Committee.

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**ARTICLE I NAME:**

The name of this organization shall be the Warren County Democratic Committee, Inc.

**ARTICLE II OBJECT:**

The object of the Warren County Democratic Committee shall be to promote the principles, establish the policy, direct the affairs, and further the goals of the Democratic Party and strive for the efficient and responsible government of Warren County, the State of New Jersey and the United States of America.

ARTICLE III MEMBERSHIP:

- A. The Warren County Democratic Committee shall be composed of one male and one female from each of the voting districts in the county, who shall have been duly elected in the JUNE primary for the general election or subsequently appointed and elected at the biennial reorganization of the Municipal Committee at a duly authorized meeting as required by N.J.S.A. 19:5-2. Duly elected Municipal Chairpersons shall serve as County Committee members for the duration of their term of office.
- B. All members of the Warren County Democratic District Committee members shall reside in the district from which they are elected. Municipal Chairpersons shall reside in the municipality from which they are elected, and by virtue of their office, shall be county committee members.
- C. The term of all members elected in the Primary Election shall be for two (2) years. The term of all members appointed and elected by the Municipal Committee, shall be for the remainder of the unexpired two (2) year term in accordance with N.J.S.A 19:5-3.
- D. Each member of the Warren County Democratic Committee is obligated promote the principles, policies, goals and objectives of the Warren County Democratic Committee. Actions deemed contrary to the obligations contained herein, are grounds for removal from said position.

**ARTICLE IV OFFICERS:**

- A. The members of the Warren County Democratic Committee shall elect as their officers, a CHAIRPERSON, a VICE-CHAIRPERSON of the opposite sex, a SECRETARY, and a TREASURER, which, with the exception of CHAIRPERSON, shall be a member of the Warren County Democratic Committee as set forth in Article III.

**ARTICLE V DUTIES OF OFFICERS:**

- A. The Chairperson shall preside at all meetings of the Warren County Democratic Committee and of the Executive Committee, and shall report on the proceedings of the Executive Committee at each meeting of the Warren County Democratic Committee. The Chairperson shall establish other such committees from time to time as necessary or proposed by the Committee.
- B. In addition to the rights and duties conferred or imposed by law, the Chairperson shall exercise and discharge those conferred by this Constitution and By-Laws and by resolutions adopted in conformity therewith.
- C. In the absence of or during the inability of the Chairperson to serve the Vice-Chairperson shall preside at all the meetings of the Warren County Democratic Committee and shall exercise all the powers and duties of the Chairperson.

- D. The Secretary shall perform such duties as usually pertain to the office and as may be assigned by the Warren County Democratic Committee or such additional duties as assigned by the Chairperson or by the Executive Committee. These duties shall include the taking and maintenance of attendance records and written minutes of the Warren County Committee and the Executive Committee.
- E. The Treasurer shall possess all the powers and discharge all duties conferred or imposed by law, this Constitution and By-Laws, and the resolutions of the Warren County Democratic Committee.
- F. The Chairperson shall appoint to Executive Committee a Sergeant-at-Arms to preserve order at all meetings of the County Committee and Executive Committee, and shall follow instruction from the Chairperson. The Sergeant-of- Arms shall conduct the biennial election of officers, with the assistance of Democratic Commissioners of the Warren County Board of Election.
- G. The Chairperson and Vice-Chairperson shall be ex-officio voting members of all committees established by this Constitution and By-Laws, and all other committees that may be established by the Warren County Democratic Committee.
- H. The officers of the Warren County Democratic Committee pledge to support, endorse and otherwise aid, in their official capacity, only Democratic candidates for office running in partisan and/or Democratic races. In the event any officer violates this pledge, said officer shall forfeit the office, and it shall be deemed vacant.

Nothing within this section shall be interpreted to prevent an individual from exercising political expression in his or her personal capacity as a voter, and every accord shall be made to respect such privacy, provided no advocacy is made in his or her official capacity to support a candidate in a partisan election or where such advocacy would run contrary to electing a Democrat to office.

**ARTICLE VI VACANCIES:**

All vacancies caused by the death, resignation, malfeasance, a failure to elect or otherwise, shall be filled for the unexpired term an in the flowing manner:

**A. County Committeemen and Committeewomen**

Any vacancy in the office of a member of the Warren 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 Warren 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.

**B. County Committee Officers**

A vacancy existing in the office of the Chairperson, Vice-Chairperson, Secretary, Treasurer, or Sergeant-of-Arms, shall be filled by a vote of the Warren County Democratic Committee at a special meeting called for that purpose with in twenty (20) days of the occurrence of the vacancy.

In the event of a vacancy in the office of Chairperson, and during the limiting twenty (20) day period, the Vice-Chairperson, shall serve as interim Chairperson.

In the event of vacancies in the office of Chairperson and Vice-Chairperson, the Secretary shall serve as interim Chairperson during said twenty (20) day period. The Treasurer shall be next in line of succession. They shall continue their respective duties of office until the vacancy(ies) are duly filled.

**C. State Committeeman and Committeewoman**

In the event of a vacancy, these offices shall be filled for the unexpired term by a vote of the Warren County Democratic Committee at a special meeting for that purpose within twenty (20) days of the occurrence of the vacancy(ies).

**D. Removal of Committee Officers or Members**

Officers or members may be removed for cause, including violation of this Constitution and By-Laws, or any lawful rule or practice duly adopted by the Warren County Democratic Committee.

Nonperformance, dereliction of duty, violation of the Party Pledge by an Officer, or any other conduct prejudicial to the interest of the Warren County Democratic Committee, shall be grounds for removal.

## **E. Procedure for Removal**

### OFFICERS

1. 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.
2. A motion to remove an Officer must be made before the Warren County Democratic Committee membership at a meeting.
3. 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.
4. 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. Just cause is defined in Section D.

5. 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.
6. 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.
7. 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.

## **MEMBERS**

1. Committee persons are expected to vigorously and meaningfully participate in the affairs of the Warren County Democratic Committee. Mere membership does not advance the shared goals of either the Warren County Democratic Committee, or the Democratic Party. Members are subject to removal for failure to attend minimum number of County Committee meetings, which shall be fifty percent (50%) of all duly held meetings in a year, or failure to attend 3 consecutive duly held County Committee meetings.
2. It shall be the duty of the Secretary to maintain attendance records of members at duly held County Committee meetings. In the event a member fails to satisfy attendance requirements, the Executive Committee shall notify the member they are subject to removal. The member shall be afforded an opportunity to provide, in writing, an explanation for non- attendance. Failure by the Secretary to maintain attendance records shall be considered dereliction of duty. Attendance records may be reviewed by any member, upon request.
3. In the event that a member fails to satisfy the attendance requirements as stated, then said member shall be removed from the County Committee, and the resulting vacancy shall be filed pursuant to Article VI.

**Eligibility Upon Removal**

1. 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.
2. 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 VII MEETINGS, QUORUM, ORDER OF BUSINESS AND VOTING:**

**A. Meetings**

The Warren County Democratic Committee shall meet the Tuesday evening following the Primary Election at which time candidates for the office of Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be nominated and elected, and other such times and places at the call of the Chairperson on at least five (5) days notice by either mail or email to each member. Timeliness of mail notification shall be determined by post mark date or email time stamp. There shall be a scheduled County Committee meeting and Municipal Chair meeting once per calendar quarter during the year. By resolution, the County Committee may direct the time and place of additional meetings. In addition, twenty percent (20%) of the members concurring may call a meeting by petition.

**B. Quorum**

No meeting of the Warren County Democratic Committee or Executive 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 at least twenty (20%) percent of the eligible committee members, which said number shall constitute a quorum.

**C. Order of Business**

The Order of Business shall be as follows:

1. Call to Order and Flag Salute
2. Roll Call
3. Reading of the Minutes
4. Report of the Treasurer
5. Report of the Chair
6. Committee Reports
7. Unfinished Business
8. New Business
9. Member's Comments and Announcements
10. Adjournment

**D. Voting**

1. 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 XIV.
2. 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.
3. In the event that there is but one candidate for any office or vacancy, voting may be by voice vote, unless a secret vote is requested by an eligible committee member present.

**ARTICLE VIII EXECUTIVE COMMITTEE:**

**A. Purpose**

The Executive Committee shall be responsible for the execution of the policies of the Warren 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 Warren County.

## **B. Membership**

The Executive Committee shall consist of the following:

1. The elected officers of the Warren 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.

## **ARTICLE IX FINANCES**

### **A. Warren County Democratic Committee Finance Committee**

1. The Finance Committee shall be composed of the Treasurer and two (2) County Committee members appointed by the Chairperson.
2. The Committee shall formulate and prepare a yearly budget for the Warren County Democratic Committee, and it shall be presented to the Executive Committee no later than September 1<sup>st</sup> of each year and for ratification at the fourth quarter (4<sup>th</sup>) County Committee meeting.
3. The Treasurer shall accept all funds and deposit same in a timely manner on behalf of the Warren County Democratic Committee. All disbursements shall be subject to the approval of the Chairperson or Vice-Chairperson.

4. The Treasurer shall render an account to the Executive Committee summarizing all monies received and disbursed, and shall additionally report a summary of all accounts receivable and accounts payable at each meeting of the Executive Committee.
5. All funds received by the Treasurer shall be deposited in the bank account selected by resolution of the County Committee. See 19:44A-10.

**B. Warren County Democratic Campaign Finance Committee**

1. The Chairperson shall appoint a Warren County Democratic Campaign Committee which shall act at the direction of the Executive Committee to raise campaign contributions and pay all expenses relating to a general election campaign.
2. The Chairperson shall appoint a Finance Chairperson and Treasurer of the Campaign Finance Committee.
3. All funds and disbursements of the Warren County Democratic Finance Committee shall be recorded in a separate checking account. All checks shall be signed by the Chairperson and Treasurer of that committee.
4. The Treasurer of the Campaign Finance Committee shall prepare all reports to the New Jersey Election Law Enforcement Commission required for campaign receipts and disbursements as required by law. The final such report shall be included in the minutes of the meeting of the County Committee following its filing.

**C. Audit**

The Executive Committee shall annually appoint an independent auditor who shall audit the accounts of the Warren County Democratic Committee and the Warren County Democratic Campaign Finance Committee and shall submit a report for presentation and recommendations at the meeting of the Warren County Democratic Committee following the annual Primary Election. The funds necessary for the audit shall be included in the yearly budget.

**ARTICLE X COMMITTEES:**

**A. Rules Committee**

The Chairperson shall appoint a Rules Committee consisting of a Parliamentarian and two (2) other members of the County Committee. The Rules Committee shall make recommendations to the Chairperson pertaining to these By-Laws and any other procedures of the County Committee.

**B. Steering Committee**

The Chair 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.

**ARTICLE XI RECOMMENDATIONS**

**A. Poll Workers**

On or before March 1<sup>st</sup> of each year, the Municipal Chair of each municipality shall recommend in writing to the Chairperson the names of persons who they wish to serve as poll workers in their municipal districts. These names shall be forwarded to the Warren County Board of Elections by the Chairperson. In the event a vacancy occurs, the Chairperson, with the advice and consent of the Municipal Chair within whose municipality the vacancy(ies) occurs, shall make recommendations to the Democratic commissioners of the Board of Elections to fill such vacancy(ies). In the event no recommendations are made, or in the event a vacancy(ies) arises when sufficient time does not permit such action, the Chairperson shall make such recommendations as is necessary in the best interests of the Democratic Party.

**B. Appointments**

Whenever by custom or law the Chairperson enjoys the power to recommend a candidate to a county, state, or federal post, position, office or other benefit, the Chair shall first seek the advice and opinion of the Municipal Chairperson of the municipality in which the candidate resides. The Chairperson shall submit the name of the candidate to the Executive Committee for consideration, including a written report of the applicant's Municipal Chairperson's opinion for consideration.

The Executive Committee shall act upon appointments in closed session and by secret ballot. The results of such action shall not be discussed outside the committee except a disclosure of 'Approved', 'Disapproved, or 'No Action'.

**ARTICLE XII NON-MEMBERS:**

All elected Democratic municipal, county, state, and federal officials representing any portion of Warren County, and all Democratic candidates nominated at the Primary Election for any county, state, or federal office to represent any portion of Warren County, shall be entitled to attend meetings of the Warren County Democratic Committee and shall be given notice thereof in writing by the Secretary.

**ARTICLE XIII COMMUNICATIONS:**

All approved minutes of the Executive Committee meetings shall be delivered by mail or email to the Executive Committee, by the Secretary. All approved minutes of the Warren County Democratic Committee meetings shall be mailed or emailed to all Municipal Chairpersons within seven (7) days by the Secretary. Media personnel, audio and/or video recording of the meetings are strictly prohibited, unless authorized by vote of the County Committee.

**ARTICLE XIV AMENDMENTS**

This Constitution and By-Laws shall be adopted, amended, or repealed only by a two-thirds (2/3) vote of the members of the Warren 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 Warren 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 XV 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.

**ARTICLE XVI PARLIAMENTARY AUTHORITY**

The current edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for the Warren County Democratic Committee in all matters not covered by law or the Constitution and By-Laws.

**The By-Laws of the Warren County Democratic Committee were duly enacted on March 20, 2010**

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