

DOBBS FERRY VILLAGE COMMITTEE

BYLAWS

ARTICLE I: NAME AND PURPOSE OF ORGANIZATION

The name of this organization shall be the Dobbs Ferry Village Democratic Committee (hereinafter referred to as the “Committee”).

The Committee shall initiate and institute all policies for the Village Democratic Party. The Committee shall act as the official body through which all Democratic activities or determinations are discussed and decided in the Village of Dobbs Ferry, as defined in Section 2 of Rules of the Democratic Party of the Town of Greenburgh as adopted in 1947 as revised.

The purpose of the Committee is to nominate and support candidates for Village Office, to support candidates running on the Democratic line at all levels of the party and to work toward the goals articulated by the Committee’s platform.

ARTICLE II: MEMBERSHIP

Section 1: The membership of the Committee shall consist of:

- A. Two (2) members of the Westchester County Committee of the Democratic Party representing each election district (“District Leaders”), who shall be elected in accordance with the laws and rules applicable to the election or appointment of such district leaders.
- B. Not more than fifteen (15) additional members, who shall be enrolled voters of the Democratic Party residing within the Village of Dobbs Ferry (“at-large members”), who shall be elected by the District Leaders. Each at-large member shall work with the leaders of a designated district.
- C. All members of the Board of Trustees and the Mayor who are elected on the Democratic line shall be *ex officio* members of the Committee during the term of such persons’ office and for a period of one year thereafter, and all Democratic candidates for the Board of Trustees or the office of Mayor who are enrolled voters of the Democratic Party and who shall not be elected to the offices for which they are candidates shall be *ex officio* members of the Committee for a period of one year from the date of their nomination for such offices.

Section 2: The officers of the Committee shall be known as the Executive Committee.

Section 3: Voting power of the committee shall be vested as follows:

- A. With respect to decisions which, under applicable statute, may be made only by district leaders, each district leader shall have one vote.

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- B. With respect to all other matters, each member of the Committee shall have one vote.
- C. Notwithstanding the foregoing, each member of the Committee and any resident of Dobbs Ferry who shall attend any meeting of the Committee shall be entitled to address a meeting on any matter, subject only to rulings from the Chair as to recognition, decorum and similar procedural matters.

Section 4: Committee members are expected to:

- 1. Work to elect Party candidates
- 2. Support the Party platform
- 3. Participate in Committee activities by attending as many meetings as possible and serving as an officer or on at least one standing committee
- 4. Get to know their districts
- 5. Carry nominating and designating petitions for party candidates.
- 6. Uphold fair and ethical standards in carrying out duties and responsibilities set forth herein.

ARTICLE III: MEETINGS

Section 1: There shall be an organization meeting held between six (6) and eighty-one (81) days after the election of the members of the County Committee at the biennial election held in each even-numbered year in each election district within the Town of Greenburgh, provided such meeting is held at least ten (10) days prior to the County Democratic Reorganization Meeting. Within three (3) days thereafter, the corresponding secretary of the Committee shall file with the corresponding secretary of the Greenburgh Town Democratic Committee a list of the names of the Executive Committee and their respective post office addresses. At such organization meeting, the district leaders may elect at-large members, and all members shall elect the officers of the committee.

Section 2: Regular meetings to conduct the normal order of Committee business will be held at a time and place convenient to the majority of the members, as designated by the chairperson, but not fewer than two (2) times each year. The chairperson may, at his or her discretion, conduct meetings utilizing teleconferencing or online video conferencing.

Section 3: Special meetings of members for any purpose shall be called by the Chairperson at the request of three (3) or more members on at least twenty-four (24) hours notice.

Section 4: Members of the Committee shall be notified of all meetings by the chairperson or a designated representative at least three (3) days prior to the meeting except as otherwise provided in Section 3.

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Section 5: Robert's Rules of Order shall prevail at all meetings, unless suspended by three-quarters of those attending a meeting at which there is a quorum.

Section 6: A quorum shall consist of not less than forty percent (40%) of the members of the Committee, not including the *ex officio* members, provided, however, that if the matter to be determined is a matter which, under applicable statute, may be voted on only by district leaders, a quorum shall consist of a majority of district leaders. Proxies shall be permitted only at Committee meetings convened to nominate candidates for Village elective offices. At such meetings a quorum shall consist of a majority of district leaders, attending in person or by proxy.

Section 7: Members shall be entitled to vote in person or, in the case of meetings held via teleconferencing or online video conferencing, by telephone or online transmission. A majority of members voting shall be necessary to carry any motion or action. Voting shall be "viva voce" or by a hand count unless any member requests a secret vote by ballot.

Section 8: At meetings of the Committee that are convened to nominate candidates for Village elective offices, a district leader shall be entitled to vote by proxy, provided such proxy is received by the chairperson or by the recording secretary at least twenty-four (24) hours before the time fixed for the meeting. The proxy must be in the form attached to these By-Laws. Any district leader who is a member of the Committee may carry a proxy, but no district leader may act as a proxy for more than one (1) district leader.

ARTICLE IV: OFFICERS

Section 1: A chairperson, vice-chairperson, recording secretary, corresponding secretary and treasurer shall be elected from the membership of the Committee at the organization meeting of the Committee.

Section 2: In addition to the elected officers of the Committee listed in Section 1, the chairperson may appoint with the consent of the Committee two executive vice-chairpersons and assistant secretaries, who shall perform such duties pertaining to their offices as may be assigned to them by the chairperson.

Section 3: Officers shall hold office for two (2) years and may succeed themselves. They shall not receive any payment for their services.

Section 4: The chairperson shall be the chief executive officer of the Committee, preside at all meetings, have active management of the business of the Committee, have the right to appoint and dissolve special committees and be an *ex officio* member of special and standing committees.

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Section 5: The vice-chairperson shall be the executive assistant to the chairperson and shall perform such duties as assigned by the chairperson including attendance at Town and County meetings. In the absence of the chairperson, the vice-chairperson shall assume the chairperson's duties. (In the absence of both the chairperson and vice-chairperson, the Committee may elect someone from those present to assume the duties until the chairperson or vice-chairperson shall be present).

Section 6: The recording secretary shall attend all meetings of the Committee, both regular and special, and record all minutes, votes, and all the proceedings. These records shall be kept in a book and be available at all meetings. These duties shall also be performed for all special or regular committees. The recording secretary shall be responsible for all records and documents of the Committee. In the absence of the recording secretary, the chair shall appoint a secretary *pro tem*. The corresponding secretary shall be responsible for all correspondence of the Committee.

Section 7: The treasurer shall have custody of all Committee funds raised as dues or by any other means. He or she shall render a financial report at all regular meetings or at the request of the chairperson. The treasurer shall pay all bills and shall incur no indebtedness larger than fifty dollars (\$50.00) unless approved by the full Committee.

If the treasurer is unable to perform his or her duties for any reason, all record and books that he or she is responsible for shall be given to the chairperson at the earliest possible date.

Section 8: Any officer may be removed in accordance with the following procedure:

- A. If a request is filed with the chairperson, and signed by not fewer than three (3) members of the Committee, requesting the removal of any particular officer, the chairperson of the Committee shall send, or shall cause to be sent, a copy of such notice to each member of the Committee, together with the date of the next meeting of the Committee at which time such request shall be acted upon.
- B. At such meetings, such officer may be removed by the votes of two-thirds (2/3) of the Committee members present.

ARTICLE V: INSPECTORS OF ELECTION

Section 1: Inspectors of election are appointed in accordance with Election Law by the Board of Elections on the basis of recommendations submitted by the Committee. The chairperson shall be responsible for submitting lists of recommended persons for appointment as inspectors of election as required by the established practices of the Village of Dobbs Ferry. In the preparation of such lists, the chairperson shall consult with the County Committee members for each district.

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ARTICLE VI: COMMITTEE ON VACANCIES

Section 1: The Chairperson shall appoint the following standing committees:

Committee on Vacancies & Nominating

Fundraising & Events

A standing committee shall consist of at least two (2) members.

Section 2: Vacancies in the district leadership and on the Executive Committee shall be filled by an election. This election shall be held after:

- A. Announcement of the vacancy is made at a regular or special meeting;
- B. A standing Committee on Vacancies, appointed by the chairperson, recommends a candidate. Candidates may also be nominated from the floor prior to the vote.
- C. Due notice is sent to all members of the Committee indicating that an election to fill a vacancy is to be held.

ARTICLE VII: REMOVAL OF MEMBERS OF THE COMMITTEE

Section 1: The Committee, by vote of at least two-thirds (2/3) of its members at a meeting at which there shall be a quorum, may remove any at-large member of the Committee if such person has failed to attend three (3) consecutive regular or special meetings of the Committee or who actively worked to elect candidates other than the Committee's candidates in a Village Election. Any member who shall be removed in accordance with the foregoing shall, if such member is an officer, also be deemed removed from his or her office.

ARTICLE VIII: AMENDMENTS

Section 1: These Bylaws may be amended, supplemented or modified at a regular meeting of the Committee at which a quorum is present by a majority vote. Members must be notified at least five (5) days prior to the meeting and at the same time a copy of the proposed changes sent to each member. At such meeting, amendments to the proposed changes may be made and adopted without further prior notice to the committee.

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PROXY FORM

I, the undersigned District Leader and member of the Dobbs Ferry

Democratic Committee (the **“Committee”**), hereby appoint

_____, who is also a District Leader and

member of the Committee, as my proxy to vote on my behalf at the

meeting of the Committee to be held on _____.

SIGNATURE: _____

DATE: _____