

**CONSTITUTION & BY-LAWS**  
**GOVERNING THE UNION COUNTY DEMOCRATIC COMMITTEE**

ARTICLE I. NAME: This organization is known as the "UNION COUNTY DEMOCRATIC COMMITTEE." These rules are its constitution and by-laws and are hereby made immediately upon adoption.

ARTICLE II. STATEMENT OF PURPOSE: The Union County Democratic Committee ("Committee") is dedicated to the highest ideals of democratic government. In order to achieve this purpose, we will make every effort to select and develop only the most competent candidates to represent the Party and effectively work for their election. In addition, the Committee will encourage broad based participation in Party and governmental affairs by every segment of our society. We believe the election of qualified candidates and involvement by many, offers the best opportunity for a government that is responsive to all the people of Union County.

**ARTICLE III. MEMBERSHIP AND POWERS OF THE ORGANIZATION**

SECTION 1. The Committee shall be the official representative of the Democratic Party in Union County and shall have general charge of all matters within Union County pertaining to Party organization. It shall be the Committee's duty to execute diligently these rules as well as promote Party success. The members of the Committee are the leaders in their respective districts and shall be accountable for the efficient organization and responsiveness of the Party to the citizens in each district.

SECTION 2. This Committee shall be composed of two people from each election district in the County. Such members shall reside in the district from which elected and be chosen at the Primary Election every four (4) years. All members currently serving as of the date of this adoption or those subsequently appointed to valid vacancies, shall serve until their successors are elected and seated on the date as prescribed by law following the primary election of June 2023.

SECTION 3. It shall be the obligation of the members and the officers of this Committee and Democratic elected and appointed officials to support the purposes for which the Party exists, and to work for the proper fulfillment of the same and to support those Democratic candidates for election to public office duly nominated in a Primary Election.

Failure to abide by the provisions of this section may be grounds for referral to the Executive Committee, which in turn, upon a finding of cause, may refer the matter to the Trustees of the Regular Democratic Organization for final determination as to the right to use the slogan of the Regular Democratic Organization corporate line; send a recommendation to the Trustees of the Regular Democratic Organization of Union County, Inc. for the withholding of county organization funds for the general election; withdrawal of an endorsement and/or a determination that no solicitation may be made for the raising of funds to support a candidate seeking an elective office.

SECTION 4. In the event a vacancy occurs on the Committee, the Municipal Committee affected shall convene according to law and elect a successor to fill the vacated term. A majority vote of Municipal Committee members, present and voting, is required to elect a new Committee member.

#### ARTICLE IV. MEETINGS:

SECTION 1. The Committee shall meet quadrennially or every four (4) years for its reorganization on the first Tuesday following the Primary Election in which new Committee Members are elected, or at such other times as may be provided by law; at a time and place designated by the Chairperson. The Committee shall thereafter meet at the call of the Chair. The Chairperson need not be an Elected Committeeperson, but must be a registered member of the Democratic Party of Union County. All meetings, in the discretion of the Chairperson, may be conducted Virtually. In order to be considered as a candidate for any office of the Union County Democratic Committee, written notice must be received by the current Chairperson no later than 72 hours prior to the reorganization meeting.

SECTION 2. Meetings shall be called upon at least five (5) days written notice or by electronic mail (email or text message) to the members of the Committee; (a) by the Chairperson on his/her motion; or (b) at the written petition of at least twenty five percent (25%) of the allotted membership from no fewer than nine (9) municipalities to the Chairperson who shall schedule the meeting upon proper notice within thirty (30) days of receipt of the request.

SECTION 3. At all meetings of the Committee the Chairperson shall call the meeting to order and proceed to dispose of Committee business whenever a quorum is present. A quorum shall consist of one hundred (100) members present. Meetings may be conducted virtually.

SECTION 4. In the absence of the Chairperson, meetings of the Committee shall be presided over by the highest ranking officer present in the order set forth in ARTICLE V, SECTION 1. This will also hold true for Executive Committee meetings.

SECTION 5. Order of business for the reorganization meeting shall be:

- (A) Certification of membership present by a Credentials Committee appointed by the Chairperson.
- (B) Election of the Chairperson and First Vice Chairperson.
- (c) Election of remaining officers.
- (D) Adoption of rules governing the Committee.
- (E) Report of previous years Political and Fiscal activities.
- F** Consideration of new business.

SECTION 6. The parliamentary rules binding at all meetings shall be governed by general parliamentary rules presided over and at the discretion of the County Chairperson who shall maintain order at all meetings. Where these rules are silent, Robert's Rules of Order shall control. The privilege of addressing the membership is at the discretion of the County Chair but is reserved for officers, members of the Committee, Democratic elected officials, Democratic candidates, Democratic Party officials and invited guests.

SECTION 7. A Credentials Committee shall be selected by the County Chairperson prior to any meeting of the Union County Democratic Committee. This Committee shall certify by Municipality the membership present and entitled to cast ballots of any such meeting and challenges to the certifications shall be presented at the time of that certification report. All challenges shall be resolved by a majority vote of the members of the Rules Committee.

- (A) Committee persons may, at the discretion of the County Chairperson, be required to sign in at any time that they enter or re-enter the floor of the meeting. Any Committee person may be requested to present sufficient evidence as to his/her identity. Only certified Committee persons, Municipal Chairpersons, members of the staff of the Credentials and Rules Committees, candidates and guests invited by the Chairperson shall be permitted on the floor of the meeting.

SECTION 8. A Rules Committee shall be selected by the Chairperson prior to any meetings of the Union County Democratic Committee. This Committee shall be chaired by the Parliamentarian of the Union County Democratic Committee and shall be the final arbiter of all grievances and disputes in any way connected with the Committee meetings procedures and/or with challenges to the certification of the Credentials Committee. The membership of the Rules Committee shall be comprised of the Parliamentarian and two (2) other persons selected by the Chairperson.

## SECTION 9. VOTING

The delegation leader shall be the municipal chairperson or his/her designee. Tabulation shall be at the County Chairperson discretion. The delegation leader shall verify and report the actual vote totals and their results publicly to the Meeting when called upon by the County Chairperson, except in the case of a virtual meeting, wherein counting and reporting will be done by staff designated by the County Chair. The municipal chairpersons or delegation leaders may request verification of virtual tallies.

- (A) Delegation voting by unit rule shall be prohibited.
- (B) No proxies shall be permitted and all voting shall be done as follows: Each Committee person shall fill out an individualized ballot provided to them and hand it to their municipal chair or designated delegation leader, who shall

collect and deposit such ballot in an appropriate sealed box designated for such purpose. Following the conclusion of voting, the sealed box shall be opened and the ballots tabulated. In the Union County Chairpersons discretion, in house staff or an outside legal or accounting firm may be utilized for such purpose, with the Union County Chairperson retaining a record of said voting. Nothing herein shall prevent the Union County Chairperson from determining that a voice vote or show of hands may be utilized where the matter or election at issue is uncontested. In the event of a virtual meeting the tabulation may be calculated by virtual means at the discretion of the Chairperson.

- (c) The delegation leader shall not be permitted to announce, report, or cast more votes than membership present on the floor at the time the vote is cast. Any challenge to the number of votes reported must be made immediately prior to the acceptance of the next Municipalities tally is reported or else such challenge is waived or foreclosed.

## ARTICLE V. OFFICERS

SECTION 1. At the quadrennial reorganization meeting, the Committee shall elect the following officers:

- (A) County Chairperson
- (B) First Vice Chairperson
- (C) Second Vice Chairperson
- (D) Third Vice Chairperson
- (E) Fourth Vice Chairperson
- (F) Fifth Vice Chairperson
- (G) Secretary
- (H) Treasurer
- (I) Comptroller
- (J) Sergeant-at-Arms
- (K) Parliamentarian

All officers may but need not be members of the Committee, and the term of each office shall be four (4) years or until a successor is elected. An officer shall be deemed to be elected when he/she has received a majority of votes of those present and voting at

the reorganization meeting or any other meeting to fill vacancy. When more than two candidates stand for election to any office, and none shall receive a majority on the first ballot, the candidate polling the least number of votes shall be eliminated on each successive ballot until one candidate receives a majority of the votes cast. All officers currently serving as of the date of this adoption or those subsequently appointed to valid vacancies shall serve until their successors are elected and seated following the primary election of June 2023 at the quadrennial reorganization meeting.

SECTION 2. The County Chairperson shall be the Chief Executive Officer and preside at all meetings of the Committee. The Chairperson shall establish a Rules Committee and such special and/or ad hoc committees as are deemed necessary. The County Chairperson shall be a member ex-officio of all such committees. The Chairperson shall have the authority to maintain an office and hire necessary personnel. He/she shall retain an independent auditing firm annually and shall sign all documents and papers required to be executed on behalf of the Committee. The Chairperson shall resolve all motions and issues of parliamentary procedure of the Committee or Executive Committee. In the event that the Chairperson shall be absent for more than twenty (20) days, the Vice Chairpersons, in order, shall be authorized to sign necessary documents. In the event of death, resignation, disqualification or refusal of the Chairperson to discharge the duties of the office, the highest ranking Vice Chairperson shall be vested with the responsibility of the office of Chairperson and shall perform such duties until an election is held. In the event of such investiture, said Vice Chairperson shall convene the Executive Committee by First Class or electronic mail within seven (7) days for the purpose of setting the date, time and place for the election of a new Chairperson. The members of the Executive Committee may have the right to recommend one person to the members of the Committee for Chairperson in case of a vacancy in that office. No recommendation may be made unless a person receives the support of at least sixty (60) percent of the Executive Committee present and voting. Any person wishing to be considered by the Executive Committee must submit his/her name to the Secretary at least three (3) days prior to the Executive Committee meeting at which said recommendation is to be made. Notification of the election to fill the vacancy in the position of Chairperson shall be made to the members of the Committee by First Class or electronic mail at least five (5) days prior to the Committee meeting. This election is to be held within thirty (30) days after the investiture of the Vice Chairperson.

SECTION 3. The First Vice Chairperson shall perform such duties as the Chairperson shall assign and as provided herein. He/she shall be an ex-officio member of all committees.

SECTION 4. The Second, Third, Fourth and Fifth Vice Chairpersons shall each perform such duties as the Chairperson shall assign.

SECTION 5. The Secretary at any regular meeting shall read the minutes of the prior meeting, take minutes of the meeting and keep a permanent record of the same. The Secretary shall prepare and arrange to furnish to all members of the Executive Committee the correct names and addresses of its entire membership and Democratic

Party's endorsed candidates within thirty (30) days of the reorganization meeting. Any member of the Committee may request and receive this list from the Secretary. The Secretary shall be responsible for maintaining in the Chairpersons office up-to-date lists of County Committee Members. The Secretary shall also mail these and other pertinent materials to the members of the Committee as directed by these rules or by the Chairperson. The Secretary shall upon expiration of his/her office deliver all property in the Secretary's possession or under the Secretary's control belonging to the Committee to the Chairperson.

SECTION 6. The Treasurer shall perform such duties as usually pertain to the office or as prescribed by law and shall make available for inspection financial reports required by law to any member of the Committee requesting the same.

SECTION 7. The Comptroller shall maintain all financial accounts payable and report to the Chairperson and to the Executive Committee the status of said accounts. He/she shall verify all payments made on behalf of the Committee.

SECTION 8. The Sergeant-At-Arms shall, at the direction of the Chairperson be responsible for maintaining order at Committee meetings. He/she shall escort all guests of honor to the podium as required.

SECTION 9. The Parliamentarian shall preside over the Rules Committee. In the absence of the Parliamentarian, the Chairperson shall appoint someone to serve in the position for that meeting only.

SECTION 10. In the event that a vacancy is created in any office other than the County Chairperson, the Executive Committee shall elect a successor subject to confirmation by majority vote of those present and voting at the next regular meeting of the Committee.

## ARTICLE VI. ORGANIZATION

### SECTION 1. Executive Committee

(A) The Executive Committee shall consist of the County Chairperson, the twenty-one (21) municipal chairpersons, and the Officers of the Union County Democratic Committee. A quorum shall be a majority of the Executive Committee, all meetings of the Executive Committee shall be chaired by the Union County Chairperson, each of the above shall have a vote. All ties shall be broken by the County Chairperson.

(B) All meetings of the Executive Committee shall be called by the County Chairperson or by a written request upon the County Chairperson by a (2/3rds) majority of the members of the Executive Committee. Notice via regular or electronic mail of the all meetings must be received by each member of the Executive Committee at least 48 hours prior to the convening of the meeting.

(C) The Executive Committee shall establish and implement policy for the Democratic Party within Union County subject to ratification, if necessary, at the

next regular meeting of the Committee. It shall hold regularly scheduled meetings to be held on a date, time and at a place determined by the Chairperson

(D) Minutes of each Executive Committee meeting shall be recorded by the Secretary, read and approved at the next regular meeting. Such minutes shall be made available to any member of the Executive Committee upon request to the Secretary within twenty-two (22) days from the date of the particular meeting.

(E) The Vice Chairperson of each Municipal Committee or a designee of the Municipal Chairperson may serve as an alternate and may vote at any meeting of the Executive Committee in his/her Municipal Chairperson cannot attend. In the event an officer cannot attend a meeting, an alternate shall be permitted to serve in place as appointed by the Union County Chairperson. No written proxy votes shall be permitted at any meeting of the Executive Committee.

#### ARTICLE V". AMENDMENTS

These rules shall only be amended as follows: (a) when proposed by a County Committee member, notice of such amendment shall be given to the Chairperson at the County Committee meeting at least twenty (20) days prior to the call of a County Committee meeting at which the amendment is intended to be offered; (b) when proposed by the Executive Committee, by a vote of two-thirds (2/3rds) of its full membership, notice shall be given to the Chairperson at least seventy-two (72) hours prior to the mailing of a County Committee meeting notice. Notice to the County Committee membership of the proposed amendment shall then be mailed or emailed at least ten (10) days prior to the County Committee meeting. Such notice shall set forth the provision to be amended with the exact substitute language of the amendment. When adopted by the County Committee, by a vote of (2/3rds) of those present and voting, it shall become a part of these rules.

**Revised: February 16, 2021.**

RESOLUTION 1-2021: Be it resolved that the Union County Democratic Committee hereby recognizes that the Covid-19 Pandemic has changed the way in which elections are conducted and has received correspondence from the Union County Clerk, who is the chief election official of the County of Union, expressing concerns for the upcoming committee election and requested that the Union County Democratic Committee consider extending the terms of their committee members. In accordance with this request, the Union County Democratic Committee has adopted a new Constitution and By-Laws to achieve this goal. Additionally, the Union County Democratic Committee members who hold dual roles as members of their respective municipal committees, resolves to extend the terms of their local Committee Members and Officers, until the first Tuesday following the primary election of June 2023 or as otherwise prescribed by law.

**Adopted: February 16, 2021**