

Rules and Regulations of the Democratic Party of the Town of Gardiner, County of Ulster.

There shall be a Town of Gardiner Democratic Committee consisting of two members each of the Ulster County Democratic Committee representing each election district within the Town of Gardiner.

Article I: General Provisions

Section 1. Composition. The members of County Committee from election districts in the Town of Gardiner shall constitute the Town of Gardiner Democratic Committee. The town committee may designate up to two enrolled members of the Democratic Party for each election district in Gardiner as Associate Committee members to serve as non-voting members, with such powers as these rules shall provide, provided that said rules are not inconsistent with the By-Laws of the Ulster County Democratic Committee and the Election Law of the State of New York. Associate members shall serve for a period of two (2) years or until the next Organization Meeting, whichever time period is shorter.

Section 2. Qualifications. Each member of the Town Committee shall be an enrolled voter of the Democratic Party when elected and through his/her term of office, and who resides in one of the Election Districts of the Town of Gardiner.

Section 3. Time of Election. The members of the County Committee shall be elected biennially in even-numbered years at the official primary election as provided by the Election Law of the State of New York.

Section 4. Vacancies. In the case of the death, declination, disqualification, resignation, removal from office of a member of the County Committee, or a failure to elect a member, or an increase in the number of election districts, the vacancy on the Town Committee of a County Committee member shall be filled by the action of the members of the County Committee at the next meeting of the County Committee.

Section 5. Organization Meeting. In accordance with the By-Laws of the Ulster County Democratic Party, the Town Committee shall meet no later than the twentieth (20th) day following the official primary at which its members were elected to organize by the election of a Chair, Vice-Chair, Secretary, and Treasurer, and such other officers as the committee may deem appropriate. Such officers need not be members of the County Committee. Within three (3) days after the official primary, the Town Chair shall designate the time and place of such organizational meeting. The Town Committee shall give at least three (3) days' notice of such meeting in writing to each duly elected committee member. In the event that the Town Chair fails to designate the time and place of such meeting and the notice provided for above, any Town of Gardiner member of the County Committee shall call such meeting to order, and the members present, by majority vote, shall select a temporary Presiding Officer and temporary Secretary to conduct such meeting until the election of new officers. The candidate receiving a majority of the votes cast by the members shall be declared elected. Each candidate shall be

entitled to appoint one teller to canvass the ballots.

(a) The Presiding Officer and the Secretary of such meeting shall execute a Certificate of Election of such officers stating their names and post office addresses, upon forms to be provided by the Ulster County Democratic Committee and the Ulster County Board of Elections within three (3) days after such meeting.

Section 6. Term of Office. The officers of the Town Committee shall hold office until the next organizational meeting of the Town of Gardiner Democratic Committee and shall be eligible for reelection. In the event of a vacancy created by a Town officer, the remaining members shall within thirty (30) days elect a successor by the same procedure as provided by Section 8.e of this Article.

Section 7. Regular Meeting. In addition to the organization meeting, the Town of Gardiner Democratic Committee shall meet as often as necessary, but in no event, less than six (6) times a year.

Section 8. Officers. The officers of the Town Committee shall be: a Chair, a Vice-Chair, a Treasurer, and a Secretary. Such officers shall be enrolled voters in the Democratic Party residing in Ulster County but need not be members of the County Committee.

- a) The Chair shall carry out the programs and policies of the Town of Gardiner Democratic Committee. The Chair shall conduct all meetings, establish the agenda for such meetings, and shall perform such other duties as may be prescribed in these By-Laws or be required by law.
- b) The Vice-Chair shall serve as the Chair when requested by the Chair or in the absence of the Chair. The Vice-Chair shall perform such other duties as assigned by the Chair.
- c) The Treasurer shall maintain bank accounts and financial records associated with the Town Committee.
- d) The Secretary shall keep the minutes of all meetings, maintain the roll of attendance, and perform such other duties as shall be required by these By-Laws, the Rules and Regulations of the County Committee, and the Election Law. Upon the expiration of the term of office, the removal from office, or inability to act, the Secretary shall deliver books, papers, and any other property belonging to the Town Democratic Committee to the Chair.
- e) If a vacancy occurs in the office of Chair at any time between the biennial organizational meetings, the Vice Chair shall automatically become Acting Chair of the Town Committee. In the event of such vacancy, it shall be the duty of the Town Committee within thirty (30) days after the vacancy occurs to schedule a meeting for the purpose of electing a new permanent Chair for the unexpired term. If a vacancy occurs in any office of the Town Committee other than that of Chair, the Town Committee shall meet within thirty (30) days and elect a new officer to fill such vacancy for the balance of the unexpired term.

Section 9. Associate Members. In the absence of an elected committee member at a

committee meeting, the Chair may designate an Associate Member from the district from which the absent elected committee member serves as an alternate for the absent voting member for purposes of establishing a quorum and/or voting on (non-countywide) issues. Such designation shall last only for the duration of that meeting.

Article II

Conduct of Meetings

Section 1. Voting. On all questions including procedural questions, each elected member of the Town Committee shall have one vote. Associate Members, designated by the Chair under Article 1 Section 9 of these rules, may vote on local issues only.

Section 2. Quorum. For any meeting of the Town of Gardiner Democratic Committee, a quorum shall be fifty (50) percent of the duly elected members, provided that fifty (50) percent of the officers are in attendance. Associate members, if designated by the Chair under Article 1 Section 9 of these rules, shall be counted for purposes of establishing a quorum.

Section 3. Conduct of Meetings. The Chair, or the Vice-Chair or other designee of the Chair, shall preside at meetings of the Town Committee.

Section 4. Resolutions. All resolutions or other motions made by members shall be reduced to writing by the member offering the same and may be referred, at the discretion of the Chair, without debate to a committee for action or report.

Section 5. Procedure. The Chair, without debate, shall decide all questions relative to procedure or priority of business. Decisions of the Chair shall be final unless reversed by a majority of the members in attendance. Except as otherwise provided herein, Robert's Rules of Order shall apply.

Section 6. Amendments. Amendments to these By-Laws may be made after written notice has been given to all members of the Town Committee, proposed written amendments distributed to elected members of the Town Committee, and after discussion of the amendments at two meetings. Approval of amendments shall be by majority vote.

Article III

Miscellaneous

Section 1. All other procedures and policies not covered by these rules and regulations shall refer to the Ulster County Rules and Regulations of the Democratic Party or the Election Law of the State of New York.

Section 2. These By –Laws shall be effective immediately after adoption.