**Acton Democratic Town Committee Bylaws – REVIEW DRAFT – 29 JULY 2018**

# Article I - NAME

The name of this organization is and shall be "Acton Democratic Town Committee" (the Committee).

# Article II - Objectives

It shall be the purpose of the Committee to promote the objectives and interests of the Democratic Party, and to encourage interest in the Democratic Party.

# Article III - Policies

The policies of the Committee shall be in harmony with the policies of the State and National Democratic Committees.

# Article IV - Membership

Section 1 - Definition. Whenever reference is made in these bylaws to “Members of the Committee” it shall include individuals elected at the presidential primaries, individuals chosen by the Members of the Committee to replace vacancies occurring among those elected at the presidential primaries and Members of the Committee who have served for 20 years and have thus achieved lifetime membership”. If the word “member” is not qualified, it shall include Members of the Committee and Associate Members. “Town Committee” includes all members.

Section 2 - Associate Members. Members of the Committee may, by vote at any meeting, select Associate Members by a two-thirds vote of those Members of the Committee present and voting. Nominations for Associate Members shall be made by the Nominating Committee or from the floor. Associate Members shall have the right to vote on all issues before the Town Committee except they shall not have the right to vote on the election of Members of the Committee, Associate Members, officers or amendments to the bylaws..

Section 3 - Qualifications. All members of the Democratic Town Committee must be enrolled members of the Democratic Party resident in the Town of Acton who.

Section 4 - Representation. The Committee shall actively seek membership representation from all segments of the population, including minorities, the handicapped, youth, senior citizens, low and moderate income people, and women, and shall not exclude anyone from membership on the basis of race, national origin, religion, sex, sexual preference, physical handicap or economic status.

Section 5 - Number. The number of Members of the Committee shall not exceed thirty-five (35) elected in accordance with statute (Chapter 52 MGL) plus any 20-year members. The number of Associate Members is not limited.

Section 6 - Vacancies. Vacancies among Members of the Committee shall be filled by nominees designated by the Nominating Committee or nominated from the floor, and elected by majority vote of the Members of the Committee present and voting at the meeting following the meeting at which they were nominated. Nominees shall be selected from among the Associate Members or, in the absence thereof, from any other eligible candidates. Nominees must be enrolled members of the Democratic Party, residents of the Town of Acton, and must have attended two consecutive Committee meetings. Replacement Members of the Committee may serve until the next organizational meeting after the following presidential primary, at which time they may run for Member of the Committee in the primary along with others.

Section 7 - Attendance. In accepting election, members affirm a commitment to participate in the activities of the Town Committee. Members of the Committee may be removed from the Committee after adequate notice and a two-thirds vote of the Members of the Committee for failure to attend at least half of Town Committee meetings and/or activities during the preceding 12 months. A member may choose to resign upon notice but, if not, shall have 30 days to appeal to the Town Committee or to the Judicial Council of the State Democratic Committee.

Section 8 - Dues. Dues for all Members of the Committee and Associate Members shall be determined annually by vote of Members of the Committee at the first meeting of the calendar year, due and payable within 30 days. The Chair may waive all or any portion of the dues for any member for economic reasons.

# Article V - Officers – Elections – (Officer job descriptions not yet completely updated)

Section 1 - Organization of the Committee. The Committee shall meet no later than April 15 of each election year to organize by choosing, by secret ballot by a majority of Members of the Committee present and voting, a Chair, Vice- Chair, Recording Secretary, Publicity Secretary, Corresponding Secretary, Treasurer, Affirmative Action Officer, and any other officers it may decide to elect. Only Members of the Committee may serve as officers.

Section 2 - Chair. The Chair shall preside at meetings, direct the functioning of the Committee, and appoint members of subcommittees.

Section 3 - Vice-Chair. The Vice-Chair shall be a different gender from the Chair, shall preside at and conduct all meetings in the absence of the Chair, and shall have all powers of the Chair in selected by majority vote of members present and voting.

The Vice-Chair shall fulfill the role of Parliamentarian as required at Committee meetings. However, the Chair may appoint a different parliamentarian if the Vice-Chair prefers not to exercise this function.

Section 4 - Recording Secretary. The Recording Secretary shall take and keep records of proceedings of the Town Committee, including attendance at each meeting, and file reports required by law.

Section 5 –Publicity Secretary. The Publicity Secretary shall ensure that all members and other interested Democrats are notified of meetings and events.

Section 6 - Treasurer. The Treasurer shall have custody of all Committee funds, shall be responsible for the collection of dues, shall maintain accurate financial records, and shall prepare and present such financial reports as the Chair of the Committee may direct. The Treasurer may open a bank account or accounts in a bank or trust company of his/her selection, funds in such account's) subject to withdrawal upon the Treasurer's signature.

Section 7 - Affirmative Action Officer. The Affirmative Action Officer shall conduct affirmative action and outreach programs to encourage full participation by all segments of the population, with particular focus on Blacks, Hispanics, Asian-Americans, Native Americans and Cape Verdeans, the handicapped, Youth, low and moderate income people, senior citizens and women. Such programs shall be coordinated with those formulated and implemented by the Affirmative Action and Outreach Sub-Committee of the State Committee (State Charter, Article 7, Section III). Goals of the Affirmative Action Officer shall be to provide target group programs of the Democratic Party, and to elect members of said groups to all levels and units of the party proportionately to enrolled Democrats in the voting area, in a formula compatible with United States Census data.

Section 8 - Term of Office. All Committee Officers shall be elected for two-year terms, and shall serve until their successors are elected or they are re-elected at the following bi-annual organizational meeting.

Section 9 - Nominating Committee. Nominating Committee shall be appointed by the Chair to serve for two years, and shall be responsible for proposing candidates for each office to be voted upon by Members of the Committee eligible members at scheduled bi-annual elections and to fill any vacancies that may occur between the bi-annual elections.

# Article VI - Meetings

Section 1 - Organizational Meetings. The Town Committee shall meet after the presidential primary and before May 1, (April 10? need to confirm date: “within 10 days after the 30th day next following the election of its members) and organize by electing a Chair, Vice-Chair, Recording Secretary, Publicity Secretary, Treasurer, and such other officers as it may deem necessary. The organizational meeting and elections shall be chaired by the outgoing Chair or the highest officer present. In the absence of any former officers, a Chair Pro Tem shall be elected. After the election of officers, who shall take office immediately, the status of Associate Member may be reviewed.

Section 2 - Call to Meeting. The Chair shall call at least four meetings of the Town Committee in each year. Special meeting may be called by the Chair, or by written request for a special meeting signed by any ten Members of the Committee and delivered to the Chair who shall promptly call such a meeting. Requests for special meetings must state the purpose of such meetings. No other business may be conducted at such special meeting. All Town Committee meetings shall be open to the public. Should it be necessary to go into executive session, the procedures of Robert's rules shall be followed.

Section 3 - Notice. The Chair or Publicity Secretary shall notice all Members of the Committee and Associate Members of the time and place of each meeting, by mail or e-mail at least seven days prior to the meeting and business to be conducted. The Chair or Acting Chair shall prepare a reasonable detailed agenda for each forthcoming meeting.

Section 4 - Quorum. A quorum shall consist of one fourth of the Members of the Committee . Members of the Committee must attend in person to be counted in quorums & votes.

Section 5 - Order of Business. The following shall be considered the normal order of business:

* Introduction of guests.
* Reading of the minutes.
* Report of the Treasurer.
* Reports of other officers and committees.
* Unfinished business.
* New business.
* Reading of communications and announcements.
* Adjournment.

This order of business may be waived by a majority vote of the Members of the Committee present and voting.

Section 6 - Procedure. Meetings of the Acton Democratic Town Committee shall be conducted in accordance with Robert's Rules of Order as most recently revised except to the extent that these by-laws provide otherwise.

Section 7 – Endorsements and Donations. Important functions of the Town Committee include endorsement of candidates for public office, support for pending legislation or ballot initiatives, and donations. The announced agenda in the notice of a meeting at which candidate endorsements are to be considered must make explicit mention of this intent. This is not necessary for the other actions. The last two columns are the minimum required fractions of those present and voting in favor for approval *(thresholds for approval to be discussed before new bylaws are adopted)*

|  |  |  |
| --- | --- | --- |
| Action by Committee | Pre-Primary | Post-Primary |
| Candidate Contested Race | 4/5 | 4/5 |
| Candidate Uncontested Race | 4/5 | 4/5 |
| Candidate Donation | 2/3 | 2/3 |
| Other Donation | 2/3 | 2/3 |
| Ballot question | 2/3 | 2/3 |
| Change in bylaws | 2/3 | 2/3 |
| Change in dues | 1/2 | 1/2 |
| Proposed legislation | 2/3 | 2/3 |

Section 8 - Vote. A majority of members present and voting shall be sufficient to transact all business except as otherwise provided in these by-laws.

# Article VII - By-Laws

Section 1 - Validity. The validity of these by-laws shall continue in effect from year to year without express renewal, unless amended according to the following procedure.

Section 2 - Notification. Any proposed amendment must be made in writing by a Committee Member and submitted at a meeting to the chair, who shall read it and refer it for consideration at the following meeting.

Section 3 - Interpretation. If a question arises as to the interpretation of these by-laws, the Chair shall refer the matter to the Parliamentarian or By-Laws Committee, and then rule as seems fit.

# Article VIII - Committees

Section 1 - Appointment. There shall be a Nominating Committee and any other Committees of the Town Committee may deem necessary, all appointed by the Chair.