



By-Laws

Article I – General Provisions

Section 1:

The Perinton Democratic Committee (hereinafter “PDC”) represents the enrolled Democratic voters residing in the Town of Perinton, Monroe County, New York, including those residing in the Village of Fairport, NY.

Section 2:

The PDC shall be the governing body of the Democratic Party in the Town of Perinton. It shall have such powers and perform such duties as are provided in these By-Laws, the Rules of the Monroe Democratic Party of the County of Monroe, located in New York State (hereinafter “MCDC”) and the Election Laws of New York State.

Section 3:

There shall be no discrimination in the Perinton Democratic Committee against any person because of their age, gender, race, ethnicity, religious creed, sexual orientation or gender identity.

Article II – Organization and Membership

Section 1: Unit of Organization

The basic unit or organization within the PDC will be the election districts as established by the Monroe County Board of Elections, located in New York State (hereinafter “BOE”).

Section 2: County Committee Membership

A. The PDC shall consist of no more than four (4) county committee members from each election district. These members shall be elected through biennial elections pursuant to the Rules of the MCDC and the election laws of New York State. A committee member must be a registered in the Democratic Party and reside in the New York State Assembly District containing the election district that he/she represents.

B. A vacancy in any county committee position may be filled pursuant to the MCDC Rules, which provide for appointment of persons to fill such vacancies at meetings of the full county committee or of the County Executive Committee upon the recommendation of the PDC Leader, or his/her designee. Such recommendations shall only be made after having been reviewed and approved by the PDC Executive Committee.

Section 3: Town Committee Membership

A. The PDC executive committee, upon the recommendation of the PDC Leader, or his/her designee, and approval of the Executive Committee, may appoint no more than two (2) town committee members for each election district. Term of appointment shall be the same as County Committee members. Town committee members shall be registered as members of the Democratic Party in New York State and shall live, work or worship within the boundaries of the Town of Perinton, New York.

Section 4: References to Committee Members

Hereinafter all references to "Committee Members" shall mean both county committee members and town committee members.

Section 5: Duties of Committee Members

A. Committee members of the PDC, as elected or appointed representatives of the enrolled Democrats in their election district, are responsible for participating in the affairs and activities of the PDC. Such responsibilities include development of programs and policies, disposition of PDC funds, and implementation of goals of the Democratic Party in their election district and throughout the Town of Perinton.

B. County committee members represent the interests of enrolled Democrats in their election districts in the MCDC, and represent the Democratic Party within their election district.

C. Committee members have the responsibility to develop effective leadership within the PDC and to recruit candidates to fill vacant committee member positions.

D. Committee members shall have the right to propose issues for meeting agendas by contacting the PDC Chair in advance of a regular meeting and/or by bringing up items under "new business" at PDC meetings.

E. Committee members should participate in the democratic process to the best of their abilities and should accept responsibility for, and work toward the success of, Democratic campaigns in their election district. This work includes registering new voters, encouraging voters to participate in primary and general elections, and distributing Democratic campaign literature.

F. Committee members are urged financially support the work of the PDC to enable it to achieve its aims and objectives. Committee members are requested to contribute at least \$25.00, or more to the financial ability of each member, by or before the beginning of each calendar year. Committee members should also work with the Financial Officer toward the success of all PDC fund raising events.

Section 6: Emeritus Committee Membership

At the discretion of the Executive Committee an honorary, non-voting Emeritus Committee Member status may be awarded to a current or former Committee Member, either living or posthumous, in recognition of their efforts in supporting and/or leading the PDC.

A. Any Committee Member may nominate a current or former Committee Member to the Executive Committee at any time for their consideration.

B. Nominees must have served at least 5 (five) years as a Committee Member with the PDC and have made significant contribution(s) to achieving the aims and objectives of the PDC.

Article III – Officers

Section 1: Election

All officers shall be county committee members of the PDC. They shall be elected by a majority vote of the PDC committee members present in person, or by proxy, at the biennial organizational meeting of the PDC (provided a quorum is present at the meeting) called pursuant to the Rules of the MCDC and the Election laws of New York State. Their term in office shall commence immediately following the election, and run until the date of the next biennial organizational meeting.

Section 2: Vacancies

In the event of a vacancy in any office after the biennial organizational meeting, it shall be filled for the remainder of the unexpired term of the office within 30 days of the occurrence of the vacancy by a majority vote of the committee members of the PDC present, or by proxy, at a meeting called by the Leader, or in the instance of a vacancy of the Leader position the acting Leader will call such meeting, to fill the vacancy. A quorum is necessary at this meeting to proceed. A candidate for such vacancy shall be nominated by a committee member, and the candidate shall be a County Committee member.

Section 3: Officers

The officers comprising the PDC Executive Committee shall be: Leader, Chair, Communications Officer, and Financial Officer. The Executive Committee Person referred to in the Rules of the MCDC shall be the Leader, or his/her designee.

Section 4: Duties of the Leader

A. Represent the PDC on the MCDC Executive Committee and participate fully in the activities of that entity. The Leader must be present at every meeting of the MCDC Executive Committee, or may designate an alternate to attend and use of his/her proxy to enable the designee to vote at said meetings.

B. Be the presiding officer at meetings of the Executive Committee, calling meetings and setting the agenda therefore.

C. Report on activities and discussions of the MCDC Executive Committee at all meetings of the PDC.

D. Be the spokesperson for the PDC in all matters concerning policies and positions of the PDC.

E. Appoint, subject to the approval of the PDC Executive Committee members, members and chairpersons of all standing and temporary committees of the PDC except for Executive Committee, whose membership is stated in Article III, Section 3.

F. Designate no more than six (6) geographic Sector areas within the Town of Perinton (comprised of election districts of reasonably compact geographic areas) and designate, subject to the approval of the Executive Committee, a Sector Leader for each Sector area. Sector Leaders must be committee members. The Sector Leaders will fulfill such duties as assigned by the Leader to facilitate the

functioning of the PDC. Such duties may include the distribution and collection of nominating petitions, election materials and serving as a “phone tree” for the distribution of information about upcoming meeting and events to committee members. Sector Leaders may attend Executive Committee meetings as non-voting members.

G. Serve as the presiding officer of the Executive Committee of the PDC and be responsible for the operation of that committee.

H. Serve as an ex-officio member of all standing and temporary committees of the PDC.

I. Recommend the appointment of all election inspectors to the BOE.

J. Authorized user and signatory of all banking accounts and transactions of the PDC.

K. Assist in the development of Democratic candidates to run for elective offices and assist in the training of candidates and campaign volunteers.

L. Perform all other functions and duties provided herein as well as those necessary and proper for the effective execution of his/her office and the operation of the PDC.

Section 5: Duties of the Chair

A. Set the proposed agenda for, and presides at all meetings of the PDC.

B. Serve as an ex-officio member at all standing and temporary committees of the PDC.

C. Act as the Leader whenever a vacancy should occur in that office until a new Leader is elected.

D. Perform the duties of the Leader if he/she is temporarily unable to perform such duties due to absence, illness, or other reasons.

E. Serve as a member of the Issues Committee.

Section 6: Duties of the Communications Officer (hereinafter “CO”)

A. Record and preserve the written minutes of all meetings of the PDC.

B. Distribute copies of minutes to all PDC committee members having electronic mail (e-mail) addresses on file with the CO and also report the minutes at the next succeeding meeting of the PDC.

C. Act as the corresponding secretary for the PDC.

D. Send notices of all regular and special meetings of the PDC to all committee members. Notice of the biennial organizational meeting must be in writing and mailed to all committee members with at least seven (7) days prior to the date of the meeting.

Notices of regular meetings may be sent by electronic mail to the committee member’s electronic mail address on file with the PDC, and may be posted on the PDC website and posted on all other internet-

based social media sites on which the PDC maintains an account at least seven (7) days prior to the date of the meeting.

Notices of special meetings may be sent by electronic mail to the committee member's electronic mail address on file with the PDC, and may be posted on the PDC website and posted on all other internet-based social media sites on which the PDC maintains an account at least five (5) days prior to the date of the meeting.

E. Maintain the official roster of the PDC county committee members as maintained by the BOE, and town committee members. Such data base will include home addresses, telephone number(s) and electronic mail addresses.

F. Record the presence and absence of each committee member at all regular and special meetings of the PDC.

G. Manage and maintain PDC website and all social media accounts authorized by the Executive Committee.

Section 7: Financial Officer (hereinafter "FO")

A. Receive and disburse all money belonging to the PDC and keep accurate records thereof. No checks or electronic payments, other than routine meeting costs such as postage, rent and refreshments, shall be written except as authorized by the quorum of PDC committee members at a regular or special meeting, the Executive Committee, or the Leader. All PDC checks shall require the secondary signature of the Leader.

B. Report the financial status, including receipts and disbursements since the last report and the current cash balance of the PDC at all regular meetings thereof.

C. Exercise all duties and functions necessary to maintain the financial integrity of the PDC.

D. Draft an annual budget for the PDC for each calendar year inclusive of estimated income, expenditures, and reserves for all functions of the PDC in cooperation with the Executive Committee members. The committee members will vote on the budget at the first meeting of the calendar year to act as the spending plan for the PDC.

E. Meet the requirements of the New York State Elections Law including filing required periodic financial reports with the New York State Board of Elections.

F. Maintain an accurate record of committee members who have paid dues and the amount thereof.

G. Serve as a member of the Financial Committee.

Article IV- Committees

Section 1: Standing Committees

A. Executive Committee (hereinafter "EC"):

1. The EC shall consist of the four officers of the PDC. Sector Leaders may attend EC meetings but shall be non-voting members.
 2. It shall formulate policies to be presented to the PDC committee members and shall aid in the coordination and execution of the activities of the PDC. It shall have the power to act for the full PDC committee membership in all matters between meetings of the PDC, but all of the actions must be reported at the next meeting of the PDC.
 3. It shall recommend an annual fiscal plan, including contributions to Democratic candidates, allied groups, and to the MCDC to the FO.
 4. It shall convene at least quarterly, and more frequently at the discretion of the Leader.
 5. It shall not have the authority to amend or repeal any resolution of the full PDC committee membership, these By-Laws, or to independently authorize contributions of PDC funds to candidates or others.
- B. Issues Committee – Shall identify issues that are of concern to the community and shall plan and coordinate discussions at regular meetings of the PDC on such topics.
- C. Finance Committee – Shall recommend, plan and coordinate fund raising efforts by the PDC including the annual committee member dues appeal.
- D. Election Inspector Committee – Shall recommend for appointment to the PDC Leader, schedule and supervise Democratic election inspectors, and make recommendation(s) to the Leader for filling of vacant position(s). All Committee functions will follow New York State Election Law and BOE rules and procedures. The Chair of the Committee will serve as the Democratic Election Inspector Coordinator.
- E. Other standing committees – The Leader shall appoint, subject to the approval of the Executive Committee, such other standing committees as deemed appropriate.

Section 2: Temporary Committees

- A. Temporary committees may be established by the Leader as deemed necessary by him/her.
- B. Temporary committees shall be established for a fixed period of time.

Article V – PDC Meetings

Section 1: Organizational Meeting

An organizational meeting of the PDC shall be held biennially for the purpose of electing officers at such time as required by the rules of the MCDC and New York State Election Law.

Section 2: Regular Meetings

- A. There shall be no less than eight (8) regular meetings per year. For this purpose, the organizational meeting shall count as a regular meeting if there is one during the year.
- B. The order of business at regular meetings shall be as follows:

1. Calling the committee membership roll;
2. Reports of the officers including: Leader, Communications Officer and Finance Officer;
3. Reports of Standing Committees;
4. Reports of Temporary Committees;
5. Unfinished business;
6. New business;
7. Adjournment.

C. Notice of all meetings shall be by US Postal Service to all committee members or by electronic mail at least seven (7) days prior to the date of the meeting.

Section 3: Special Meetings

A. The Leader may call a special meeting at any time.

B. The Leader or the Chair must call a special meeting upon the written request of at least fifteen (15) committee members of the PDC.

C. The notice of a special meeting shall be mailed by US Postal Service or electronic mail to all committee members of the PDC at least five (5) days before the special meeting. A specific agenda must accompany the notice of special meeting and only items on that agenda may be considered at the meeting.

Section 4: Quorum

Twenty percent (20%) of the committee membership present in-person shall constitute a quorum. Withdrawal of a committee member from the meeting after a quorum has been determined shall not constitute the loss of a quorum. Proxies shall not be used for determination of quorum. A quorum must be present for all regular meetings and special meetings.

Section 5: Proxies

Proxies, except for the establishment of a quorum pursuant to Section 4, above shall be allowed. PDC proxies are attached to these By-Laws as "Appendix A". Only one (1) proxy may be carried by a committee member attending in-person at a PDC meeting. County committee members' use of proxies for voting at MCDC meetings will be governed by the rules of the MCDC.

Section 6: Voting

Each committee member may cast one (1) vote, plus proxy vote if applicable, on all questions at all meetings of the PDC, except as provided in the following sentence: On questions of endorsements of candidates for public offices, only committee members representing election districts from which the candidate will be elected may vote. All voting shall be conducted openly, upon ayes or nays, on all issues before the PDC.

Article VI – Recall of Officers

Section 1: Applicability

All officers of the PDC are subject to recall by committee members of the PDC, without regard to whether they were elected directly by the committee members of the PDC, or appointed by the Leader with consent of the members of the Executive Committee.

Section 2: Procedure

A. At any regular meeting, a resolution, citing the grounds for recall may be introduced. Such a resolution must be sponsored by at least one-third (1/3rd) of the total PDC committee membership.

B. Following the introduction of the resolution for recall, a copy shall be sent to the person being recalled by US Postal Service. In addition, notice, including the resolution of recall and the date, time and place for voting thereon, shall be sent to all committee members.

C. The resolution of recall shall be voted upon at the next regular meeting of the PDC, provided that at least twenty-one (21) days have lapsed since the introduction of the resolution of recall.

D. Upon affirmative vote of two-thirds (2/3rd) of all PDC committee members, both in person or by proxy, the person named in the resolution of recall shall be removed from their office and the same shall be declared vacant.

Article VII – Precedence of Rules

Section 1: In the event that these By-Laws conflict with the Election laws of New York State, or the rules of the MCDC, then said laws or rules shall override these By-Laws.

Section 2: All meetings of the PDC shall be conducted in accordance with Roberts Rules of Order, unless otherwise provided in these By-laws.

Article VIII – Adoption, Amendment and Suspension of the By-laws

Section 1: Adoption

These By-Laws were introduced at a regular meeting of the PDC on January 4, 2017 and laid upon the table. A copy thereof was provided to every committee member of the PDC either in person, by US Postal Service, or by electronic mail, as well as having been posted on the PDC website at least seven (7) days prior to the regular meeting of January 4, 2017. Voting to adopt these By-Laws took affect at the February 1, 2017 regular meeting. These By-Laws took effect immediately after adoption.

Section 2: Amendment

A proposed amendment to these By-Laws may be introduced at any regular meeting of the PDC and it will be laid on the table. A copy of the proposed amendment will be sent to PDC committee members either in-person, by US Postal Service or by electronic mail, as well as being posted on the PDC website at least seven (7) days before the next regular meeting. At the following regular meeting of the PDC, a majority of committee members present (if a quorum is present), in person or by proxy, will vote on whether to adopt the amendment. The amendment, if adopted, will take effect immediately.

Section 3: Suspension

Any provision of these By-laws may be suspended at any duly constituted meeting of the PDC at which a quorum is present, for the duration of that meeting by unanimous consent of the committee members present and voting, in person or by proxy, provided that the suspension is not in violation of New York State Election Law or the rules of the MCDC.

Emeritus Committee Members:

Hon. Louise M. Slaughter (inducted October 10, 2018)

William (Bill) Ward (inducted January 9, 2019)

Adopted: 02/01/2017

Amended: 04/11/2018



Official Proxy

I, _____ a member of the Perinton Democratic Committee for the _____ Election District do hereby appoint _____ as my PROXY to attend the meeting of the Perinton Democratic Committee to be held on _____, 20__ at _____ AM/PM at _____ (location) with full power to answer roll call, act and vote for me in my stead, with the same force and effect as if I were personally present.

Dated: _____ Signed _____

Witness: _____

Witness Address: _____

Note: Limit one proxy per Committee Member per meeting.