

DEMOCRATIC COMMITTEE OF RICHMOND COUNTY BYLAWS

ARTICLE I

GENERAL PROVISIONS

SECTION 1

All duly enrolled Democratic voters of each Election District of the County of Richmond shall have the right to participate in the organization of the Democratic Party of Richmond County.

SECTION 2

The duly enrolled Democratic voters of each Election District shall choose members of the County Committee at the Primary Election.

SECTION 3

The management of the affairs of the Democratic Organization of Richmond County shall be, and is hereby, vested in the County Committee of the County Organization and when that committee is not actually in session, in the Executive Committee of the County Organization, without limitation, except as otherwise provided by law or these By-Laws (also referred to as Rules), in the same manner as though the County Committee was acting while in session.

ARTICLE II

MEMBERSHIP OF THE COUNTY COMMITTEE

SECTION 1

The County Committee shall have general authority over the organization of the Democratic Party in Richmond County except as otherwise provided by law or by these By Laws.

SECTION 2

The members of the County Committee shall be elected biennially, by the enrolled Democratic voters in each Election District, in Richmond County, at the Primary Election each odd numbered year.

SECTION 3

Each member of the County Committee shall be an enrolled Democrat and a resident of the Assembly District containing the Election District from which such member is elected.

SECTION 4

The County Committee shall be constituted by the election in each Election District within such county of at least two members and such additional members not in excess of two (2) as the rules of the County Committee within the county or statements filed pursuant to 2-103 of the Election Law may provide.

If the number of votes in such Election Districts cast on the Democratic line for the Governor at the last preceding gubernatorial election shall have exceeded 225, the Election District shall be entitled to one additional member of the County Committee, and one additional member for every vote over 275, but not in excess of two additional members.

SECTION 5

In the case of the death, declination, enrollment in another party, disqualification, relocation from the Assembly District or removal (as herein defined) from office as a member of the County Committee, or the failure to elect a member, the vacancy created shall be filled by majority vote of the duly elected County Committee members of the Assembly District from which such vacancy shall have occurred, at the next scheduled meeting of the County Committee. The term of such appointed members shall commence at the conclusion of the meeting at which they were appointed and shall continue until the commencement of the next Organizing Meeting

SECTION 6

Any member of the County Committee may be removed from such office or membership for good cause shown, by a two-thirds vote of the Executive Committee. Any officer or member may be suspended by a specially created sub-committee of the Executive Committee in accordance with the rules of State Democratic Party, until a meeting of the Executive Committee when the Executive Committee must act to remove or end the suspension. The Executive Committee must meet not later than thirty days after such suspension is made.

SECTION 7

Voting in the County Committee shall be regulated by the following rules:

- a. Each member shall be entitled to one vote, except a hereinafter provided.
- b. A member of the County Committee may authorize a proxy only in the case of a bi county, county convention held outside of the County of Richmond. Said proxy may only be given to a member of the Richmond County Committee. Such proxy may be general or limited and must be in writing.
- c. A committee member may hold and cast not more than five (5) proxy votes at any one meeting.
- d. A proxy may only be revoked by the committee person personally appearing at the time of the convention and reporting the revocation to the Secretary before any action is taken thereunder.

ARTICLE III

THE ORGANIZATIONAL MEETING OF THE COUNTY COMMITTEE

SECTION 1

The County Committee shall meet no earlier than September seventeenth and no later than October sixth following the June primary. Until such organization meeting, the existing county committee shall exercise all legal authority. Upon the conclusion of such organization meeting, the new county committee shall assume all legal authority vested in the previously organized county committee.

SECTION 2

The Chair of the outgoing County Committee shall issue the call for such meeting on at least ten (10) days' notice by ordinary mail and email, if a member of the county committee opts to receive notice via email, and by publication on the website and social media accounts of the County Committee. Such notice shall set forth the time and place where the meeting is to be held. If such chair shall fail or refuse to meeting, the Executive Committee of the County Organization, by majority vote, shall issue the call for such meeting on no more than Forty-Eight (48) hours' notice and implementing the same methods of transmitting notice.

SECTION 3

At such organization meeting of the County Committee, the Law Chair, or if unable to serve, such other person designated by the outgoing Chair of the County Committee shall preside until a Chair of the County Committee is elected by the new County Committee. The Secretary of the outgoing County Committee shall act as Secretary of the meeting until a Secretary is elected by the new County Committee. In the absence of the Secretary, the Chair of the outgoing County Committee shall designate a temporary Secretary until a new Secretary is elected.

SECTION 4

In the event there shall be a dispute or contest for membership, the presiding officer shall appoint a Committee on Contested Seats to determine and decide such contests.

SECTION 5

At such organization meeting, the order of business shall include, in such order

determined by the Presiding Officer. Call to order; Reading the call; Roll Call; Appointment of Sergeants-at-Arms; Filling o vacancies; Election of Officers; Adoption of Rules; Adjournment.

ARTICLE IV

ADDITIONAL AND SPECIAL MEETINGS OF THE COUNTY COMMITTEE

SECTION 1

Regular meetings of the County Committee shall be called at least twice a year. The Organizational meeting shall be considered a regular meeting.

SECTION 2

Except as otherwise provided herein, the County Committee shall meet at the call of the Chair of the County Committee (the “County Chair” or the “Chair”) who shall, by written notice provided at least ten (10) days in advance, inform the members of time and place of such meeting. Said notice shall be emailed to each member at the email address appearing on the certified list of members of the County Committee, or at such other email address as shall have been supplied to the Secretary by notice in writing, and published on the website and social media accounts of the County Committee. If anyone would prefer notice via U.S. mail, they can contact the party office and it will be provided as a courtesy. Notwithstanding the foregoing, in the case there are exigent circumstances, notice shall be sent no less than forty-eight (48) hours prior to meeting in the same manner as described above.

SECTION 2A

The County Chair shall call any Special Meeting of the County Committee within fourteen (14) days after receipt of a petition in writing signed by at least 100 members of the County Committee requesting that such meeting be called and setting forth the purpose of the Special Meeting. The Meeting shall be called in the same manner as provided in Article IV, Section 2.

SECTION 3

The Executive Committee, by majority vote, may call a special meeting of the County Committee in the same manner as provided in Section 2A, supra.

SECTION 4

A quorum at all meetings of the County Committee for the purpose of transacting any business shall consist of seventy-five members. In the event a quorum is not present at any meeting, no action other than to adjourn said meeting shall be taken.

SECTION 5

At the order of the presiding officer, all resolutions shall be reduced to writing before they may be voted upon at the meeting.

SECTION 6

The County Committee shall not entertain any motion or resolution recommending a person for office where said office is not to be filled by the election of the people or the County Committee as provided by law or these rules.

SECTION 7

New business not included in the call of a meeting shall be included in the order of business at additional or special meetings in the following manner:

- a. By petition in writing signed by a majority of the members of the Executive Committee and submitted to the County Chair at least 10 days in advance of the meeting.
- b. By introduction from the floor by any member of the County Committee, in which event the County Chair may immediately place such item on the agenda or may refer such item of new Executive Committee for report and action at the next meeting of the County Committee, unless such decision of the County Chair to refer such item to the Executive Committee is appealed to the floor and overruled by a two-thirds vote.

SECTION 8

The order of business at any additional or special meeting shall include, in such order, to be determined by the presiding officer:

Call to Order; Reading of call; Roll Call; Filling vacancies on County Committee; Treasurers Report and Committee Reports; The business of the meeting as designated in the call; New Business; Adjournment.

ARTICLE V

OFFICERS OF THE COUNTY COMMITTEE

SECTION 1

The officers of the County Committee are to be elected after the Primary Election to be held in odd number years, all of whom shall respectively hold office for the full term for which the County Committee is elected, shall be the County Chair; two Vice-Chairs; Treasurer; Secretary and Executive Secretary

All duly enrolled Democratic voters shall be eligible for election to any office of the County, provided, however that no County Chair who has served an aggregate of three (3) terms, each consisting of a two (2) year period, may be eligible to be elected Chair.

SECTION 2

The Chair of the County Committee or their designee shall preside at all meetings of the County Committee and this Chair shall be ex officio member of all Committees.

SECTION 3

In the event of a vacancy in the office of Chair, the Executive Committee shall call for a Special Meeting to elect a new Chair as soon as reasonably possible, but in no event later than fourteen (14) days of such vacancy.

SECTION 4

Definitions. For purposes of these Bylaws, the following terms shall have the meanings ascribed to them in this Section:

“Ordinary Expenses” shall mean any single less than Five Thousand (\$5000.00) Dollars expended in the normal day to day course of business of the County Committee in order to maintain its operations and facilities.

“Simple Majority” shall mean Fifty Percent (50%) plus one of all votes cast at any meeting at which a quorum is present.

“Quorum” shall mean the minimum number of members of the County Committee, Executive Committee or Standing Committee, as applicable, needed for a vote of such Committee to be valid. In the absence of a specific requirement to the contrary set forth in these bylaws a quorum shall be equal to Two Thirds (2/3) of the number of members of such Committee eligible to vote on that Committee.

“Committee on Campaigns and Elections” shall mean the committee whose goal is to plan, direct and supervise the activities of the party in general elections, including distribution of petitions, preparation and distribution of campaign literature and media, planning of rallies and campaign events. Shall maintain election research and voting data. Shall hire qualified Democratic voters to serve as election inspectors and poll workers.

“Committee on Youth Organizations” shall mean the committee whose goal is to recruit youth members of the County Committee and report on issues concerning the youth of the party, including but not limited to planning activities for young members, and getting the young members involved in political campaigns. The chair of the committee shall be the President of the Young Democrats of Richmond County club, and serve as a member of the Executive Committee.

“Financial Committee” shall mean the committee responsible for the fundraising and fiscal health of the party. The Financial Committee shall establish and administer a Political Action Committee on the Federal, State and City level. It shall be charged with assuring compliance with campaign finance rules, and the power to conduct compliance audits involving any committee or officer of the County or Executive Committee.

“Outreach and Diversity Committee” shall mean the committee whose goal is to engage members of the diverse communities on Staten Island; to help the membership of the County Committee better reflect the make-up of the community; to report on and address the issues that concern the various communities on Staten Island.

“Policy Committee” shall be the committee purpose is to address important issues affecting the community, and to inform the Executive Committee, County Committee members, and the people of Richmond County about these issues, and the Democratic Party positions on these issues.

“Labor Committee” shall engage the Labor Unions in Richmond County with the County Committee, recruit members of labor unions as members of the County Committee, address issues of importance to Labor Unions and working people.

“Bylaws Committee” shall be the committee whose purpose is to maintain and update the Bylaws of the Democratic Committee of Richmond County.”

SECTION 5

The Secretary shall keep full and accurate minutes of all proceedings of the County Committee and shall maintain the roll of the members with their respective places of residence and email addresses (if applicable) to provide all required notices. In addition, the Secretary shall perform such duties pertaining to their office as may be assigned by the County Chair.

SECTION 6

The Treasurer shall receive and hold in trust all funds of the Committee, keep a correct account thereof; pay all bills that have been approved in accordance with this Section; render an account of the funds whenever called upon to do so by the County Committee or by these By-Laws. The Executive Committee shall approve an annual budget that will be deemed pre-approved for payment by the Treasurer. Any expenses other than Ordinary Expenses will require the approval of a majority of

members of the Executive Committee. After notice to the full Executive Committee, such approval may be obtained from each member of the Executive Committee by documenting a phone call or by email without the need for a meeting.

SECTION 7

During the months of January and July in each year, the Treasurer shall prepare and present a written report of income and expenses for the previous six months Executive Committee, and such report shall be distributed prior to meetings of the County Committee.

SECTION 8

The Executive Secretary shall be the Secretary of the Executive Committee, Chair in addition to the duties and functions performed as the Secretary of the County Committee.

SECTION 9

There shall be five (5) Sergeants-At-Arms who having been elected by the County Committee, shall assist in preserving and maintaining order at all meetings and shall execute the orders of the Chair or the presiding officer.

SECTION 10

Subject to the voting restriction set forth in Section 5 of Article 2, a vacancy in any office of the County Committee as set forth in Section 1 of this Article maybe filled for the remainder of the term by the vote of a majority of the Executive Committee within 30 days after such vacancy shall occur.

ARTICLE VI

DISTRICT LEADERS

SECTION 1

There shall be elected at the same Primary Election and for the same term as members of the County Committee two District Leaders from each Assembly District. All such District Leaders shall be enrolled voters of the Democratic Party and shall reside and within the District from which they are to be elected.

SECTION 2

Vacancies in the positions of District Leaders shall be filled for the remainder of the term by the members of the County Committee within the District. Said election to be held at the call of the County

Chairperson within 60 days after such vacancy shall have occurred.

ARTICLE VII

EXECUTIVE COMMITTEE

SECTION 1

There shall be an Executive Committee consisting of the elected officers set forth in Article V, Section I, the duly elected District Leaders, the duly elected State Committee members, the Law Chair, (the “Law Chair”), the Deputy Law Chair, and not more than ten (10) at-large members appointed by the Chair. Each pair of duly elected District Leaders shall appoint an At Large member. If the District Leaders are unable to agree on an appointment, each may submit a nomination and the Executive Committee shall vote on which to appoint. The District Leaders must appoint a resident of the Assembly District they represent. This At Large member’s term will run in concurrence with that of the duly elected District Leaders. The Executive Committee shall also include a representative chosen by each Democratic Club, as hereinafter defined and the following officers of standing committees of the County Committee: Chair of the Committee on Campaign and Elections; Chair of the Committee on Youth Organizations; Chair of the Financial Committee, Chair of the Policy Committee, Chair of the Outreach and Diversity Committee, Chair of the Bylaws Committee, and the Chair of the Labor Committee. Each Chair of a standing committee shall be appointed by the Chair, subject to the advice and consent of a majority of the Executive Committee, except that the Chair of the Committee on Youth Organizations shall be the President of the Young Democrats of Richmond County. Democratic Club shall be defined as an organization based on Staten Island whose members are restricted to registered Democrats, which has been in existence for at least ten years, has regular meetings and has a minimum of twenty dues paying members. Each committee chair shall be responsible for the oversight and development of a quadrennial plan and the obligation of making semi-annual reports to the Executive Committee. The duties and responsibilities of all the Standing Committees of the County Committees are defined in Section VI (a)-(e). Each member of the Executive Committee other than State Committee members, shall serve for the same term as the elected officers and shall not be removed other than as set forth in Article VIII.

SECTION 2

The Executive Committee shall meet at least four times per year, at the call of the Chair or by a majority of the members of the Executive Committee. Notice of such meetings shall be given in

accordance with the notice provisions for a County Committee meeting and shall be given at least Forty-Eight (48) hours in advance.

SECTION 3

At meetings of the Executive Committee three-fifths (3/5) of the members of such Executive Committee shall constitute a quorum for the transaction of business.

SECTION 4

In conducting the business which may come before the Executive Committee, the vote of a majority of those present shall be sufficient.

SECTION 5

In addition to the duties and functions set forth in Article 1, Section III hereof, the Executive Committee shall receive reports from all committees and when appropriate, make recommendations and take action with respect thereto, act on all matters referred to it by the Chair and interview candidates for any paid positions and for public and party offices and make recommendations with respect thereto to the Chair and the County Committee, as appropriate. The Executive Committee shall interview candidates for the position of Executive Director of the County Committee who will serve at the discretion of the Chair, with a non-binding recommendation of the Executive Committee.

SECTION 6

Standing Committees of the County Committee are created to provide the Executive Committee and Party with stability and growth throughout an entire election cycle, the ranking members of each of these committees are appointed and charged with developing a four-year plan coinciding with coming electoral quadrennial. The appointed ranking officers shall serve as members of the Executive Committee and shall remain as members of the Executive Committee until successors are named.

a. The Financial Committee: Shall be responsible for the fundraising function of the Party. The financial Committee may establish and administer a Political Action Committee on the Federal, State and City levels. It shall also be charged with assuring compliance with financing rules and have the power to conduct compliance audits involving any committee or officer of the County or Executive Committee. The chair of this committee shall be appointed by the Chair of the County Committee and serve as member of the Executive Committee

b. The Committee on Campaigns and Elections: Shall plan and direct and supervise all activities of the Party in all general elections, including the preparation, distribution, of campaign literature and media; publicity for the Party, the planning of all rallies and campaign events; the maintaining of election research and voting data and the arranging and hiring of qualified Democratic voters to serve as election inspectors and poll watchers. The chair of this committee shall be appointed by the Chair of the County Committee and serve as member of the Executive Committee.

c. The Committee on Youth Organization: Shall be composed of members of the County and Executive Committees between the ages of 18 and 36 appointed by the County Chair. The committee shall develop and maintain programs and activities for the encouragement participation of Youth in the Party. The chair of the committee shall be appointed by the County Chair and serve as a member of the Executive Committee.

d. The Committee on Policy: Shall be the committee purpose is to address important issues affecting the community, and to inform the Executive Committee, County Committee members, and the people of Richmond County about these issues, and the Democratic Party positions on these issues. The chair of the committee shall be appointed by the County Chair and serve as a member of the Executive Committee.

e. The Committee on Labor: Shall be committee whose purpose is to engage the Labor Unions in Richmond County with the County Committee, recruit members of labor unions as members of the County Committee, address issues of importance to Labor Unions and working people. The chair of the committee shall be appointed by the County Chair and serve as a member of the Executive Committee.

f. The Committee on Outreach and Diversity: Shall be the committee whose goal is to engage members of the diverse communities on Staten Island; to help the membership of the County Committee better reflect the make-up of the community; to report on and address the issues that concern the various communities on Staten Island. The chair of the committee shall be appointed by the County Chair and serve as a member of the Executive Committee.

g. The Committee on Law and the Judiciary: i. In addition to the standing committees described above, there shall also be a Committee on Law and the Judiciary. This Committee, through its chair, shall advise the County Committee and Executive Committee and all other bodies and offices of the County Committee on any question of law relating to the discharge of any duty and report on matters of a legal nature. ii. The Committee on Law and the Judiciary shall be chaired by the Law Chair and said committee shall consist of the Chair of said committee and it shall also consist of at least six additional members of the Bar of the State of New York, residing in Richmond County, five of whom shall be appointed by the County Chair and the Law Chair and serve at the discretion of the County Chair. The Committee on Law and the Judiciary shall, either as composed, or by the inclusion of other members as it shall designate, as the Judicial Screening Panel, by majority vote, arrange and conduct the screening of candidates for judicial office and delegates for judicial convention. iii. Two of the seven members of the Committee on Law and the Judiciary shall be the Law Chair and Deputy Chair. The Deputy Chair shall be appointed by the County Chair and serve at said Chairs discretion and the Deputy shall also serve as an additional member of the Executive Committee. The Committee Chair shall be charged with developing and promulgating rules and procedures under which Judicial Screening will take place and shall act as Administrator of the Judicial and Delegate Screening Panel. The deputy chair shall yield and defer to the chair of the committee iv. The Judicial Screening Panel, through the Law Chair shall report to the County Chair and the Executive Committee on all qualified applicants, for Judicial Office and as delegates, provided that if the number of qualified applicants, at the time the committee issues its report, exceeds three times the number of vacancies, the Screening Panel shall report as approved only a number

of the most qualified applicants, not less than two times the number of said vacancies. v. The Screening Panel shall also be charged with the screening of incumbent judges and justices completing terms, and eligible for reelection or reappointment. However, by majority vote, the Panel may choose to deem as approved only the said incumbent seeking a new term and the Chair of the Law Committee or his designee shall report to the County Chair or Executive Committee. The Policy Committee shall be composed of the County, the two Vice Chairs and the Chair of the Policy Committee and such additional members as appointed by the County Chair, who shall serve at the discretion of the County Chair. The Policy Committee may make recommendation to the Executive Committee concerning the public role of the Democratic Party, concerning developing ways to better serve the People of Richmond County and with permission from the Executive Committee be permitted to publicize the activities of the Party on behalf of the Chair.

SECTION 7

Should the Executive Committee fail to comply with State and National Democratic Party mandates for gender balance, the Chair of the County Committee is empowered to appoint such other members of the County Committee to the Executive Committee in order to achieve such balance with such appointments remaining in effect until gender balance is achieved by appointment or election as described herein.

SECTION 8

Any member of the Executive Committee may be removed from such office or membership for good cause shown, by a two-thirds vote of the remaining Executive Committee. Any officer or member may be suspended by a specially created sub-committee of the Executive Committee in accordance with the rules of State Party, until a meeting of the Executive Committee when the Executive Committee must act to remove or end the suspension. The Executive Committee must meet not later than thirty days after such suspension is made. Any member removed by the Executive Committee shall be provided with written notice of removal within ten (10) days of said removal by either ordinary mail or email.

ARTICLE IX

NOMINATIONS FOR PUBLIC OFFICE

SECTION 1

Whenever a party nomination, other than a nomination required to be made at a Primary Election, is to be made for a public office to be filled at a General or Special Election (a) such nomination shall be made by the County Committee if for a public office to be filled by the voters of a political sub-division comprising the County of Richmond and any vacancy in a nomination so made shall be filled the Executive Committee or by a sub-committee thereof appointed by the Executive Committee for that purpose, and (b) such nomination shall be made by the members of the County Committee of the appropriate sub-division thereof if for a public office to be filled by the voters of a political sub-division wholly within, but embracing only a part of, the County of Richmond, however if by reason of impossibility, impracticability, severe hardship in the judgment of the County Chair, or the failure to reach a quorum at a sub-division Convention, the County Chair may call a special meeting of the Executive Committee to fill the nomination in the same manner as a vacancy, and any vacancy in a nomination so made shall be filled by a sub-committee appointed by said Executive Committee for that purpose.

SECTION 2

Whenever a sub-division of the County Committee takes action with respect to a party nomination for public office referred to in Article 9, Section (b), the voting power of each member shall be in proportion to the Democratic Party vote for Governor at the last preceding gubernatorial election in the Election District from which such member was elected, or in case the boundaries of any such district have been changed since the last preceding gubernatorial election, in such manner that such vote for Governor cannot be determined, or in case any new Election District has been created since such election, in proportion to the Democratic Party vote cast for Member of Assembly in such district, as the case may be, or in the event there was no election for Member of Assembly subsequent to such changes, then in proportion to the Party enrollment in such district.

SECTION 3

Whenever the Chair of the County Committee, by reason of Article 1, Section II (e) (ii), of the Rules of the Democratic Party of the State of New York is a member of a District Committee of a political sub-division lying partly in Richmond County and partly in another County or Counties which is required to make a Party nomination for public office, he or she may at his or her sole discretion convene a meeting for the members of the County Committee for the part of such political sub-division with Richmond County, to be held no later than five (5) days before the last day provided by law for filing a certificate of such Party nomination; he or she may at his or her sole discretion consult with such members of the County Committee and in carrying out his or her duties as a member of the District Committee for such political sub-division, for the purpose of obtaining an advisory opinion in accordance with New York State Democratic Party Rules. Nothing contained herein shall preclude the Chair from cooperating with the Chair of each other County or Counties containing part of such political sub-division in convening a joint meeting of all the County Committee members from such political sub-division, and from acting in accordance with the advice of a majority of those present and voting at such joint meeting, in lieu of convening a meeting of the County Committee for part of such political sub-

division within Richmond County as aforesaid.

SECTION 4

WHENEVER any position for which a recommendation is made by the County Committee, and/or an official document is filed, and said recommendation and/or document does not include a committee on vacancies, AND, if for any reason, the candidate chosen is unable to serve in that role, retires, is incapacitated, is not appointed, or for any other reason does not or is unable to fill the recommended role, or if there is a vacancy for any reason prior to the next regularly scheduled meeting of the County Committee, then the Executive Committee shall be a committee empowered to fill that vacancy for such candidate or role, and shall choose another individual to fill said role, and shall be authorized to file any associated document or paperwork on behalf of the County Committee.

ARTICLE X

CONFLICTS

SECTION 1

In the event of any conflict between these rules and the Election Law of the State of New York or the New York State Democratic Party Rules or the National Democratic Party Rules the Election Law or respective party rules shall prevail.

ARTICLE XI

AMENDMENT

SECTION 1

These Rules may be amended from time to time by a majority of the members of the County Committee present at a meeting at which there is a quorum, proposed amendments shall be sent with the notice of the meeting at which such amendments are to be proposed, such notice shall be mailed not less than five days before such meeting, to the post office address of each member of the County Committee.

SECTION 2

On all matters of procedure not specifically covered by these Rules, Robert's Rules of Order currently in use shall be the parliamentary guide.

Amended September 28, 2023