

April 2012

THE FOLLOWING PAGES ARE A TRUE AND
ACCURATE COPY OF THE
RULES AND REGULATIONS
OF THE BLOOMING GROVE DEMOCRATIC
COMMITTEE.

April 4, 2012 Final Document

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Rules and Regulations of the Blooming Grove Democratic Committee of Orange County

The Blooming Grove Democratic County Committee of the County of Orange does hereby adopt the following Rules and Regulations for the organization and government of the Blooming Grove Democratic party of the County of Orange in place and stead of the party rules heretofore in force.

ARTICLE I, GENERAL PROVISIONS

SECTION 1

The Blooming Grove Democratic Party of Orange County shall consist of the voters of each Election District within the Assembly District who have duly enrolled as required by law in the Democratic Party.

SECTION 2, THERE SHALL BE REPRESENTATIVE BODIES AS FOLLOWS:

A Town Committee.

SECTION 3.

The Blooming Grove Committee shall be the official organization of the Democratic party of the Town of Blooming Grove. It shall be charged with the administration of the affairs of the party in the Town and with the promotion of measures for the harmony, efficiency and success of the party. All members within the Town shall be under the jurisdiction of the Town Committee and subject to such provisions and regulations as it may prescribe. In addition to any specific powers granted to the Town Committee in these, its Rules and Regulations, it shall have full power to act in all matters of political policy or party management not inconsistent with the Laws of the State of New York or the Rules and Regulations of the County and State Democratic committees.

ARTICLE II, TOWN COMMITTEE

SECTION 1, MEMBERSHIP

The Town Committee shall consist of the members from each Election District in Town of Blooming Grove having a Democratic vote for Governor at the last preceding gubernatorial election of 200 votes or any portion thereof, and one additional member not to exceed two additional members for each 100 additional votes or major portion thereof cast for Governor in such district at such election.

SECTION 2, QUALIFICATIONS

Each member of the Town Committee shall be an enrolled voter of the Democratic Party, and reside in the Assembly District containing the election district in which the member is elected to represent.

SECTION 3, COMMITTEE MEMBERSHIP BY APPOINTMENT

The members of the Town Committee may also be appointed by the Town Committee once they have attended 3 consecutive Town Committee meetings. There after they shall carry petitions during the biannual election process to retain their committee position. Terms of office of committeemen elected without balloting, in accordance with Section 149 of the Election Law, shall commence on the date of such primary, as if regularly elected thereat.

SECTION 4, VACANCIES

In case of death, declination, disqualification, resignation, removal, from the assembly district or removal from office of a member of the Town Committee, or a failure to elect a member by reason of a tie vote or otherwise, or an increase in the number of election districts or in the apportionment of members to any existing election district, the vacancy in the Town Committee caused thereby shall be filled by the action of the remaining members of the Town Committee, or of the Executive Committee, on the recommendation of a majority of the remaining members of the Town Committee wherein the vacancy occurs unless the number of vacancies from such Town is equal to half or more of the total number of positions.

SECTION 5, OFFICERS

The officers of the Town Committee shall be: a Chairperson, a Co-Chairperson (who shall be of the opposite sex to that of the Chairperson), Treasurer and Secretary, and a Sergeant-at-Arms. Such officers shall be enrolled voters in the Democratic Party residing in the Assembly District. The officers provided

for above shall perform the duties incident to their respective offices. They shall hold office until their successors have been elected,

SECTION 5A, SECRETARY'S RESPONSIBILITY

The Secretary of the Town of Blooming Grove Committee shall keep minutes of all meetings, including those of the Executive Committee, and these minutes will contain the record of those present and the business transacted at the meeting.

SECTION 5B, TREASURER'S RESPONSIBILITY

The Treasurer of the Town of Blooming Grove Democratic Committee shall keep records of all transactions involving the collection and distribution of funds, complete all reporting to the State and Local Board of Elections on financial matters and make a written report at the monthly town committee meeting of the distributions and collections during the prior month. The Financial Reports should be Treasurer and a copy provided to the Secretary to be filed with the minutes of the monthly meeting.

SECTION 6, CHAIRPERSON VACANCY

If a vacancy occurs in the office of Chairperson of the Town Committee at any time between the biennial organization meetings, the Co-Chairperson shall automatically become the Acting Chairperson of the Town Committee. In the absence of the Co-Chairperson the Secretary and then the Treasurer in that order of Seniority, shall become the Acting Chairperson. In the event of such a vacancy, it shall be the duty of the Acting Chairperson to call a meeting of the members of the Town Committee within thirty (30) days after the vacancy occurs, for the purpose of electing a new, permanent Chairperson for the unexpired term,

If a vacancy occurs in any office of the Town Committee other than that of the Chairperson, the Town Committee shall forthwith elect a new officer to fill such vacancy and to hold office for the balance of the unexpired term and until a successor is elected. The executive committee shall be empowered to appoint a temporary officer until the next town committee meeting.

ARTICLE III, ORGANIZATION OF THE TOWN COMMITTEE

SECTION 1, ORGANIZATION MEETING

Within twenty (20) days after the primary election at which the members of the Town Committee shall have been elected, the Town Committee shall meet and organize by the election of the officers provided for in ARTICLE II, SECTION 5 of these Rules.

SECTION 2, PLACE AND CALLING

The Chairperson of the outgoing committee shall designate the time, date and place of said organizational meeting. If the said Chairperson shall fail to designate the time and place of such meeting within twelve (12) days after said primary election, then any other officer of the outgoing committee may designate the time, date and place of such meeting.

SECTION 3, NOTICE

Notice of the time, date and place of said organization meeting as well as of any other meeting of the Town Committee, shall be mailed to the post office address, or emailed to the email address, on record of each member of the committee not less than five (5) business days before any such meeting.

SECTION 4, PRESIDING OFFICER

The Chairperson of the outgoing committee shall call said organizational meeting to order and preside over said meeting until the election of a new Town Chairperson, except that, if the holdover Chairperson is a candidate for re-election he shall name a temporary chairperson to preside during the election of a Chairperson. In the absence of the Chairperson the next senior officer of the outgoing committee, in the order specified in ARTICLE II, SECTION 5, hereof, shall call the said meeting to order and preside over it in her/his place and stead. In the absence of all such officers, the meeting may be called to order and presided over by any member of the Town Committee elected as Chairperson by those members then present.

SECTION 5, ORDER OF BUSINESS

The following shall be the order of business at the organization meeting, and, insofar as applicable, at all other meetings of the town Committee:

- Call of Roll
- Filling of vacancies
- Adoption of Rules

- Election of Officers
- Unfinished business
- Report of Officers
- Reports of committees
- New business: presentation of resolutions
- Adjournment

ARTICLE IV, CONDUCT OF MEETINGS

SECTION 1, VOTING

Each member of the Town Committee shall be entitled to one vote.

The normal method of voting be "viva voce" (word of mouth), but a roll call may at any time be ordered by the chair or had on demand of one-tenth (1/10) of the members present. Any member shall be entitled to vote in person or by written proxy, providing the proxy held is held by a regularly enrolled Democrat of the same town, or same ward of cities.

No individual may vote more than five (5) proxies. Proxies shall be filed with the Secretary at the meeting at which they are voted and shall only be valid for the meeting designated therein or any adjournment thereof.

There shall be no vote by proxy at any meeting of the Town Executive Committee.

Voting for candidates who must be endorsed by the County Committee will have the same vote process and weighted count as is used by the county committee. That is, it will be a weighted vote as identified by the board of elections and each committee member may vote only for the person(s) who will represent their committee district.

SECTION 1A.

Prior to any Town Committee reorganization meeting, a written form shall be prepared containing the names of candidates for all of the positions on the Town Committee. Where multiple offices exist with respect to officers to the Town Committee, the election for all such offices shall be held at one time and cumulative voting shall be permitted. Candidates whose names are offered during the meeting may be added and a vote will be taken.

SECTION 1B.

A proxy can only be used to vote for those individuals specifically identified on that proxy by the committee person who has signed that proxy. In the absence of any candidates' names having been written on the proxy by the signer, the proxy is considered to be invalid.

SECTION 2, QUORUM

A quorum of the Town Committee for a meeting at which a nomination for, or an election to, a party position, or a nomination or endorsement for public office or changes/adoption of By-Laws, is to be made shall be a majority of the duly elected members. For all other meetings of such committees a quorum shall be thirty percent, (30%) of such members.

SECTION 3, FORM OF MEETINGS

The organization meeting of the Town Committee shall be open to the public. Other meetings of the Committee may be open or in executive session at the option of the Committee.

SECTION 4, CALLING OF MEETING

Except as in ARTICLE III hereof or by statute otherwise provided, the time and places of meetings of the Town Committee shall be subject to the call of the Chairperson. Whenever there is filed with the Secretary of the Town Committee a request in writing signed by at least one-fourth (1/4) of the duly elected members of the Committee that a meeting of the Committee shall be called at a time and place and for a purpose or purposes therein specified. The Secretary or Chairperson of such Committee shall thereupon and within forty-eight (48) hours after filing of the request, mail to each member of such committee, directed to him at his post office address or email address, a written notice of the time, place and purpose of such meetings, which time shall not be less than five (5) days after the mailing of such notice.

SECTION 5, CONDUCT OF MEETING

The Chairperson of the Committee, when present, shall preside at meetings thereof, or in his absence the Co-Chairperson, Secretary or Treasurer shall preside in that order of seniority, and in the event that all such officers are absent, a temporary Chairperson shall be elected by members to preside at such meeting.

SECTION 6, RESOLUTIONS

On the request of the Chairperson or any member all resolutions or other motions made by members shall be reduced to writing by the member offering the same, and the resolution may be referred, at the discretion of the Chairperson, to a committee for action or report.

SECTION 7, PROCEDURE

All questions relative to procedure or priority of business shall be decided by the Chairperson without debate, and his decision shall be final unless reversed by a majority of the members then in attendance. Wherever applicable, Roberts Rules of Order shall apply.

ARTICLE V, TOWN EXECUTIVE COMMITTEE.

SECTION 1, COMPOSITION

There shall be an Executive Committee to be constituted of the officers of the Town Committee, as provided for in ARTICLE II hereof, who shall be the respective officers of the Executive Committee.

SECTION 1A

Any elected Democratic member of the Town of Blooming Grove Democratic Committee shall receive notice and may attend and participate in meetings of the Executive Committee, but shall not have the right to vote thereat.

SECTION 2, NOTICE

The Executive Committee shall meet at the call of the town Chairperson upon such times and form of notice, and at such time and place, as s/he shall designate.

SECTION 3, CONDUCT OF MEETING

The provisions of ARTICLE IV, SECTION 5, shall apply to conduct of meetings of the Executive Committee.

SECTION 4, POWERS

When not inconsistent with the State Election Law, the Town Executive Committee shall at all times when the Town Committee is not actually in session have such powers and possess and exercise all the rights, privileges, powers and duties which the said Town Committee may have, possess and exercise.

ARTICLE VI, SPECIAL COMMITTEES

SECTION 1

The Chairperson of the Town Committee shall appoint the following special Committees and designate the respective Chairpersons thereof:

Finance Committee, There shall be a Finance Committee which shall have the responsibility for raising funds for the Town Committee. This committee is also responsible for recommending how much each endorsed candidate should receive consistent with guidelines outlined in Article VIII, Campaign Contributions by the Committee.

Nominating Committee, There shall be a Nomination Committee and each member shall be appointed by the Town Chairperson.

Campaign Committee, There shall be a Campaign Committee which shall have responsibility on a year-round basis for the planning, organizing and conducting activities in support of all elected offices that represent Blooming Grove.

Communications Committee, There shall be a Communications Committee which shall be responsible for developing all position communications which shall then be approved by the Town of Blooming Grove Democratic Committee.

Committee on Platforms and Resolutions, There shall be a Committee on Platform and Resolutions which shall prepare, consider and report on all platform proposals, petitions and resolutions.

Special Committees, The Chairperson shall have power to appoint from time to time such Special Committees as may be necessary or appropriate. Each Special Committee shall consist of three (3) members, or such other number as shall be determined by the Town Chairperson, and shall have such powers and duties as shall be specified by the Executive Committee.

ARTICLE VII, FUNDS AND BORROWING

SECTION 1

The funds of the Town Committee shall be deposited from time to time in such financial institutions authorized to do business in the State of New York as may be determined by resolution of the Town Committee, or by the certification of the Chairperson and Treasurer of the Town Committee.

All withdrawals from any such bank accounts shall be by check or draft signed by the Chairperson and/or the Treasurer and initiated by the non signing Chairperson or Co-Chairpersons. The monthly report provided by the Treasurer to the Town Committee MUST show all deposits, withdrawals and accounts payable. This report must give the final ending balance for the date identified on the report.

The bank statement shall be mailed to the Town Chairpersons address by the banking institution and a copy forwarded by the Town Chairperson to the Treasurer for their records and use.

SECTION 2

No member of the Town Committee is authorized or empowered to borrow from any financial institution for the purposes of raising funds in support of the Town Committee activities.

SECTION 3

The Town of Blooming Grove Democratic Committee shall levy an annual assessment of Fifteen Dollars (\$15.00) per committee member. This money will be collected for the purpose of funding town committee activities.

ARTICLE VIII, CAMPAIGN CONTRIBUTIONS BY THE COMMITTEE

SECTION 1

Funds of the Town Committee may be distributed to or for the candidates. Funds will be utilized during the campaign to or for the candidates who are running for elected positions and will represent our town.

The following will apply:

- a.) The total funds that can be distributed directly to the candidates, in any one campaign period, cannot exceed more than 50% of the total on hand.
- b.) The total funds to be distributed to, or utilized for, the candidates shall be based on their participation in the Committee work during the year and whether they will represent only Blooming Grove or part of Blooming Grove. Our objective is to reward those who supported our work all year and participated in the raising of these funds.
- c.) The amount of funds to be distributed or used shall be voted upon by the entire Blooming Grove Democratic Committee after consideration of the recommendations made by the Finance Committee.

ARTICLE IX, ENDORSEMENT PROCEDURE

SECTION 1, ENDORSEMENT REQUEST

In order to be eligible for an endorsement vote by the Town Committee, a person must submit a completed Request for Endorsement form to the nominating subcommittee. [This form can be found on the Committee website at www.ocbgdems.com/Candidates].

SECTION 2, PREPARATION BY THE NOMINATING COMMITTEE

The Nominating Committee members will review the requests submitted and make recommendations to the town committee for their approval of the list of candidates to be interviewed. Once approved, the Nominating Committee will schedule the candidates' interviews with the full town committee and prepare questions for the prospective candidate.

SECTION 3, ENDORSEMENT INTERVIEWS

The Town Chairperson will preside over the interview process. Each office that has candidates will then be identified by the presiding officer and the candidate interview will commence. Upon completion of the interview each candidate will have the opportunity to give a closing statement.

SECTION 4, VOTING

The Chairperson, or the ranking member of the executive committee, will preside over the voting process. Each office that has candidates will then be identified by the presiding officer. Voting rules will be the same as those identified in Article IV, Voting; Section 1 of this document.

ARTICLE X, AMENDMENTS - ADDITIONAL RULES - MISCELLANEOUS

SECTION 1

Absent a conflict with the County or State bylaws any and all party rules governing the Town of Blooming Grove Committee are contained within this document.

SECTION 2

These rules may be amended as provided by Section Fifteen of the NYS Election Law.

SECTION 3,

The By-Laws shall become effective immediately upon adoption by the full town committee pursuant to Article IV, Section 2.

ARTICLE XI, REMOVAL FROM OFFICE OF A TOWN DEMOCRATIC COMMITTEE OFFICER

SECTION 1,

Whenever serious misconduct by a town Democratic Committee Officer arises and a portion of his or her committee members desire the removal of such officer for the good of the committee, the following procedure shall be followed:

Proceedings shall be commenced by the filing with a member of the executive committee of a petition signed by 25 percent of the members of the committee setting forth the reasons for action against such officer. The executive committee member receiving such petition shall serve upon such officer either personally or by certified mail, return receipt requested showing receipt 5 days before meeting, a copy of the petition together with notice of a meeting to be held to consider the question of removal of such officer. Said notice shall be served upon such officer at least five days prior to the date set for such a meeting and shall contain the time and place where the meeting shall be held. The meeting shall be called to order by the Chairperson of the committee or the next succeeding officer in the absence of the chairperson or in the event that the chairperson is the officer sought to be removed. The officer against whom action has been taken shall have an opportunity to respond to the petition after which a vote of the members present shall be taken as to whether such officer shall be removed or not.

A vote of two-thirds of the total number of the committee positions filled shall be required for removal. Such vote shall in no manner affect such officer's standing as a member of the Town Democratic Committee. In the event of a two-thirds vote for removal of such officer, such officer may appeal to the officers of the Orange County Democratic Executive Committee by serving a written notice on the County Chairperson, either personally or by certified mail, return receipt requested, within ten days of said meeting. Both the officer removed and the members of his committee shall be heard by the officers of the Orange County Democratic Executive Committee. After such hearing, a vote shall be taken. Removal shall be effective only after a vote of the majority of said officers and committee members.

Said officers shall meet to hear the appeal within five days of the date of filing the appeal with the County Chairperson.