

# **By-Laws, Carlisle Democratic Town Committee**

(as amended June 12, 1989; March 18, 2002; February 3, 2007; May 14, 2008; Jun 28, 2019; , 2024)

## **ARTICLE I – NAME**

The name of this organization is the Carlisle Democratic Town Committee.

## **ARTICLE II – PURPOSES**

It shall be the purpose of the Committee to promote the objectives and interests of the Democratic Party, to encourage interest in the Democratic Party, and to work and organize for the success of Democratic candidates of the District, County, State, and Nation.

## **ARTICLE III – Policies; Policies and Procedures (P&P); Present at Meeting, Voting, Email**

1. The policies of the Committee shall be in harmony with the policies of the State and National Democratic Committees.
2. Policies and Procedures (P&P) is an addendum to the By-Laws. It explains how the Committee handles situations that are flexible or not fully covered in the By-Laws. Requirements for amending P&P are intentionally more flexible than those for amending the By-Laws.
3. A member may be present at a meeting either in person or via conferencing software. A member present at a meeting may vote either in person or via the conferencing software. Voting on matters other than those fully addressed in a meeting will be conducted using email in circumstances either requiring or enabling it. (See P&P.) Official Committee communication will ordinarily be conducted by email.

## **ARTICLE IV – MEMBERSHIP**

1. The Town Committee shall consist of (a) no fewer than three (3) or more than thirty-five (35) enrolled members of the Democratic Party resident in the Town of Carlisle who shall have been elected at the presidential primaries in conformity with the provisions of Massachusetts General Laws (MGL), Part I, Chapter 52, Section 2 or under Section 3 of this article and (b) all Lifetime members as defined under Section 5 of this article.
2. Elected members shall hold office for four years until the thirtieth day following the day on which the presidential primaries are next held and their successors shall have organized in accordance with the laws of the Commonwealth of Massachusetts (MGL, Part I, Chapter 52, Section 2). A member may submit a written resignation to take effect upon its receipt by the Secretary of the Town Committee. Any member who changes legal residence from Carlisle shall cease to be a member at the end of the calendar year during which said residence is changed. Any member, whether elected or chosen to fill a vacancy or Lifetime Member, who cancels or changes party enrollment, shall forthwith cease to be a member of the Town Committee.
3. A member anticipating proposing the election of a new member to fill a vacancy or a member to fill a then vacant Office will inform the Secretary sufficiently in advance to enable the Secretary to notify the full membership at least seven days before the meeting at which such a proposal will be made. The Secretary will provide notice to the membership by email. Once offered, the proposal may be approved by majority vote of the members present at the meeting when the vote is taken. Enrolled members of the Democratic Party resident in Carlisle are eligible to fill a vacancy. A vacancy or vacancies exist whenever the elected membership is below 35.

4. The Town Committee may, by vote at any meeting, appoint such associate members as it may choose. Though non-voting, they shall have such other powers and duties as the Town Committee shall from time to time determine. Associate members shall be candidates for filling any Committee vacancies.

5. When a committee member has served twenty years, whether or not consecutive, that member has achieved Lifetime status and a vacancy in elected membership is created. Lifetime members are voting members of the Committee.

6. Removal of Local Members.

Members and officers pledge themselves by accepting office to perform their duties diligently and honorably or resign.

Members may be removed by procedures guaranteeing adequate notice and due process and by a majority vote of the entire membership as follows:

1. An elected member may be removed for failure to attend at least half of the regularly scheduled committee meetings during any calendar year.

2. Any member may be removed for:

(a) continued public endorsement of or support for any candidate whose announced intention is to oppose the nominee of the Democratic Party which nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions. A member for whom a long and deeply held belief would be violated by support of the nominee shall not be removed under this section.

(b) unauthorized use of the Party or Committee name or resources, or

(c) conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

A member must be given an opportunity to resign before notice of the hearing on the question of removal is given to the membership of the committee. If the Town Committee refuses to act upon or remove a member duly charged under provisions (a) through (c) of this article, the charge may be appealed to the Judicial Council of the Democratic Party of the Commonwealth of Massachusetts in accordance with Article Five, Section IV of the Massachusetts Democratic Party's Charter.

A member whom the Committee has voted to remove under this section shall have 30 days to appeal to the Judicial Council. Removal is not final prior to the Judicial Council's upholding this action.

## **ARTICLE V -- ORGANIZATION AND TERM OF OFFICERS**

1. Within ten days after the thirtieth day next following the election of members at the time of the quadrennial presidential primary in accordance with MGL, Part I, Chapter 52, Section 4, the Town Committee shall meet and organize by electing a Chairperson or two Co-Chairpersons. If there is a Chairperson, there may be one Vice Chairperson or two Vice Chairpersons. If there are Co-Chairpersons, there may be one Vice Chairperson. Among any combination of the aforementioned officers exceeding one, not all may be of the same gender. Also to be elected are: Secretary, Treasurer, Affirmative Action

and Outreach Advisor and such other officers as the Committee may decide to elect. Voting for officers, whether at the organizing meeting or to fill a vacancy in an Office (see Article IV(3)), shall be by secret ballot unless that provision is waived for the occasion at hand. To be elected, a nominee must obtain the votes of a majority of those present when the vote is taken.

2. The above officers shall serve two-year terms. In non-presidential election years, elections of those officers shall be held no later than April 15th. Other officers, if any, may be elected at any meeting and shall serve a term that ends with that of the Chairperson(s). Only members of the Town Committee shall serve as officers.

3. A vacancy in the membership may be filled at a meeting of the Town Committee by a majority vote of those members present. Enrolled members of the Democratic Party resident in Carlisle are eligible to fill a vacancy. A vacancy or vacancies exist whenever the elected membership is below 35.

## **ARTICLE VI — OFFICERS**

1. Chairperson. The Chairperson shall be the principal executive officer of the committee with primary responsibility for enforcement of the provisions of the Charter of the Democratic State Committee and these By-Laws and shall direct the functioning of the Committee. The Chair shall maintain communications between the Town Committee and the State Committee. The Chair shall have the power to convene all meetings of the Committee. The Chair shall preside at all meetings of the Town Committee. The Chair shall appoint all members of committees and sub-committees who shall serve at the pleasure of the Chair. The Chair shall convene and preside over all caucuses, including but not limited to the caucus for the selection of delegates to the state convention. If there are Co-Chairs, they shall decide their relative duties.

2. Vice Chairperson. The Vice Chairperson shall preside at all meetings of the Town Committee in the absence of the Chairperson and shall perform all duties and have the power of the Chairperson in case of the Chairperson's absence. If there are two Vice Chairpersons, their duties shall be allocated between them as the Chairperson determines following consultation with them.

3. Secretary. The Secretary shall keep a record of the proceedings of the Town Committee. The Secretary shall notify members of meetings as hereinafter provided. The Secretary shall, within ten days after the organization of the Committee, in both presidential and non-presidential years, file with the Secretary of the Commonwealth, the Secretary of the Democratic State Committee, and the Town Clerk, a list of members and officers and the names and addresses of such officers. Thereafter, within ten days, the secretary shall also file with those officials any change in the committee's members or officers or associate members. The Secretary shall also file, within ten days after the organization of the Committee, with the Director of the Commonwealth's Office of Campaign and Political Finance, a list of the officers of the Committee, together with the addresses of such officers, and shall also file with the Director, within ten days, any change in that list together with the addresses of any new officers. The Secretary shall maintain all historical records of the Committee, especially of membership. The Secretary shall distribute, on a timely basis, the most recent version of the Town Committee's By-Laws to the Chair of the State Committee and to the members of the Town Committee.

4. Treasurer. The Treasurer shall qualify by filing a written acceptance with the Commonwealth's Director of Campaign and Political Finance according to the provisions of MGL, Chapter 52, Section 5 and Chapter 55, Section 5. The Treasurer shall have custody of all funds belonging to the Town

Committee, shall keep and preserve detailed accounts, vouchers, and receipts, and shall prepare and present an annual report and such financial reports as the Chair or Town Committee shall from time to time direct. The Treasurer may open a bank account or accounts to be subject to withdrawal upon the signature of either the Chair or the Treasurer. For further duties and responsibilities, the Treasurer shall become familiar with and abide by other pertinent provisions of Chapters 52 and 55.

5. Affirmative Action and Outreach Advisor. The Affirmative Action and Outreach Officer shall oversee and promote the affirmative action and outreach activities of the Carlisle Democratic Town Committee.

6. Deputy Secretary. The Town Committee may elect a Deputy Secretary who shall assist the Secretary in carrying out the duties of that office.

#### **ARTICLE VII — DELEGATES TO THE STATE CONVENTION**

Delegates to the State Convention shall be chosen in accordance with the provisions of the Charter of the Democratic Party of the Commonwealth of Massachusetts.

#### **ARTICLE VIII — MEETINGS**

1. CALL. The Town Committee shall meet at least four times each year, at least once each quarter, at the call of the Chairperson. Special meetings may be called by the Secretary on receipt of a petition signed by no fewer than 20% of the members of the committee. Requests for a special meeting must state its purpose; no other business shall be conducted at a special meeting.

2. NOTICE: The Chair or Secretary shall notify all members and associate members by email of the time and place of each meeting. If conferencing software is being employed, either the Chair or the Secretary will send a link. If the meeting is to consider filling a vacancy or vacancies in the Committee's membership; or a vacancy in any Office; or amendment of the By-Laws, at least seven days' notice shall be given and such notice shall state any of these items to be considered. If a member plans to initiate at an upcoming meeting a proposal for the Committee to approve a public communication of any sort, it is highly recommended that the member inform the Secretary who can then notify the members and associate members. A public communication is the conveying of information to any person, persons, or entity outside the Committee itself attributed to the Carlisle Democratic Town Committee. It includes, but is not limited to, any letter to the editor (LTE); endorsement of a candidate in an uncontested Democratic primary or general election; support of a position on a political and/or policy-related matter. Routine broadly distributed announcements such as the dates of meetings and of other events are not a public communication as herein defined.

3. CONDUCT: In addition to any other conditions set down in these By-Laws, meetings shall be conducted in accordance with, and in the following indicated order of precedence:

- (A) the laws of the Commonwealth of Massachusetts
- (B) the Massachusetts Democratic Party Charter
- (C) these By-Laws, and
- (D) Robert's Rules of Order.

4. QUORUM: The number required to fill a quorum shall be one-fourth of the elected members (rounded up). That number may be achieved by any combination of elected and Lifetime members.

A member must attend the meeting to be counted in the quorum and to vote. No vote may be taken during any portion of the meeting when attendance has fallen below the number needed to achieve a quorum. In those circumstances, discussion may continue.

5. VOTING:

- (A) Requirements for voting in connection with the committee organizing after the presidential primary or for filling a vacancy in the membership or in any Office are set down in Articles IV(3) and V(I).
- (B) The requirement for amending the By-Laws, in addition to the required at least seven days' advance notice (see Article VIII(2)), is approval by a majority of the membership when the vote is taken, either during a meeting or by email.
- (C) A proposal to amend Policies and Procedures may be approved by majority vote at a meeting. However amended, P&P must remain in compliance with the By-Laws.
- (D) Apart from the exception covered below in (E), the requirement for approval of any form of public communication is approval by a majority of the membership when the vote is taken, either during a meeting or by email.
- (E) The exception referred to above in (D) is the following: in a meeting with at least one-third of the members present when the vote is taken, unanimous approval of the proposed public communication with no more than one member abstaining or recusing. In such a case, the proposal is approved and the public communication may be distributed promptly after the meeting.

**ARTICLE IX -- COMMITTEES**

There shall be committees and sub-committees as the Town Committee may deem necessary, all appointed by the Chairperson(s).

**ARTICLE X -- DUES**

The Town Committee will recommend annual dues in an amount to be determined from time to time by the Committee. Payment of dues is voluntary, and no member shall be required to pay dues in order to vote or otherwise participate in committee business.

**ARTICLE XI -- SUSPENSION AND AMENDMENTS**

1. These By-Laws may be suspended by a vote of two-thirds of the members of the Town Committee.
2. Amendments of these By-Laws or Policies and Procedures shall be in accordance with, as applicable, the relevant portions of Articles III(3), VIII(2), (3), (4), (5B), and (5C).