

BY-LAWS OF THE BRAINTREE DEMOCRATIC TOWN COMMITTEE

ARTICLE I

NAME

This organization shall be known as the Braintree Democratic Town Committee.

ARTICLE II

PURPOSES

This committee is organized and constituted under authority of and in accordance with the provisions of Chapter 52 of the General Laws of Massachusetts and of Article Two of the Charter of the Democratic Party of the Commonwealth of Massachusetts and shall have as its purpose the following: to foster and advance the ideals and aims of the Democratic Party; to work in cooperation with the Democratic State Committee; to aid in carrying out the planks of the platform of the State and National Conventions of the Party; to work and organize for the success of the Democratic candidates in the Town, State, and in the Nation; to do all things necessary to strengthen the Democratic Party in Braintree.

ARTICLE III

MEMBERSHIP

The Braintree Democratic Town Committee shall consist of:

1. Those thirty-five (35) members elected by the voters of the Town at the Presidential Primary election and/or of their successors referred to in Article VII, Section 2. Such members shall have the right to vote on all Town Committee matters.
2. Life members are Braintree residents with at least twenty (20) years of continuous service on the Democratic Town Committee and shall have the right to vote on all Town Committee matters.
3. Associate members shall be approved by majority vote of Town Committee members present and voting. Such members may serve on subcommittees and shall have the right to vote on matters before such subcommittees. Associate members shall not have the right to vote on Committee matters or be elected as officers.

4. Braintree residents aged sixteen (16) years and seventeen (17) years who desire to support the ideals of the Democratic party as referenced in Article II can be added as Youth members.
5. There is no limit to the number of Life, Associate, or Youth members.
6. Voluntary dues may be paid and collected by the Treasurer each calendar year. The amount of dues shall be determined by a majority vote of the members present and voting.

ARTICLE IV

QUORUM

One third of the elected members of the Committee, at least two of whom are officers, shall constitute a quorum for the transaction of business.

ARTICLE V

OFFICERS

1. The Braintree Democratic Town Committee shall have the following: Chair, Vice Chair, Secretary, Treasurer, and Affirmative Action and Outreach Advisor, each elected by the members as by these by-laws provided.
2. No person other than elected or Life members of the Town Committee shall hold office in the Democratic Town Committee established by Section I of these Articles.
3. The Chair, Vice Chair, Secretary, Treasurer, and Affirmative Action and Outreach Advisor shall be elected by a majority of the voting members present at a duly called meeting.
4. Nomination and election of officers shall be held each Presidential Primary Election year at the first meeting of the Committee following such Presidential Primary Election and shall serve for a term of two years or until a successor is elected. The Committee's organizational meeting shall be held no later than April 15 in both Presidential and non-Presidential election years.
5. Any person appointed by the Chair as herein provided shall retain appointment at the discretion of the Chair.

ARTICLE VI

DUTIES OF OFFICERS

1. Chair

- a. The Chair shall be the active head of the Town Committee in fulfillment of the purposes specified in Article II and shall preside at all meetings of the Committee and Executive Committee.
- b. In case of the necessary absence of the Chair through illness or otherwise, the Vice Chair shall serve as the Chair Pro-Tem until the Chair returns. In the absence of the Chair and Vice Chair, the Secretary shall so act.

2. Vice Chair

- a. The Vice Chair shall perform such duties as designated by the Chair.
- b. The Vice Chair shall serve as Chair Pro-Tem of the Committee in the absence of the Chair.

3. Secretary

- a. The Secretary shall keep record of all the proceedings of the Town Committee and of the Executive Committee. At least seven (7) days prior to a public meeting, the Secretary will send written notice to all members, post notice on the Town Committee website, and submit notice to local media. Written notice may be by email. The Secretary shall have the authority to delegate administrative functions.
- b. The Secretary's report shall be read at each meeting, consisting of a report of the previous meeting and a report of any executive meetings that have occurred in the interim. The Secretary shall deliver all books, papers, and property of the Town Committee in the Secretary's possession to any successor when said successor assumes office.
- c. The Secretary shall, within ten (10) days after the organization of the Town Committee, file with the Secretary of the Commonwealth, the Secretary of the Democratic State Committee and the Town Clerk, a list of the officers and members of the Town Committee; and shall immediately file with the same officials a statement of the changes in the organization or membership of the Town Committee thereafter.

- d. In case of the absence of the Secretary, the Chair shall designate a voting member to serve in the Secretary's place until the Secretary returns.

4. Treasurer

- a. The Treasurer shall open an account in a banking institution and execute a signature card in the name of the Braintree Democratic Town Committee and deposit all monies and checks received in said bank. The Treasurer and one other officer will sign the signature card.
- b. The Treasurer's report shall be read at each meeting.
- c. The Treasurer shall have the custody of all funds belonging to the Committee and shall pay all orders subject to the approval of the Committee and shall procure and file vouchers for all such payments.
- d. The Treasurer's accounts may be audited annually as determined by the elected members.
- e. The Treasurer shall deliver to any successor all money and property of the Town Committee within seven (7) days after the election of said successor at which time the accounts shall be audited as determined by the voting members.
- f. In case of the absence of the Treasurer, the Chair shall designate a voting member to serve as Treasurer until the Treasurer returns.

5. Affirmative Action and Outreach Advisor

- a. The Affirmative Action and Outreach Advisor (Advisor) shall be responsible for developing strategies and activities to expand participation in the Town Committee of the Party's Affirmative Action target groups.

ARTICLE VII

VACANCIES

- 1. In the event of a vacancy occurring in the office of Chair, Vice Chair, Secretary, Treasurer, or Affirmative Action and Outreach Advisor, said vacancy shall be filled as follows:

- a. In the case of a vacancy in the office of Chair, the senior officer remaining shall call a meeting of the members within thirty (30) days after the vacancy occurs, at which time a new Chair shall be elected by a majority of the voting members present.
 - b. In the event of a vacancy in the office of Vice Chair, Secretary, Treasurer, or Affirmative Action and Outreach Advisor, the Chair shall call a special meeting of the members within thirty (30) days of said vacancy, at which time a new Vice Chair, Secretary, Treasurer, or Affirmative Action and Outreach Advisor as the case may be, shall be elected by a majority of the voting members present.
 - c. All members of the Town Committee shall be notified in writing of any special meetings called to fill vacancies in the offices of Chair, Vice Chair, Secretary, Treasurer, or Affirmative Action and Outreach Advisor at least seventy-two (72) hours prior to said meeting.
2. Elected member vacancies shall be filled by a majority of the voting members present, provided that members had been given prior notice of vacancies to be filled. The person so chosen must be a legal resident of the Town and a registered Democrat. Associate members, if any, shall be the candidates first considered for filling the vacancies.

ARTICLE VIII

ELIGIBILITY FOR AND TERMINATION OF MEMBERSHIP

No person shall be eligible for membership in the Democratic Town Committee unless such person is an enrolled Democratic voter in the Town of Braintree, Commonwealth of Massachusetts.

1. Members and officers pledge themselves by accepting office to perform diligently and honorably their duties or resign.
2. The written resignation of an officer or member of the Democratic Town Committee received in the regular course of business by the Chair or Secretary of the Committee shall terminate that person's position and/or membership, and it shall not be necessary that said resignation be acted upon by the body. The Chair, however, shall report the fact of such resignation in the notice of the next meeting.

Members may be removed after being given seven (7) days notice and by a two-thirds vote of those present and voting, a quorum being present, for:

1. Failure to attend at least two (2) meetings in a non-election year and three (3) meetings in an election year.
2. In a contested, partisan election, active public support or endorsement of a candidate other than a Democrat by any member shall require that the Chair immediately request the resignation of that member and shall cause such request to be made public forthwith.
3. Unauthorized use of the Party name or resources.
4. 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 or removal is given to the membership of the committee.

A member removed under this section shall have 30 days to appeal to the Judicial Council (State Committee), and the vacancy may not be filled in such case until the final decision of the Judicial council is made.

ARTICLE IX

COMMITTEES

1. Executive Committee. There may be an executive committee composed of the Chair, Vice Chair, Secretary, Treasurer, Affirmative Action and Outreach Advisor, and four members chosen by the Chair from the voting members of the Town Committee.
2. By-laws Committee. There may be a By-laws Committee appointed by the Chair from the duly elected members. The Chair shall designate the Chair of the By-laws Committee.
3. Social Media Committee. There may be a Social Media Committee appointed by the Chair for the purpose of maintaining and updating the Committee's social media accounts.
4. The Chair of the Democratic Town Committee is authorized to appoint clerical, organizational, and legal assistants and such Committees as the Chair may deem necessary to carry out the established purposes of the Town Committee with the provisions that any and all appointees be enrolled members of the Democratic Party.

ARTICLE X

MEETINGS

1. There shall be regularly scheduled meetings, a minimum of four (4) times in non-election years and six (6) times in election years, at least once each quarter, at times and places to be designated by the Chair.
2. The Chair shall call a special meeting upon a written petition signed by ten (10) voting Committee members which petition shall set forth the purpose or purposes of the proposed meeting. In the event that the Chair fails to call a meeting within ten (10) days of the receipt of such aforementioned petition, twelve (12) voting members of the Democratic Town Committee may call a special meeting by giving at least seventy-two (72) hours notice in writing to all members of the Democratic Town Committee, stating the date, time, place, and purpose of said meeting. No business other than that specified in the Call shall be transacted at any special meeting.

ARTICLE XI

CHANGES IN THE BY-LAWS

1. These By-laws may be amended or repealed at any regularly called meeting of the Democratic Town Committee, provided such proposed change is in writing, is signed by the members proposing it, and is in the hands of the Chair before the call of the next meeting at which such proposal is to be acted upon. The proposed changes shall be sent to members with the announcement of the next meeting.
2. Such proposed changes shall be considered and may be adopted by a two-thirds vote of the elected and Life members present and voting.
3. Unless and until amended or repealed by the voting members, these By-laws shall continue in effect from year to year, and no formal motion shall be necessary at any meeting of the Town Committee in order that they continue in force. As changes are made in Article Two of the Charter of the Massachusetts Democratic Party, these By-laws shall be automatically amended without a confirming vote of the elected and Life members.

ARTICLE XII

INTERPRETATION OF BY-LAWS

1. In case of any question arising as to the interpretation of any provision of the By-laws, the Chair shall refer the matter immediately to the Executive Committee which shall immediately confer and then render a decision, which decision shall be binding upon the board unless overruled by a vote of two-thirds of the voting members present.

ARTICLE XIII

ORDER OF BUSINESS

The order of business at meetings shall be as follows:

1. Calling the roll of officers and elected members
2. Reading the minutes of the previous meeting
3. Reading of the Treasurer's report
4. Outreach and Subcommittee reports
5. Reading of communications addressed to the Town Committee
6. Unfinished business
7. New business
8. State Committee Report
9. Speaker(s)
10. Adjournment

The order of business may be revised by a majority vote of the voting members present.

ARTICLE XIV

CONDUCT OF MEETINGS

The meetings of the Democratic Town Committee and of the Executive Committee shall be conducted in accordance with the rules of parliamentary procedure set forth in Robert's Rules of Order.

*Braintree Democratic Town Committee
April 7, 2020*