

# By-Laws

## Saratoga Springs Democratic Committee

### Preamble

#### Section 1. Vision:

We believe that the City of Saratoga Springs prospers when residents share a common vision, including, without limitation, commitment to

- liberty, fairness and the opportunity to pursue personal happiness, without compromising the similar rights of others;
- a safe and healthy community, including adequate housing, food and healthcare for all residents;
- an effective and responsible justice system to keep all people safe, respect their civil rights and to treat all with respect and accountability;
- an equitable economy that ensures job growth, sustainability and reduces income inequality;
- human and civil rights for all residents without regard to gender, race, ethnic background, sexual orientation, age, religion, or any other marginalized status;
- voting access for all resident citizens;
- fair and open elections;
- integrity and transparency in government;
- a fair and impartial judiciary, at all levels; and
- environmental protection and stewardship.

#### Section 2. Mission and Purpose:

To achieve this vision, the Mission of the Saratoga Springs Democratic Committee (SSDC) shall be

To inspire and encourage the greatest number of Democrats in the City of Saratoga Springs to participate in the government of the City;

To recruit- and support the election of- well-qualified Democratic candidates for public office in the City;

To support the nomination and to provide organizational leadership for the election of Democratic candidates for public office at the county, state and national levels;

To inform and educate residents of the City regarding issues involving City government or affecting residents of the City;

To promote political fund-raising and social activities among Democrats in the City; and

To seek membership of the Committee that reflects the demographic diversity of residents of the City.

## **ARTICLE I        NAME**

The name of this committee will be known as The Saratoga Springs Democratic Committee (hereinafter referred to as "City Committee." It is formed pursuant to State Election Law under the Rules of the Saratoga County Democratic Committee (hereinafter referred to as "County Committee").

## **ARTICLE II        MISSION & OBJECTIVES**

### **Section 1: Mission Statement**

The City Committee's mission is to promote the principles of the Democratic Party in the open and inclusive governance of Saratoga Springs for the maintenance and continued improvement of the well being and quality of life for all city residents.

### **Section 2: Objectives**

The City Committee will work to:

1. Elect Democrats and other candidates endorsed by the City Committee, or by the County Committee or by members of the Democratic Party through the Primary Election or through Judicial Convention processes.
2. Adopt a local platform consistent with our Mission.
3. Promote a public understanding of the objectives and Mission of our party and of the accomplishments of our candidates and elected officials.

## **ARTICLE III        MEMBERSHIP**

### **Section I: Membership**

1. Each member of the City Democratic Committee must be an enrolled Democrat, consistent with the requirements of the State Election Law.
2. The City Committee is composed of members of the County Democratic Committee elected or appointed to the election districts within the city of Saratoga Springs.  
(Rules and Regulations of the County Committee of the County of Saratoga. Rule XIII-"In each City, Town and Village of the County of Saratoga there shall be a City, Town and Village Committee, consisting of the County Committee members of such City, Town or Village Election District." In practice, membership is simultaneous in both the County and City Committee.)
3. The members of the City Committee are elected biennially in even-numbered years under provisions of the New York State Election Law. There shall no more than two committee members in each Election District. When vacancies on the City or County Committee occur, they may be filled at any time by the Chair of the County Committee.

**Section 2: Members of the Saratoga Springs Democratic Committee are expected to adhere to and support the following responsibilities and duties:**

1. Support the mission and objectives of the City Committee and assist in developing a platform consistent therewith.

2. Act as representatives of the City Committee to the residents of their respective election districts, and represent and communicate the concerns of the residents to the City Committee.
3. Participate in the nomination and election of Democratic Candidates; support local, County, State and National Democratic candidates for office; attend appropriate public forums and assist the media campaign to educate the voters and further their election.
4. Circulate nominating petitions when necessary to nominate the committee's endorsed candidates for office, and distribute information, campaign literature etc. and to help recruit and/or to act as poll watchers or election inspectors.
5. Participate in the ongoing work of at least one Standing Committee of the City Committee. Members will serve on such Standing Committees at the pleasure of the City Committee Chair.
6. Attend as many scheduled meetings as possible. Whenever a City Committee member is unable to attend a meeting of the City Committee, it is the member's right and responsibility to provide a proxy certificate to the Committee whereby the holder of the proxy may cast the member's vote on any business before the Committee, such proxies being presented at the time of a meeting as provided for in Section 3 below.
7. Attend and participate in City Committee fund-raising activities and events.
8. Assist the City Committee in developing public policy recommendations that may be made to elected local officials of all parties.
9. Assist the City Committee in providing feedback to elected local officials of all parties regarding their accomplishments and performance.
10. Maintain a constant awareness of major local public issues and how they may impact the actions of City Committee.
11. To maintain a favorable image of the City Committee within the community.

### Section 3: Voting and Meetings

1. Eligible voting. Only City Committee members may vote, whether in person or by proxy (see Subsection 3), at City Committee meetings.
2. Quorum. A City Committee meeting is duly constituted when convened and called to order by the Chair, and when a quorum is present. A quorum consists of a simple majority of the currently serving members of the City Committee, whether present physically or by proxy (see Subsection 3).
3. Proxy attendance and voting. A member unable to attend a City Committee meeting may vote by proxy, only by authorizing another committee member to vote on their behalf in a signed and dated statement. Proxies must be provided to the Chair of the City Committee and entered into the minutes. Proxies may be provided by hard copy or by email or other digital means that can be shared with the Secretary. Proxies are counted both to establish a quorum and to vote on any business to come before the committee.

4. Weighted voting. City Committee members will have one vote for all decisions of the City Committee except candidate endorsements, which will be by weighted vote. Given that there are two members authorized by law representing each Election District, the weighted vote of each committee member shall be 50% of the number of votes cast in the member's Election District for the Democratic candidate for Governor in the most recent gubernatorial election.

5. Tie votes. In case of a Tie vote on any business before the City Committee, the motion fails. Abstentions count neither for nor against proposed motions. (See Robert's Rules of Order 10th Edition p. 378, 388, 390 and 66.)

6. Regular meetings. Regular meetings of the City Committee should be approximately once a month at the call of the Chair, with two weeks notice, to all committee members.

## **ARTICLE IV EXECUTIVE COMMITTEE AND OFFICERS**

### **Section 1: Officers**

The Officers of the City Committee shall consist of :

1. Chair
2. 1st Vice Chair
3. 2nd Vice Chair
4. 3rd Vice Chair
5. Treasurer
6. Secretary
7. At large. One additional member chosen by the City Committee Chair (provided for in the County Rules and Regulations Rule IV a.)

### **Section 2: Executive Committee**

The Executive Committee shall consist of the elected officers of the City Committee plus the at large member chosen by the Chair pursuant to Section 1.7 above. The Chair may call the Executive Committee into session to act on behalf of the City Committee in executing the policies and programs of the City Committee. Notice of any action by the Executive Committee shall be reported promptly to the members of the City Committee and made an agenda item for discussion the next duly constituted meeting of the City Committee.

### **Section 3: Duties of the Executive Committee**

The duties of the Executive Committee will be the following:

1. To oversee management of the accounts, property and financial resources of the City Committee in accordance with the wishes of the City Committee and in conformance with New York State Law.
  - a. To approve the raising and expenditure of funds.
  - b. Develop an annual budget
  - c. Account to the City Committee for the receipt and disbursement of funds
2. Report on its meetings to the City committee.

3. Oversee the activities of the Standing Committees of the City Committee. Describe the functions of each Standing Committee and designate an Executive Committee liaison with each.
4. Establish other ad hoc committees as needed.

#### Section 4. Eligibility and Election of Officers

1. The officers comprising the executive committee must be members of the City Committee and will be elected at the organizational meeting of the Committee to serve until the following organizational meeting. (as by County and State Election Law).
2. The responsibilities of the individual officers will be as follows:
  - a. Chair.
    - 1) The Chair will be the sole public spokesperson for the City Committee. The Chair may designate a public spokesperson from time to time at the Chair's discretion.
    - 2) Preside at meetings of the City Committee.
    - 3) Is an ex-officio member of every Standing Committee.
  - b. First Vice-Chair
    - 1) The first vice-chair shall preside at meetings of the City Committee and of the Executive Committee in the absence of the chair, and shall assume the duties of the chair should the chair become unable to exercise those duties.
  - c. Second and Third Vice-Chairs
    - 1) The second and third vice-chairs shall succeed in that order to the duties of first vice chair should the first vice-chair be unavailable to perform those duties.
  - d. Secretary
    - 1) The secretary will record and prepare minutes of all proceedings at meetings of the Committee and executive committee; will administer official correspondence of the City Committee and of the Executive Committee, and shall maintain all permanent records and reports as required by the State Election Law.
    - 2) Minutes of the City Committee meeting will be distributed to the City Committee one week before the next scheduled meeting.
  - e. Treasurer
    - 1) The treasurer will, pursuant to policies and procedures established by the Executive Committee, receive, preserve and disburse the money and other financial resources of the City Committee, and will maintain the accounts and permanent financial records of the Committee, and file all required reports pursuant to the State Election Law.
    - 2) The treasurer shall prepare a written report of the financial condition of the Committee for the organizational meeting and for each regular meeting of the City Committee and of the Executive Committee.
    - 3) Disbursements of funds by the City Committee will require two signatures: that of the Treasurer and one other Executive Committee member designated by the Chair.

## Section 5: Replacement and Removal of Officers

### 1. Vacancies:

(adapted from County Rule IX) A vacancy in any office of the City Committee, except that of the Chair, will be filled by appointment by the Chair, such appointee to serve for the remainder of the two year term. If the Office of City Chair becomes vacant because of death, resignation or removal for cause, the 1stVice Chair will immediately become Chair and will serve for the remainder of the term. The ~2nd Vice Chair then will assume the duties of the 1stVice Chair, the 3rd Vice Chair will become the 2nd Vice Chair and a new 3rd Vice Chair may then be appointed by the new Chair.

### 2. Removal:

An officer may be removed from office in accordance to New York State Election Laws.

## **ARTICLE V      STANDING COMMITTEES**

### Section 1: Names of Required Standing Committees

The following will constitute the Standing Committees of the City Committee:

1. Recruitment and Nominations Outreach Registration and Enrollment /Campaign Organizing and Election Duties
2. Communications
3. Fundraising
4. Platform
5. Community Relations,

### Section 2: Organization of Standing Committees

Formation of Standing Committees

1. The Chair will canvas the membership of the City Committee to determine what committee each member wishes to serve on. The Executive Committee will designate the Standing Committee Chairs and name members to these committees. This organizational process will take place biennially, within 90 days following the organization of the City Committee itself.
2. City Committee members are entitled to attend any Standing Committee meeting, but only named members may vote. Notice of Standing Committee meetings will be distributed to the City Committee.
3. The Chair of each Standing Committee or his or her designee will report at each City Committee meeting.

## **ARTICLE VI      ETHICS AND STANDARDS**

We adopt the Ethics and Standards of the State Democratic Party.

## **ARTICLE VII      ADOPTION AND AMENDMENT OF THESE BY-LAWS**

1. These By-Laws will become effective upon adoption by a 60% majority at a duly constituted Meeting.

2. Amendments. Two Meetings to Approve. Amendments to these bylaws may be adopted in the following manner. Any proposed change to the bylaws must be circulated in writing along with the agenda for a regularly scheduled meeting of the City Committee. At such meeting, the text of the amendment will be introduced and discussed during the regular business for such meeting. No vote is to be taken at this meeting, but the amendment or amendments will be made part of the agenda for the next subsequent City Committee, at which time further discussion and debate may take place and a vote taken. All amendments will require approval of 60% of the committee members voting in person or by proxy at a regularly scheduled City Committee meeting.

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*First Reading and discussion February 18, 2022*

*Second Reading and discussion March 19, 2022*

*Final Reading and vote April 23, 2022*