

CONSTITUTION AND BY-LAWS OF THE JERSEY CITY DEMOCRATIC COMMITTEE

PREAMBLE

The Jersey City Democratic Committee is dedicated to the highest ideals of democratic government. In order to achieve this purpose, the Committee will make every effort to select and elect the most competent candidates to represent the Party. In addition, the Committee will encourage broad-based participation in Party and governmental affairs by every segment of our community. The Committee believes that by recruiting, nominating and electing the most qualified candidates for office and involving as many members of the public as possible, it can help to ensure responsible leadership that is effective, efficient and responsive to the needs of the people of Jersey City.

ARTICLE I

Name of the organization

The name of this organization shall be the JERSEY CITY DEMOCRATIC COMMITTEE ("the Committee" or "the JCDC").

ARTICLE II

Membership

Section 1. Elected Membership

The Committee membership shall be composed of one (1) male and one (1) female resident of each election district in Jersey City elected every two (2) years at the Primary Election by the Democratic voters of each election district in Jersey City.

Section 2. Responsibilities of Committee Members

The Committee and its officers have the responsibility for encouraging the participation of the citizens of Jersey City in the democratic process and encourage them to vote for representatives of the Democratic Party. Local residents should be encouraged to participate with the knowledge that with increased experience and training they too can become eligible for Democratic Party office or elected office. Additionally, Committee members should act as a conduit between their district constituents and municipal officials.

Section 3. Qualifications of Membership

Membership shall be open to the registered Democrats who are elected to represent the Jersey City election district in which he or she legally resides. No other test or qualification is required. All elected voting members of the Committee must be able to provide proof of valid voter registration and proof of residency within the election district.

Section 4. Terms of Office

Committee terms shall last two (2) years. There shall be no term limits. Pursuant to N.J.S.A. 19:2-1, Primary Elections for committee members of political parties shall be held every two (2) years on the Tuesday following the first Monday in June between the hours of 6:00 A.M. and 8:00 P.M., Standard Time. The elected members of Jersey City Democratic Committee take office the first Saturday following their election at which time the terms of the prior elected Committee members shall terminate.

Section 5. Re-Organization Meeting

The Committee shall have a Re-Organization Meeting on the first Monday immediately following the Primary Election at which time the Committee shall elect officers for the forthcoming two-year (2) term.

Section 6. Removal

Committee members can be removed for cause by a simple majority of those present at any meeting of the Jersey City Democratic Committee. The criteria for removal are limited to:

- a. The member has moved out of the district he or she was elected to represent or moved out of Jersey City;
- b. The member changed his or her political party registration to a political party other than the Democratic Party;
- c. The member has officially endorsed or has publicly supported a candidate for political office who is a member of a political party other than the Democratic Party.

Section 7. Filling of Vacancies

In the event that a vacancy should occur on the Committee, the Chairperson shall appoint a replacement consistent with Article II, Section 3 who shall serve until such time that the Committee can meet to choose a successor to fill the remainder of the vacated term. A majority vote of the Committee members present and voting is required to elect the new Committee member.

ARTICLE III

Mailing Address and Registered Agent

The mailing address of the Committee shall be P.O. Box 205 Jersey City, New Jersey 07303. The Chairperson of the Committee shall designate an individual to serve as the Registered Agent.

ARTICLE IV

Federal & State Constitutions and Federal & State Laws

Nothing herein shall conflict with the Constitution of the United States of America, the laws of the United States of America, the Constitution of the State of New Jersey or the laws of the State of New Jersey. Each clause of this Constitution and By-Laws shall be considered separately, and the illegality or unenforceability of any one clause shall not affect any other clause.

ARTICLE V

Governance and Organization

Section 1. Elected Officers

The Committee shall be governed by its eight (8) Elected Officers in accordance with the Constitution and By-Laws of the Jersey City Democratic Committee. The Elected Officers of the Committee shall be: the Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, 3rd Vice Chairperson, the Treasurer, the Secretary, the Parliamentarian and the Sergeant-at-Arms. Collectively, these Elected Officers shall be known as the "Executive Board".

Section 2. Qualifications of Elected Officers

Any registered Democrat who maintains a primary address in Jersey City is eligible to hold any elected position within the Committee. At least fifty percent (50%) of the Elected Officers must be members of the Jersey City Democratic Committee elected during the most recent Primary Election.

Section 3. Appointed Officers

Pursuant to the Constitution and By-Laws, the Executive Board is empowered to appoint the Counsel to the Committee and the Chairpersons of any and all Special Sub-Committees which may be created from time to time. The Counsel to the Committee and the Chairpersons of all the Special Sub-Committees shall be known collectively as the "Appointed Officers". Appointed Officers are elected by simple majority vote of the Executive Board.

Section 4. Qualifications of Appointed Officers

Any registered Democrat who maintains a primary address in Jersey City is eligible to hold any appointed position within the Committee. Appointed Officers are not required to be members of the Jersey City Democratic Committee.

Section 5. Counsel to the Committee

The Executive Board shall appoint an Attorney licensed to practice law in New Jersey and whose license is in good standing to be Counsel to the Committee. The Counsel shall provide legal advice to the Executive Board and shall represent the Committee in any legal matters. The Counsel to the Committee need not be a member of the Jersey City Democratic Committee but he or she must be a registered member of the Democratic Party and maintain a primary address in Jersey City.

ARTICLE VI

Duties of Elected Officers

Section 1. Chairperson

The Chairperson shall be the Chief Executive Officer of the Committee and of its Executive Board. The Chairperson shall serve as the spokesperson of the Committee and of the Executive Board and shall have responsibility for the business and affairs of the Committee and Executive Board. The Chairperson of the Jersey City Democratic Committee shall not be permitted to serve simultaneously as Chairperson of the Jersey City Democratic Committee and as Chairperson of the Hudson County Democratic Organization.

The Chairperson shall:

- a. Preside at all meetings of the Committee and of the Executive Board;
- b. Faithfully execute the decisions of the Committee and of the Executive Board;
- c. Execute contracts or other instruments in the name of the Committee in the regular course of business;
- d. Nominate the Chairperson of all Special Sub-Committees;
- e. Nominate the membership of all Special Sub-Committees;
- f. Nominate a qualified Attorney to serve as Counsel to the Committee;
- g. Serve as a member ex officio of any and all Special Sub-Committees;
- h. Individually or together with the Treasurer, sign all disbursements of the Committee;
- i. Prepare an annual budget for each fiscal year (July 1 to June 30), which shall be presented to the Executive Board for its advice and consent at the January meeting of the Executive Board.

Section 2. 1st Vice Chairperson

The 1st Vice Chairperson shall perform such duties and have such authority as may, from time to time, be delegated to him or her by the Chairperson. In the absence of the Chairperson, or in case of death, resignation, or removal of the Chairperson, the 1st Vice Chairperson shall perform the duties and be vested with the authority of the Chairperson until such time that a new Chairperson shall be properly elected.

The 1st Vice Chairperson shall:

- a. Be of a different gender than the person serving as Chairperson;
- b. Assist the Chairperson in the performance of his or her duties;
- c. In the absence of the Chairperson, preside at meetings of the Committee or of the Executive Board;
- d. Perform such other duties as requested by the Chairperson.

Section 3. 2nd Vice Chairperson

The 2nd Vice Chairperson shall perform such duties and have such authority as may, from time to time, be delegated to him or her by the Chairperson. In the absence of the Chairperson, or in case of death, resignation, or removal of the Chairperson, and in the absence of the 1st Vice Chairperson, or in case of death, resignation, or removal of the 1st Vice-Chairperson, the 2nd Vice Chairperson shall perform the duties and be vested with the authority of the Chairperson until such time that a new Chairperson shall be properly elected.

The 2nd Vice Chairperson shall:

- a. Assist the Chairperson and the 1st Vice Chairperson in the performance of their duties;
- b. In the absence of the Chairperson and the 1st Vice Chairperson, preside at meetings of the Committee or of the Executive Board;
- c. Perform such other duties as requested by the Chairperson.

Section 4. 3rd Vice Chairperson

The 3rd Vice Chairperson shall perform such duties and have such authority as may, from time to time, be delegated to him or her by the Chairperson. In the absence of the Chairperson, or in case of death, resignation, or removal of the Chairperson, and in the absence of the 1st and 2nd Vice Chairpersons, the 3rd Vice Chairperson shall perform the duties and be vested with the authority of the Chairperson until such time that a new Chairperson shall be properly elected.

The 3rd Vice Chairperson shall:

- a. Assist the Chairperson and the 1st and 2nd Vice Chairpersons in the performance of their duties;
- b. In the absence of the Chairperson and the 1st and 2nd Vice Chairpersons, preside at meetings of the Committee or of the Executive Board;
- c. Perform such other duties as requested by the Chairperson.

Section 5. Treasurer

The Treasurer shall have the custody of the funds of the Committee and shall keep or cause to be kept regular books of account for the Committee. The Treasurer shall perform such other duties and possess such other powers as are incident to that office and as are assigned by the Chairperson.

The Treasurer shall:

- a. Maintain an account in the bank designated by the Executive Board to hold the Committee's funds;
- b. Keep full and complete accounts of all monies received and disbursed;
- c. Prepare and file such financial statements as may be required by the Committee, or by law, including the New Jersey Election Law Enforcement Commission, as well as any other financial records or reports, and maintain those records and/or reports in such a manner that these documents can be made available to member of the Committee upon request;
- d. Individually or together with the Committee Chairperson, sign all disbursements of the Committee;

- e. Be authorized to spend up to one thousand dollars (\$1,000.00) for the benefit of the Committee without prior approval of the Chairperson;
- f. Perform such other duties as requested by the Chairperson.

Section 6. Secretary

The Secretary shall keep or cause to be kept the minutes of all meetings of the Committee. The Secretary shall formally certify actions and resolutions of the Committee and shall perform such other duties and possess such other powers as are incident to that office and as are assigned by the Chairperson.

The Secretary shall:

- a. Keep full and correct minutes of the proceedings of the Committee and of the Executive Board;
- b. Keep a complete roster of all members of the Committee, the Executive Board, and all Special Sub-Committees, complete with contact information for each member including street addresses, telephone number(s), electronic mail address(s) (email) and interests/skill sets/membership in professional associations (member of the Bar, CPA, etc.);
- c. Prepare and mail notices of all meetings of the Committee and the Executive Board;
- d. Attend to all matters of correspondence as may be directed by the Chairperson, the Executive Board, or the Committee;
- e. Perform such other duties as requested by the Chairperson.

Section 7. Parliamentarian

The Parliamentarian shall advise the Executive Board and the general membership on matters of parliamentary procedure. The Parliamentarian shall serve as custodian to all non-financial records regarding party Committee operations. The Parliamentarian will keep a copy of Robert's Rules of Order available at every meeting of the Committee and of the Executive Board.

Section 8 Sergeant-At-Arms

The Chairperson shall appoint a Sergeant-at-Arms who shall be responsible for maintaining decorum at the meetings of the Committee.

The Sergeant-At-Arms shall:

- a. At the direction of the Chairperson, bar from admission to Committee meetings any unauthorized persons, as well as to eject such persons whose actions may become disruptive to the meeting then in progress;

- b. At the direction of the Chairperson, eject such persons whose actions may become disruptive to the meeting then in progress;
- c. Appoint such aides as he or she deems necessary to discharge his or her duties.

Section 9. Additional Duties

In addition to the above enumerated duties, each officer shall perform such other functions as may be required of him or her by:

- a. The Constitution of the United States;
- b. The Statutes of the State of New Jersey;
- c. This Constitution and By-Laws;
- d. The rules and procedures of the Democratic National and State Committees;
- e. The Hudson County Democratic Organization.

ARTICLE VII
Election of Officers

Section 1. Nomination of Committee Officers

Candidates for any Elected Officer position shall be nominated by a member of the Committee. Any member of the Committee can make nominations for Elected Officer positions.

Section 2. Method of Election

- a. Each officer position shall be elected in a separate election.
- b. If there is no contest for an officer position, then the election shall be held by voice vote.
- c. If there is a contest for any officer position, the election for that position shall be by machine vote under the supervision of the Hudson County Superintendant of Elections following a check of the candidates' credentials by the representatives of the Hudson County Superintendant of Elections. Funds shall be allocated from the Committee treasury to pay for this service.
- d. If there is a contest for any officer position, the candidate receiving a simple majority of the votes of those members of the Committee present and voting shall be declared elected for that office.
- e. Should a candidate fail to receive the votes of a majority, the two (2) candidates with the largest number of votes shall compete in a second ballot to determine the holder of the particular office.

Section 3. Terms of Elected Officers

The term of office of the Chairperson, 1st, 2nd and 3rd Vice Chairpersons, Treasurer, Secretary, Parliamentarian and Sergeant-at-Arms shall each be two (2) years, commencing from the date of the Committee Re-Organization meeting and ending at the next such meeting after the primary two (2) years later. There are no term limits.

Section 4. Terms of Appointed Officers

The term of office of all Appointed Officers shall each be no longer than two (2) years, commencing from the date of appointment and ending at the time that the Executive Board deems the term to have expired or at the next Re-Organization meeting after the next primary; whichever comes first. There are no term limits.

Section 5. Removal

Any Elected Officer may be removed or a vacancy be declared by a simple majority of those present at a special meeting of the Jersey City Democratic Committee. The criteria for removal are limited to:

- a. If the officer has moved out of Jersey City;
- b. If that officer fails to perform of his or her duties on the Committee;
- d. If that officer changed his or her political party registration to a political party other than the Democratic Party;
- e. The officer has officially endorsed or has publicly supported a candidate for political office who is a member of a political party other than the Democratic Party.

Section 6. Filling of Vacancies

In the event that a vacancy should occur for any elective office of the Committee, the Chairperson shall appoint a replacement until such time that the Committee is scheduled to convene and elect a successor to fill the vacated term. In order to elect a new Committee member, a majority vote of the Committee members present is required.

ARTICLE VIII

Special Sub-Committees

The Executive Board may establish such Special Sub-Committees as it may, from time to time, deem to be in the best interests of the Committee. Except as otherwise set forth in these By-Laws, the Chair and membership of all Special Sub-Committees shall be nominated by the Jersey City Democratic Committee Chairperson and shall be approved by a simple majority vote of the Executive Board. All Special Sub-Committees shall report to the Executive Board.

ARTICLE IX

Meetings

Section 1. Re-Organization Meeting

The Re-Organization Meeting shall take place on the first Monday immediately following the Primary Election in which new members of the Committee are elected. The Re-Organization Meeting shall take place in a location to be designated by the Chairperson.

Section 2. Regular Meetings

There shall a minimum of four (4) Regular Meetings of the general membership of the Jersey City Democratic Committee per calendar year: one meeting in June; one meeting in September; one meeting in December and one meeting in March. The Chairperson shall provide notice of the time, place and date of the meeting, directions to the meeting location, a draft agenda and a scope of notice if items on the agenda are to be voted upon.

Section 3. Notice for Regular Meetings

Notice of the meeting shall be given to Committee members in good standing by U.S. Mail or electronic mail upon seven (7) days notice. In emergency situations, notice can be given strictly by electronic mail or text message with five (5) days notice.

Section 4. Quorum for Regular Meetings

Twenty-five percent (25%) of the elected general membership of the Committee shall constitute a quorum for the transaction of the Committee's business. All Committee meetings shall be considered convened upon the presence of at least twenty-five percent (25%) of the general membership being present.

Section 5. Special Meetings

Special meetings of the general membership of the Jersey City Democratic Committee or any Special Sub-Committee may be called at any time by the Chairperson or respective Special Sub-Committee Chairperson upon forty-eight (48) hours notice. All special meetings of the general membership of the Jersey City Democratic Committee or any Special Sub-Committee meetings shall be considered convened upon the presence of at least twenty-five percent (25%) of the membership being present. Special meetings of the general membership of the Jersey City Democratic Committee may also be convened if at least twenty-five percent (25%) of the Committee membership make a written request addressed to the Jersey City Democratic Committee Chairperson and the Secretary.

Section 6. Notice for Special Meetings

Notice for special meetings of the general membership of the Jersey City Democratic Committee or any Special Sub-Committee may be made solely by electronic mail or text message upon five (5) days notice.

Section 7. Quorum for Meetings of Special Sub-Committees

Twenty-five percent (25%) of the membership of a Special Committee shall constitute a quorum for the transaction of the Special Committee's business.

Section 8. Resolutions

Any resolutions to be passed by the Committee, including proposed amendments to this Constitution and By-Laws, must be submitted in advance to the membership in writing. Such notice should be included with the meeting notice.

Within thirty (30) days of the Re-Organization Meeting the Chairperson will cause to be produced a calendar of all pertinent dates for the Committee including but not limited to the dates for the meeting required by these By-Laws, filing deadlines for candidates, dates of elections and the Party Convention(s).

ARTICLE X
Order of Business

Section 1. Call to Order

At the hour set in the call for the meeting, if a quorum be present, the Chairperson shall call the meeting of the Jersey City Democratic Committee to order.

Section 2. Re-Organization Meeting

At the Re-Organization Meeting of the Committee the order of business shall be as follows:

- a. Salute the Flag;
- b. Adoption of By-Laws;
- c. Nominations for Officers;
- d. Election of Officers;
- f. Nomination for Counsel to the Committee;
- g. Approval of the nomination for Counsel to the Committee;
- h. Nomination of Special Sub-Committees, (if necessary) the membership of the Special Sub-Committees (if any) and the Chairperson(s) of the Special Sub-Committees (if any);
- i. Appointment of Special Sub-Committee membership and Special Sub-Committee Chairperson(s);
- j. Other business.

Section 3. Other Meetings

At all other meetings of the Committee, the order of business shall be as follows:

- a. Salute to Flag;
- b. Consideration of the Minutes from the previous meeting;
- c. Report of the Chairperson and action thereon, if required;
- d. Report of Executive Board and action thereon, if required;
- e. Reports of any Special Sub-Committees and action thereon, if required;
- f. Old business, if any;
- g. New business, if any.

ARTICLE XI
County and Local Party Organizations and Relations

The Committee and its officers should make every effort to cooperate with the Hudson County Democratic Committee and other Hudson County municipal Democratic Party organizations. Additionally, the Committee and its officers should make every effort to cooperate with all County

and local Party officials upon request to assist in such matters as the settlement of Party disputes, assist in coordination of fundraising activities, dissemination of public information, and other such matters as shall affect the relationship between the State, County and local organizations.

ARTICLE XII
Equal Opportunity

In accordance with the principles of the Democratic Party, and in conformity with the principles of the Democratic Party of the United States, equal opportunity shall be given to all qualified persons without regard to race, color, creed, religion, national origin, ancestry, nationality, age, sex, sexual orientation, marital status, economic status, familial status, disability, gender identity or expression or source of lawful income or any other attribute irrelevant to the right to individual freedom and to participate in all activities carried on by the Democratic Party, including participation as candidates for elective office on all levels.

ARTICLE XIII
Amendments

This Constitution and By-Laws may be amended by a majority of the members of the Committee.

ARTICLE XIV
Robert's Rules of Order

Any matters regarding the conduct of affairs of any meeting of the Committee not governed by the By-Laws or by rules especially adopted or by the laws of the State of New Jersey shall be governed by Robert's Rules of Order. A copy is available from the Parliamentarian for viewing before and after the meeting and copies of any rule cited during a meeting will be made available on request to any member.

ARTICLE XV
Previous Constitution and By-Laws

These By-Laws supersede any and all other previous By-Laws of the Committee and shall take effect immediately upon their adoption.

*ADOPTED on JUNE 12, 2017 at a voting session of the JERSEY CITY DEMOCRATIC
COMMITTEE held at the Loyal Order of the Moose, Lodge 266, located at 60 West Side
Avenue in Jersey City, New Jersey 07305.*