

Bylaws of the Hollis Democratic Town Committee

Last Amended and Ratified: May 14, 2013

ARTICLE I: Executive Board Meetings

Section 1. An Executive Board meeting shall be called as deemed necessary by the Chairperson or by petition of at least two (2) members of the Executive Board.

Section 2. The Secretary shall duly notify all members of the Executive Board of a pending meeting.

Section 3. A quorum for an Executive Board action shall consist of a majority of the members of the Executive Board.

Section 4. Any action taken at any Executive Board Meeting attended by one half (1/2) of the voting members of the Executive Board shall remain in force even if a member or members of the Executive Board were not present.

ARTICLE II: Town Committee Meetings

Section 1. The Hollis Democratic Town Committee may hold monthly meetings, but must hold meetings at least twice a year, the first no later than June 30, open to all Democrats eligible for membership, as stated in the Constitution. All Town Committee Meetings, also known as General Membership Meetings, shall be attended by at least two (2) Executive Board members, who are empowered to vote on policy and finance issues.

Section 2. Town Committee Meetings shall be called by the Chairperson. In the event the Chairperson fails to call a meeting, the meeting may be called by petition of at least two (2) members of the Executive Board. If the Executive Board, in turn, fails to call a meeting, a meeting may be called by petition of at least four (4) members of the Hollis Democratic Town Committee. The petition shall be submitted to the Secretary who shall notify the membership within 7 days of the date of such meeting. The meeting must be held within 30 days of the petition being certified.

Section 3. The Secretary or Public Relations/Media person shall cause a public notice of a Town Committee Meeting to be effected at least five (5) days prior to said meeting, stating time, date, location and purpose of such meeting.

Section 4. The quorum for a Town Committee Meeting shall consist of five (5) members for any action that calls for taking a vote of the membership.

ARTICLE III: Voting

Section 1. Voting shall be by individuals, and no person shall cast more than one vote.

Section 2. At all Town Committee Meetings elections must pass by a majority of the members present and voting.

Section 3. All voting members must be registered Democrats residing in the Town of Hollis, NH, and must be known by the vote counter to be a registered Democrat before casting any vote.

ARTICLE IV: Duties of the Officers and Executive Board

Section 1. The Chair shall preside at and set the agenda for all meetings of the Hollis Democratic Town Committee and of the Executive Board and may be an ex-officio member of all committees with the exception of the Nominating Committee.

The Chair is authorized to sign or endorse checks, drafts, and/or notes in the absence of the Treasurer, payable in the amount of up to two hundred fifty (250) dollars. Checks payable in the amount exceeding two hundred fifty (250) dollars, when properly authorized, shall be endorsed by both the Treasurer (or Assistant Treasurer) and the Chair.

The Chair shall have such usual powers of supervision and management as may pertain to the Office of Chair and shall perform such other duties as may be designated by the Executive Board.

Section 2. The Vice Chair, in the event of absence of the Chair, shall possess all the powers and perform all the duties of that office. In the event that the Vice Chair is unable to serve in this capacity, the Executive Board shall elect one of its members to fill the vacancy. The Vice Chair shall perform such other duties as the Chair and the Executive Board may designate. The Vice Chair may also serve as Assistant Treasurer.

Section 3. The Secretary shall record the attendance at and keep minutes of all meetings of the Town Committee and of the Executive Board. The Secretary shall notify all members of the results of elections. The Secretary shall provide notices of all meetings to the membership.

The Secretary shall sign, with the Chair, all contracts and other instruments when properly authorized. The Secretary is the keeper of all legal documents of the Town Committee.

Section 4. The Treasurer, or the Assistant Treasurer, shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit same in a bank or banks designated by the Executive Board, and shall disburse same when properly

authorized. The Treasurer shall present periodic statements to the Executive Board at its regular meetings and shall also present an Annual Report to the Hollis Democratic Town Committee. When properly authorized, checks payable in the amount of two hundred fifty (250) dollars or less may be endorsed by the signature of the Treasurer in his or her representative capacity. Checks payable in an amount exceeding two hundred fifty (250) dollars shall be endorsed by both the Treasurer and the Chair.

Section 5. The members of the Executive Board shall have the duties and powers to make and vote on the policies for the Hollis Democratic Town Committee, and to further vote on the raising and distribution of the funds of the Committee.

ARTICLE V: Term of Office

Section 1. The Officers and Executive Board Members shall be elected by the Town Committee and shall hold office until their successors have been duly elected and qualified. They shall assume office at the conclusion of the Election Meeting.

Elections shall be held at a Town Committee Meeting held in March and the results shall be reported to both the NH State and Hillsborough County Democratic Party organizations within thirty (30) days.

Section 2. The Democratic Party members of the Hollis Delegation to the New Hampshire General Court may designate one member of their delegation to serve as a member of the Executive Board.

Section 4. The Nominating Committee shall notify, in accordance with the Bylaws, the Town Committee of its slate of candidates at least twenty-one (21) days prior to the Town Committee Meeting convened to elect Officers and Executive Board members. The Town Committee may nominate additional qualified candidates.

ARTICLE VI: Vacancies and Removals from Office

Section 1. If the Chair's office becomes vacant, a special election to elect a new Chair to hold the office until the end of the term shall be held within sixty (60) days at a Town Committee Meeting and shall follow the same rules as a normal election.

Section 2. Any vacancy occurring among Officers other than Chair and Members At Large Executive Board members shall be filled by an election by a majority of the existing elected Executive Board members within thirty (30) days of the notification of such vacancy.

Section 3. If any Officer or Executive Board Member neglects, fails, or refuses to perform his or her duty, the members of the Executive Board by majority vote may

remove such Executive Board member from their position. In the event the committee neglects or refuses to make such vote within 30 days of notice to the Executive Board, the NH Democratic State Party Chair may declare the office vacant.

Section 4. Resignation must be in writing and received by the Secretary.

ARTICLE VII: Standing and Special Committees

Section 1. The Chair shall request volunteers for such committees as are deemed necessary to fulfill the purpose of the Hollis Democratic Town Committee, subject to approval of the Executive Board. Standing Committees, including, but not limited to Fundraising, Nominating, Elections, Website, and Membership shall be appointed at the beginning of each new term.

Section 2. A quorum for a committee meeting shall consist of a simple majority of the voting members of that committee.

Section 3. Committees shall keep minutes of all their meetings, shall submit written reports of their activities upon completion of their purpose, and shall also submit financial statements.

Section 4. All committee members shall be notified prior to a committee meeting.

Section 5. Committee Chairs may be members of the Executive Board or may be selected from the general membership of the Town Committee.

ARTICLE VIII: Endorsement of Candidates

Section 1. Members of the Executive Board, representing themselves in an official capacity, shall not endorse any candidate for public office other than themselves or direct family members prior to the conclusion of a contested primary election. An exception would exist if the New Hampshire State Democratic Party had already endorsed a candidate in a primary, such as a primary to re-nominate the existing President of the United States.

Section 2. Individual members of the Executive Board, representing themselves in an official capacity, shall not endorse candidates in Hollis' nonpartisan municipal elections. The Executive Board may vote to encourage candidacies.

Section 3. Nothing herein is meant to abridge any individual's rights to endorse, work for, or vote for any candidate of their choice, so long as those actions are completely disassociated from their membership on the Executive Board.

ARTICLE IX: Rules of Order

Section 1. The current edition of “Roberts Rules of Order Newly Revised” shall govern the proceedings of all meetings except as provided in the Constitution and in the Bylaws.

ARTICLE X: Suspension of the Bylaws

Section 1. These Bylaws may be suspended by a two-thirds (2/3) vote of the Executive Board Members present and voting at any regular membership meeting or Executive Board meeting.

ARTICLE XI: Amendments

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special Town Committee meeting, provided that notice of the meeting to act on the proposed amendments be published at least twenty-one (21) days prior to the date of such meeting.

ARTICLE XII: Resolution of Disputes

Section 1. Any member of the Town Committee may appeal an action of the Town Committee that appears to contravene the Constitution of the Democratic Party of New Hampshire or of the Bylaws of the Town Committee to the State chair within five (5) days of such action. The State Chair, after consultation with the legal counsel of the Democratic State Committee, shall issue, within thirty (30) days of receipt of such complaint, an opinion which shall be binding upon the Town Committee unless an appeal is made, within five (5) days of receipt of the decision of the State Chair, to the next meeting of the State Executive Committee.

ARTICLE XIII: Notifications

Section 1. Unless otherwise specified in these Bylaws, all notifications to the Membership of the Town Committee will be made via the official email account with the Secretary, or Membership Chair sending email notifications to any member who subscribes to getting such email notifications.

Section 2. The principal communications address is the web site: <http://www.hollisnhdemocrats.org> and the mailing address: P.O. Box 1204, Hollis, New Hampshire 03049. Email: hollis.dems@gmail.com. The Executive Board is authorized to change these addresses if required.

ARTICLE XIV: Records

Section 1. All records, materials, and funds shall be and shall remain property of the Hollis Democratic Town Committee and shall be turned over to their duly elected successors no later than thirty (30) days after the new Executive Committee takes office.

Section 2. The current Bylaws of the Hollis Democratic Town Committee shall be posted on the official web site.