

HILLSBOROUGH TOWNSHIP DEMOCRATIC MUNICIPAL COMMITTEE

BY-LAWS

Amended March, 9, 2022

ARTICLE I - Purpose

The purpose of the Hillsborough Township Democratic Municipal Committee (hereinafter referred to as the Municipal Committee) shall be to promote the welfare and progress of the Democratic party locally, county, and state-wide, and nationally. The Municipal Committee shall strive, through Democratic principles, to elect the best candidates possible to all levels of our government and advance the welfare and progress of Hillsborough Township, Somerset County, the State of New Jersey, and the United States of America.

ARTICLE II- Organization

Section 1. The Municipal Committee shall consist of the Democratic Committee persons (“DCs”) from each voting District in Hillsborough Township duly elected in accordance with the law (Title 19 of the State Statutes).

In seeking members, the Committee shall endeavor to promote diversity and inclusiveness in Committee membership by encouraging the participation of individuals with diverse racial, ethnic, religious and gender identities.

Section 2. The Municipal Committee shall organize every two years following the primary election as provided by law (Title 19 of the New Jersey State Annotated Statutes).

For example: In New Jersey, 2022 is a DC election year. HDO elections for officers to be held in June 2022 and June 2024.

Section 3. A member of the Municipal Committee shall be appointed by the Municipal Chair to preside at the re-organization meeting to be held every two years to elect the new Municipal Chair.

Section 4. Upon being elected the new Municipal Chair shall take the chair to conduct the further business of the re-organization meeting. The new Chair has the privilege of delegating election management for the remaining officer positions.

ARTICLE III - Officers

Section 1. The Municipal Committee shall elect the following officers with their term to run concurrent with the Chair.

- First Vice Chair
- Secretary
- Treasurer
- Sergeant At Arms

Section 2. The chair shall preside at all meetings except during the election of the Municipal Chair.

The chair may appoint additional Second Vice Chairs, except the elected First Vice Chair, to serve at the pleasure of the chair as non-voting members of the Executive Committee.

The chair shall perform all the usual duties of the municipal chair as provided by law and the Municipal Committee By-laws.

Section 3. The First Vice Chair shall perform the duties of the chair in the absence or disability of the chair. If the First Vice Chair is also absent or disabled the Secretary, Treasurer and Sergeant At Arms shall perform the duties of the chair, in that order.

Section 4. The Secretary shall take, prepare and distribute the meeting minutes of the Municipal Committee meetings and assist the Municipal Chair and the Treasurer in the performance of their duties including notifications and other communications.

The Secretary shall serve on, but not chair, the Public Relations Committee

Section 5. The Treasurer shall perform the usual financial duties of Treasurer and shall provide the Municipal Committee with an up to date financial report monthly.

The Treasurer shall serve on, but not chair, the Finance Committee.

Section 6. The Sergeant At Arms shall work with the Chair to maintain order during meetings in accordance with adopted rules of order, ensure the availability and readiness of monthly meeting venues and assist in the development and implementation of logistical procedures as may be needed.

The Sergeant At Arms shall serve on, but not chair, the Rules, Regulation and Laws Committee

Section 7. Expenditures:

Disbursements under \$300 can be paid with the approval by two (2) members of the Executive Committee (Chair, Vice-Chair, Secretary, Sergeant-At-Arms, or Treasurer).

- If there exists a conflict of interest with any member of the Executive Committee, such member shall be excluded from such approval(s). A conflict of interest can be a payment of an expense directly or indirectly to such member of the Executive Committee.
- The Treasurer shall report all such expenses at the next meeting of the municipal committee.

Disbursements of \$300 or more shall be approved by a majority vote of all members present at a meeting of the Municipal Committee.

Budgeted expenses, where the budget has been approved by the membership, are payable by the Treasurer without subsequent approval of the individual expense.

Campaign related expenditures are excluded from the process outlined above for expediency and shall be overseen by the Campaign Sub-Committee. The campaign shall maintain a separate bank account for its expenses.

Section 8. The terms of all officers shall be for two years so long as the individual remains a duly elected DC.

ARTICLE IV - Meetings.

Section 1. Attendance at all meetings of the Municipal Committee is limited to: Duly Elected DCs, duly appointed DCs and ADCs, duly appointed members of the Executive Committee, elected Democratic Officials and guests invited by the Chair.

Note: Only the Chair may invite guests to attend meetings.

Section 2. Regular meetings of the Municipal Committee shall be held during the second week of each month, with the exception of the annual meeting. The schedule of these meetings shall be determined, announced and circulated by the end of the calendar year; and the approval of when to hold the meetings given by the Executive Committee.

Section 3. Every two years, at the first meeting after the NJ State Primary, to be held within ___ days after the primary, the re-organization meeting of the Municipal Committee shall be as prescribed by law or when pursuant to the judgment of the Chair and First Vice Chair an alternate date would serve the best interest of the Municipal Committee. These terms pertaining to when to hold the meeting may be changed by a majority vote of the Executive Committee. Notwithstanding anything to the contrary herein, said meeting shall be held within 10 days of the originally scheduled meeting.

Section 4. The re-organization meeting shall be conducted every two years in accordance with these By-Laws and the HILLSBOROUGH DEMOCRATIC MUNICIPAL COMMITTEE REORGANIZATION ELECTION RULES promulgated hereunder.

Section 5. Additional meetings of the Municipal Committee may be called by the Chair at such times and places as the Chair may deem necessary.

Section 6. Special meetings may be called upon a petition of 10 members of the Municipal Committee presented to the chair. Such petitions shall state the purpose of the meeting and the time and place thereof.

Section 7. The members shall be given at least five days' advance notice of any additional or special meeting. The purpose of said meeting shall be set forth in the notice. Notice of such meetings via email are an acceptable means of communication.

Section 8. A quorum shall consist of 10 members of the Municipal Committee or 1/4 of the duly elected and seated Municipal Committee people, whichever is less.

Section 9. Attendance at meetings for purposes of establishing a quorum or voting includes being present, via conference call or other electronic medium such as Skype, Zoom, Teams or an equivalent, which can effectively identify the member. Such presence must be maintained for the duration of the meeting.

Section 10. Rules governing the re-organization meeting shall be determined/governed by the HILLSBOROUGH DEMOCRATIC MUNICIPAL COMMITTEE REORGANIZATION ELECTION RULES promulgated hereunder.

ARTICLE V - Vacancies

Section 1. Vacancies in the office of the Chair, First Vice Chair, Secretary, Treasurer or Sergeant At Arms shall be filled for the balance of the term upon election by the DCs present at the next regular meeting or special meeting at which a quorum is present.

Section 2. Whenever there shall be a vacancy of the Chair, the First Vice Chair shall serve as acting Chair until the next regular or special meeting of the committee, at which time a new Chair shall be elected for the balance of the term. If a regular meeting is not scheduled the acting chair shall call a meeting of the Municipal Committee within 30 days of the existing vacancy. If another officer is elected to Chair, that position shall also be filled through the election process.

Section 3. Vacancies of any district Municipal Committee seats shall be filled as prescribed by law. The Secretary shall notify the municipal clerk and the county clerk of such action. Vacancies of any Municipal Committee seats will be filled by appointment by the Chair with the advice and consent of the Municipal Committee and approved by the Chair of the Somerset County Democratic Committee as is prescribed by the By-Laws of the Somerset County Democratic Committee, for the balance of the term of the duly elected Committee Members. Such appointments will be forwarded to the County Clerk for recording.

Section 4. The Chair with the advice of the Executive Committee can appoint Associate District Committee Members. Associate District Committee Members shall be members of the Democratic Party and reside in Hillsborough. They will be able to participate in all meetings and can be members of all subcommittees. They will be able to vote on matters before the subcommittees but not on those matters presented at general meetings.

ARTICLE VI - Sub-Committee Appointments.

Section 1. The following shall be the standing sub-committees of the Municipal Committee:

- Finance and Fundraising
- Registration
- Rules, regulations and laws
- Research and issues
- Public relations/Information Management
- Liaison to Democratic clubs

Section 2. The Chair shall appoint a chairperson to head each sub-committee. Each sub-committee shall consist of its chairperson and at least two other members who shall be appointed by the sub-committee chairperson. Additional members may be appointed as necessary.

ARTICLE VII - Duties of Sub-Committees

Section 1. The Finance Sub-Committee shall be responsible for the following:

1. Overseeing the duties of the Treasurer in keeping records of all Municipal Committee funds and auditing such records as necessary.
2. Fund raising events and solicitations.

3. Keeping abreast of the New Jersey Election Law Enforcement Commission requirements.
4. Working with the Treasurer to assure timely filing of reports to the State Election Enforcement Commission.
5. Working with the Democratic club(s) in fund raising events.
6. The Treasurer shall be a member of, but not Chair this committee.

Section 2. The Registration Sub-Committee shall be responsible for the following:

1. Keeping abreast of election laws pertinent to voting requirements and registration.
2. Conducting registration drives as necessary to make sure all new Hillsborough residents and/or unregistered voters become registered to vote.
3. Working with the county organization in countywide registration programs.
4. Carrying out any other activities pertinent to voting and voter registration.

Section 3: The Rules, Regulations & Laws Sub-Committee shall have the following responsibilities:

1. Interpreting the By-laws and initiating recommendations for amendments as needed.
2. Resolving rules disputes in accordance with Roberts Rules of Order.
3. The Sergeant At Arms shall be a member of, but not Chair this Committee.

Section 4. The Research and Issues Sub-Committee shall be responsible for the following:

1. Keeping abreast of all township events as necessary to keep the membership informed.
2. Attending municipal meetings and researching issues in depth to keep the Municipal Committee and candidates informed.
3. Discuss Issues at monthly meetings as may be necessary with such items being included on the agenda.

Section 5. The Communications/Information Management Sub-Committee shall be responsible for promoting a positive public image of the Democratic Party, its candidates and its elected officials.

The Secretary shall be a member of, but not Chair this committee.

1. Prepare and distribute press releases as may be required by the Chair.
2. Develop and maintain electronic means of communication including a web site and expanded use of email/blogs.

3. Ensure those without electronic means of communication remain informed via alternative means.
4. Develop and maintain a newsletter, which will inform members and the community of matters and importance.
5. Maintain membership lists required to efficiently disseminate information

Section 6. The Democratic Club Liaison Sub-Committee shall be responsible for the following:

1. Keeping abreast of the functions of the Democratic Club(s) in Hillsborough Township and neighboring municipalities.
2. Developing effective communications between the Club(s) and the Municipal Committee to further the purpose of the Democratic Party.
3. Work with the Club(s) to encourage all appointed Democratic officials to actively participate in the ongoing efforts of the Club(s) in promoting the Democratic Party.

Section 7. The Campaign Sub-Committee shall be responsible for the following:

1. Shall meet to identify and screen prospective candidates.
2. Shall recommend candidates for approval by the HDMC.
3. Shall support the campaign team who is responsible to manage all aspects of the campaign, focused on getting the candidates elected.
4. The Chair shall be a member of, but not Chair this committee.

ARTICLE VIII - The Executive Committee

Section 1. There shall be an Executive Committee of the Democratic Municipal Committee consisting of the following:

- Municipal Chair
- First Vice Chair
- Secretary
- Treasurer
- Sergeant At Arms
- Additional Vice Chairs (as non-voting members)

Section 2. The Executive Committee shall meet at the call of the chair.

Section 3. The Executive Committee shall serve in an advisory capacity to the Chair.

The Executive Committee may perform Municipal Committee business when a quorum of the Municipal Committee cannot be assembled as may be required to meet certain time limitations. All such action shall be reported to the Municipal Committee as soon as possible.

ARTICLE IX - Rules of Order

Section 1. Robert's Rules of order shall govern the conduct of business of the Municipal Committee.

Section 2. Duly elected DCs and appointed members of the Executive Committee, Campaign Committee, candidates and elected officials present at Municipal Committee meetings and events shall always maintain a professional demeanor and treat others present with respect. In the event of an offensive situation: the Sergeant at Arms and the Chair shall announce in a clear and conspicuous manner one and only one warning. In the event of a 2nd infraction, the individual(s) will be politely asked to leave the meeting.

Any disagreement resulting in someone being asked to leave a Municipal Committee meeting, gathering or event must be promptly addressed by the Chair and the Sergeant at Arms ensuring those directly responsible/impacted by the behavior are addressed appropriately and the concerning behavior resolved prior to the next meeting of the Municipal Committee.

Section 3. The Sergeant at Arms and the Chair are responsible for maintaining order and appropriate conduct at all meetings and events of the Municipal Committee.

ARTICLE X - Adoption and Amendment of By-Laws

Section 1. Once adopted, By-laws will remain in force until such time as amended as described below.

Section 2. Once adopted, these By-Laws supersede any other Municipal Committee By-Laws that may exist. In any conflict between these By-Laws and State Election laws, the State election laws shall prevail.

Section 3. These By-Laws may be amended from the latest approved version at a regular or special meeting of the Municipal Committee, at which a quorum is present, by a two-thirds vote of members present, provided that the proposed amendment was presented at a previous meeting and also set forth in the notice of the amending meeting.

**HILLSBOROUGH DEMOCRATIC MUNICIPAL COMMITTEE
REORGANIZATION ELECTION RULES**

Adopted May 12, 2016 revised March, 2022

The election of the Municipal Committee officers at the Annual Meeting shall be governed by the following rules. These rules shall not contradict any of the terms and conditions of the Municipal Committee By-Laws and if any such conflict exists, the Municipal Committee By-Laws shall supersede these rules:

1. APPROVAL OF ELECTION RULES: (a) These rules are to be reviewed and approved by the Municipal Committee Executive Committee sixty (60) days prior to the annual meeting and; (b) the Municipal Committee District Committee members (“DC” or “DCs”) shall receive these rules along with a notice of the date, time and place that the annual meeting will take place thirty (30) days prior to the annual meeting.
2. NOTICE OF THE MEETING AND CONTENT OF THE NOTICE: (a) Notice of the annual meeting date, time and place shall be sent by “High Priority” “Response Requested” email to all DCs having email addresses; (b) if any DC does not have an email address, such notice is to be forwarded by regular mail; (c) in any event such notice is to be sent at least thirty (30) days prior to the annual meeting; (d) the Notice shall contain the names of the officers who will be nominated at the annual meeting accompanied by a brief biography of each individual
3. ACCURACY OF NOTICE OF THE ANNUAL MEETING AND WHO CAN VOTE: (a) The Municipal Committee Secretary shall represent to the Executive Committee Members that the email list that will be used to notify the DCs of the meeting date, place and time is complete and accurate after comparing such email list to the DCs on the Somerset County roster; (b) if any DC appears on the Somerset County list but not on the email list, the Secretary is to contact that DC and obtain an email address for that DC and include it in the email list; (c) if any DC is identified to be on the email list and not on the Somerset County DC roster, an investigation is to be conducted within the following ten (10) days to determine whether that DC should be allowed to vote; (c) if that DC’s paperwork was completed in accordance with all requirements having been met except that as a result of the County Clerk’s office the name of that DC was not included, such DC shall be notified of the details of the annual meeting and shall be permitted to vote for Municipal Committee officers at the annual meeting; (d) only DCs shall be permitted to vote at the annual meeting.
4. HOW DCs VOTE FOR OFFICERS AT THE REORGANIZATION MEETING: (a) By the DC physically attending the annual meeting; (b) by being connected via Skype, Zoom, Teams or an equivalent or (c) by email from the DC sent to the Municipal Committee Chair and to the Municipal Committee Secretary at least one (1) hour prior to the annual meeting, however such email must be confirmed by the Municipal Committee Secretary and the Municipal Committee Secretary needs to provide copies of such two-way communication; (d) the DC who will be voting via email must, prior to the annual meeting, inform the two (2) individuals who the Municipal Committee Chair shall appoint that he/she will be so voting due to an unavoidable absence from the annual meeting or (e) by telephone on the day of the annual meeting after being connected to the Municipal Committee Chair’s designees. The intent is to provide the largest possible numbers of DCs to vote while ensuring the legitimacy of each vote however, the DC so voting in an electronic manner understands that he/she will

not be made aware of any nominations from the floor and waives all objections with regard to not having such knowledge.

5. **QUORUM FOR THE MEETING:** (a) Those voting via telephone or Skype, Zoom, Teams or an equivalent or any other medium will not be counted towards determining a quorum unless said individuals connect prior to the start of the meeting and remain until after the voting. Those voting via email will not be counted to establish a quorum for the meeting; (b) those voting via emails understand that their vote is only for the meeting date called and, in the event the meeting cannot be held for lack of a quorum, their vote via email will not count at the rescheduled meeting; (c) furthermore, those voting via emails must adhere to the format provided in Exhibit A of these Rules which includes a statement of why their absence from the meeting is unavoidable.

 6. **PLACE FOR THE ANNUAL MEETING:** The annual meeting shall be held at a location with acceptable WiFi and otherwise to facilitate telephonic and other electronic connection such as Skype, Zoom, Teams or an equivalent.
-

EXHIBIT A: EMAIL VOTING FORMAT

I _____ (name of DC) do hereby cast my vote via this email for the following candidates who have indicated their desire to run for the office(s) specified as officers of the Hillsborough Democratic Organization (Municipal Committee) at the _____ (date) Annual/Reorganization Meeting:

- CHAIR: _____
- FIRST VICE CHAIR: _____
- SECRETARY: _____
- TREASURER: _____
- SERGEANT AT ARMS: _____

By voting via email I acknowledge and agree to the following:

- 1. I will not have the opportunity to vote for any other individual who may be nominated from the floor of said meeting nor for any of the above who may not be elected for the position set forth above but who may run for another office during the meeting.**
- 2. My email vote will not be used to determine if a quorum is present to conduct the meeting.**
- 3. If for any reason, the individual who I have cast this vote does not qualify to run, my vote is void and I will not have any opportunity to cast any additional vote.**
- 4. My vote will be counted along with all other valid votes for the individual named above and will be made public at the time the ballots are counted.**
- 5. If my vote does not contain all the information on this document my vote will not be counted.**
- 6. I understand that in the event the meeting cannot be held on the scheduled date for lack of a quorum, my vote via email will not count at the rescheduled meeting.**
- 7. I represent that my absence from the meeting is unavoidable for the following reason:**

This email is being sent to vote@borodems.org, which will be forwarded to {enter name of vote recipient #1 and their email address}, {enter name of vote recipient #2 and their email address} as designated vote recipients, {enter name of Secretary} as Secretary of the Hillsborough Democratic Organization (secretary@borodems.org) and to {enter name of Chair} as Chair of the Hillsborough Democratic Organization (chair@borodems.org) on or before {1 hour before scheduled meeting time}, {date of meeting}. This is a true representation of my voting preference.

PRINT NAME: _____
DC DISTRICT: _____