

**RULES AND REGULATIONS  
of the  
DEMOCRATIC COMMITTEE, CATTARAUGUS COUNTY**

**I. GENERAL PROVISIONS**

Section 1.     **PREAMBLE.** The purpose of these rules is to inspire and encourage the greatest number of Democrats to participate in the affairs of the Democratic Party of Cattaraugus County, to insure the continuing success of the Democratic Party and to provide the best possible responsible government for the people of Cattaraugus County.

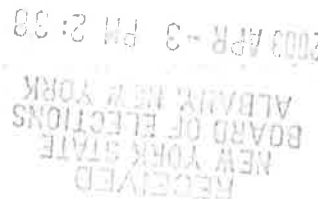
Section 2.     **GENERAL POWERS.** The County Committee, in addition to the authority and duties conferred upon it by the Election Law of New York State, shall have full charge of all campaigns in the County of Cattaraugus except local officers, as well as the determination and final settlement of all questions and disputes arising which in any way effect the welfare of the Democratic Party within the County of Cattaraugus.

Section 3.     **MEMBERSHIP.** The Democratic County Committee of Cattaraugus County shall consist of two members representing each election district of the County, to be elected by the enrolled Democratic voters of the election district.

Section 3.     **QUALIFICATIONS OF MEMBERS.** Each member of the Democratic County Committee shall be an enrolled voter of the Democratic Party residing in the assembly district containing the election district in which he is elected.

Section 4.     **TIME OF ELECTION.** The members of the Democratic County Committee shall be elected in even-numbered years at the fall primary. The next election of County committee members is to be held at the fall primary in the year 2004.

Section 5.     **VACANCIES.** In case of death, declination, disqualification or removal from office of a member of the Democratic County Committee, or a failure to elect a member by reason of tie vote or otherwise, the vacancy in the committee caused thereby shall be filled by the remaining members of the committee. Nominations for vacancies in any election district shall be made (a) by the applicable City Committee if the vacancy is within a city, and (b), in all other cases, by the Legislative District Committee in which the vacancy is located. In the event such Committees fail to make a nomination to fill a vacancy, the nomination shall be made by the County Chair.



Section 6. DUES. The annual dues of each member of the County Committee shall be \$10.00 and the annual dues of each member of the Executive Committee shall be \$20.00, to be paid to the County Committee. Dues are due on the first day of the calendar year. The dues requirement for the youth representative shall be waived. The dues shall be applied to the operating expenses of the party. Failure to pay dues may be cause for removal by the committee.

## II. ORGANIZATION OF COMMITTEE

Section 1. OFFICERS. There shall be a Chair, Vice Chair, a Secretary, and a Treasurer of the Democratic County Committee, to be elected by the members of such committee. There shall also be an Executive Committee of the county committee consisting of (a) the Chair, Vice Chair, Secretary, Treasurer, and Honorary Vice-Chair of the County Committee, (b) Members of the State Committee duly elected in the NYS Assembly District(s), (c) the City Chair of the City of Olean, and the City Chair of the City of Salamanca, and (d) up to ten other Democratic electors - one of which shall be specifically a youth representative to represent the thoughts of the youth in the entire county. The Executive Committee is to be appointed by the County Chair. Each member of the Executive Committee shall be entitled to one vote in that Committee. With the exception of the Honorary Vice-Chair, each member of the Executive Committee must be a member of the County Committee.

Section 2. DUTIES OF OFFICERS. The duties of the officers shall be the duties usually applicable to the respective offices, including but not limited to the following:

- A. COUNTY CHAIR. In addition to the duties and powers described elsewhere in these Rules, the County Chair shall:
  - (i) Act and be recognized as the leader of the Democratic Party of Cattaraugus County, and serve as its spokesperson;
  - (ii) Convene periodic meetings of the County Committee and the Executive Committee; and
  - (iii) Foster and promote the Democratic Party in Cattaraugus County, and the election of Democratic candidates.
- B. VICE CHAIR. The Vice Chair shall have such duties and responsibilities as may be determined by the County Committee or the Chair.
- C. SECRETARY. The Secretary shall take and transcribe the minutes of the County Committee and the Executive Committee, and safeguard same.
- D. TREASURER. The Treasurer shall maintain bank accounts, collect and disburse funds, and file any necessary financial reports, as provided for in

these Rules and by any applicable law of the State of New York.

Section 3. HONORARY VICE-CHAIR.. The Chair may create the office of Honorary Vice Chair to the Cattaraugus County Democratic Committee. The Honorary Vice-Chair, unless a member of the County Committee, shall not have a vote on the County Committee or the Executive Committee.

Section 4. PARLIAMENTARIAN. The County Chair may name a Parliamentarian for the County Committee. The Parliamentarian shall assist the County Chair in the conduct of meetings of the full Democratic Committee. At every meeting of the County Committee, the Parliamentarian shall have a copy of the latest edition of the Robert's Rules of Order.

Section 5. INITIAL ORGANIZATION. Following the initial election of qualified members as set forth in section I(5) above, the members of the Democratic County Committee, shall meet at such time, date and place as may be designated by the then-serving County Chair in the notice of meeting within 20 days following their election for the purpose of organizing such Committee. Such meeting shall be called to order by the County Chair, or in his absence by the following officers in the order named: Vice Chair, Secretary or Treasurer. In their absence the meeting may be called by any member of the Committee. Such Committee shall thereupon organize by the election of a Chair, Vice Chair, Secretary and Treasurer. Within 3 days thereafter the Chair so elected shall appoint in writing the members of the executive committee herein provided for and shall within 3 days from the making of such appointments, file with the Secretary of State and Custodian of Primary Records of Cattaraugus County, a certificate stating the names and post office addresses of such executive committee.

Section 6. SUBSEQUENT MEETINGS. Except as herein or by statute otherwise provided, the times and places of the meeting of the Democratic County Committee shall be subject to the call of the Chair. Whenever there is filed with the Secretary of the Democratic County Committee, a request in writing signed by at least 25 members of the committee that a meeting of the Committee shall be called at a time and place and for a purpose or purposes therein specified, the Secretary or Chair of such Committee shall thereupon and within 48 hours after the filing of such a request, mail to each member of said committee, directed to him at his post office address, a written notice of the time, place and purpose of such meeting which time shall not be less than 5 days after the mailing of such notice.

Section 7. CONDUCT OF MEETING. The Chair of the Committee when present, shall preside at the meeting of the County Committee. In his or her absence the Vice-Chair shall preside. In the absence of the Chair and the Vice Chair, the committee shall elect from its

members a temporary Chair to preside at such meeting. In all cases not provided for by law or by the By-Laws, the meetings of the County Committee shall be conducted under the Robert's Rules of Order, using the latest edition then available. All rulings of the Chair conducting said meeting shall be conclusive as to the conduct of the meeting.

Section 8. QUORUM. Quorum of the Committee shall not consist of less than twenty-five members of the said committee, and no business shall be transacted unless such quorum be present in person or by proxy, except that a smaller number may adjourn a meeting to a later date.

Section 9. ROLL CALL VOTING OF MEMBER(S) OF COUNTY COMMITTEE. Except as herein, otherwise provided, the voting power of each member shall be in accordance with Section 2-104 of the New York State Election Law. Such vote shall be cast by the members of the committee present, either in person or by proxy, from each election district.

The following method shall be used when there is voting by roll call:

- A. The roll call shall be called by Election District starting with the first Election District and continuing in order to the 79<sup>th</sup> Election District.
- B. The member present or the proxy shall cast the vote allocated, at the time the district is called, or shall be recorded as "passed."
- C. Upon completion of the roll, the County Chair shall order the roll to be called once again in order of Election Districts for just those members or proxies who are recorded as "passed" or who were not present during the first call.
- D. Upon conclusion of the Roll Call in "C" above, the balloting is closed for that Roll Call.

Each committee member shall be entitled to one-half the vote to be cast by his or her election district. In the case of the County Committee endorsing candidates for appointed political positions, the vote of the Committee shall be submitted to the appointing officer or body, pursuant to any relevant provisions of the laws of the State of New York. Every vote taken by the County Committee shall be deemed to be a weighted vote as provided for herein, but not every vote taken by the County Committee is required to be a tallied vote. A tallied vote at any meeting of the County Committee shall be taken at the request of at least ten members of the Committee present at any such meeting. Except as may otherwise be provided for herein or by law, all votes of the Committee shall require a majority of the weighted vote of the members cast (in person or by proxy) at any meeting during which quorum is present.

### **III. EXECUTIVE COMMITTEE**

Section 1. DUTIES. The duties of the Executive Committee are as follows:

- A. To initiate and act upon proposals and policies for further consideration by the County Committee;
- B. To seek out, screen, or recommend candidates for political office;
- C. To recommend candidates for endorsement by the full County Committee;
- D. To receive and provide initial consideration of complaints against any officer or member of the County Committee;
- E. To promote membership in the County Committee;
- F. To coordinate fundraising on behalf of the County Committee;
- G. To act on behalf of the County Committee between meetings of the full County Committee (except that the Executive Committee cannot approve expenditures from the party general account without prior approval of the County Committee);
- H. To promote the Democratic Party of Cattaraugus County.

Section 2. SPECIAL COMMITTEES. The Executive Committee may from time to time set up any subcommittees or special committees to further the operation of the County Committee, including but not limited to membership committees, fundraising committees, rules committees, candidate selection committees, public service committees, etc. Any special committees set up in accordance with this paragraph shall exist only for the limited purposes for which each such committee is created, and shall exist only during the up-to-two year period of the County Committee in which said special committee was created.

### **IV. OTHER COMMITTEES**

Section 1. DEMOCRATIC CITY COMMITTEES. The members of the Democratic County Committee elected from election districts within the Cities of Olean and Salamanca shall constitute the Democratic City Committee for the cities named. Said City Committees will operate under the applicable provisions of the Rules and Regulations of the Cattaraugus County Democratic Committee, except to the extent that each said committee adopts its own rules for the purposes of (a) naming officers and sub-committees, and (b) setting the quorum requirements and rules for the calling of, and conduct of, said city committee meetings.

Section 2. LEGISLATIVE DISTRICT COMMITTEES. The members of the Democratic County Committee elected from election districts within the legislative districts of the Cattaraugus County Legislature, as defined by act of the Cattaraugus County Legislature, shall constitute the Legislative District Committee of the particular legislative district. Said Legislative District Committee will operate under the applicable provisions of the Rules and Regulations of the Cattaraugus County Committee, except to the extent that each said committee adopts its own rules for the purposes of (a) naming officers and sub-committees, and (b) setting the quorum requirements and rules for the calling of, and conduct of, said legislative district committee meetings.

Section 3. REPORTS. A copy of the reports and/or minutes of City Committee and/or Legislative District Committee meetings shall be given to the County Chair.

## V. MISCELLANEOUS PROVISIONS

Section 1. PROXIES. In case of a member's inability to be present at a meeting of the Democratic Committee he or she may by writing, duly signed by him or her and delivered to the Chair of said Committee before or at the time of the meeting, designate a registered Democratic voter of the County of Cattaraugus, to be present and vote for him or her at any given meeting of such committee, which proxy, however, shall be valid only when and after it has been examined and approved by the Chair and Secretary, and accepted by a vote of the County Committee and then only for the one meeting therein specified. The minimum standards for proxies shall be as follows; they shall state the name of the member giving the proxy, the name of the eligible voter holding the proxy, the meeting for which the proxy is given, the date and time that the proxy is given, and contain a signature of the member giving the proxy. In the case of multiple or duplicate proxies, the latest valid proxy shall control. At any given meeting of the Committee, a person may only hold and vote a maximum of five (5) proxies.

Section 2. MINUTES. Minutes of the meetings of the County Committee and Executive Committee shall be taken by the Secretary of each such meeting, and be available for inspection by any member of the County Committee at a reasonable hour and in a reasonable manner. Copies of same may be made available to any member who requests same in writing, and for any reasonable copying fee.

Section 3. CAUCUS. Town or Village caucus notice shall be given by a majority of the town or village committee members. In the event there are no such committee members in a given town or village, notice shall be given by the County Chair and County Secretary for Town

or Village Caucus. Caucus shall be conducted in accordance with the Election Law.

Section 4. FUNDS AND BORROWING.

- A. The funds of the County Committee shall be deposited from time to time in such financial institutions authorized to do business in the State of New York as may be determined by resolution of the County Committee, into the number and designation of accounts as may be determined by the County Committee. The County Committee shall maintain at least two accounts: (a) an operating account, and (b) a general account. The general account shall be reserved for the purpose of fundraising and for funding political campaigns; the operating account shall be reserved for the ongoing operating expenses of the County Committee. Checks from the operating account may be signed by one duly appointed officer of the Committee; checks from the general account must be signed by two of the officers of the County Committee, one of which must be the Chair or the Treasurer. All expenditures from the general account shall only be made by vote of the County Committee; expenditures from the operating account shall be made by the officers as provided herein, subject to review and approval by the Executive Committee. Nothing herein, however, shall be deemed to prevent the full County Committee from authorizing the Executive Committee, by delegation, from making payments and withdrawals from any such bank accounts, for the limited purposes as the County Committee may by resolution designate.
- B. The County Committee shall only receive funds, whether in cash or check, intended for use by the County Committee. In the event funds are received which designate an individual or campaign or other committee other than the County Committee as the intended recipient, the Chair or Treasurer shall return said funds to the payor.

Section 5. OBLIGATIONS OF CANDIDATES, OFFICE HOLDERS & MEMBERS. All of those persons seeking or holding party or public office under the Democratic Party label or Democratic Party name, while so serving or seeking to serve, or any members of the County Committee, shall not oppose publicly the election of any Democratic candidate in a general election.

Section 6. COMPLAINTS. Any complaints of the conduct of any member of the County Committee shall be in writing and submitted to any officer. The officer so receiving such

a complaint shall deliver said complaint to the next meeting of the Executive Committee, which shall act on the complaint. The Executive Committee shall then report the complaint to the next meeting of the full committee, along with the results of any investigation and any recommendations for action.

Section 7. REMOVAL. A member or officer of the County Committee may be removed by such committee for disloyalty to the party or corruption in office after notice is given and a hearing upon written charges has been had. The hearing shall be held by the committee, or by a subcommittee thereof appointed for that purpose, which subcommittee shall report its findings to the full committee. Removal shall be by a majority of the weighted vote cast.

Section 8. FORMER RULES. Any and all party rules heretofore adopted or existing, are hereby repealed, with the exception of the Cattaraugus County Democratic Committee Code of Ethics, which was adopted at a meeting of the Cattaraugus County Democratic Committee meeting held at Salamanca, New York on the 7<sup>th</sup> day of June, 1988. Said Code of Ethics shall continue to remain in full force and effect.

Section 9. AMENDMENTS. These rules and regulations may be amended in the manner prescribed by law.

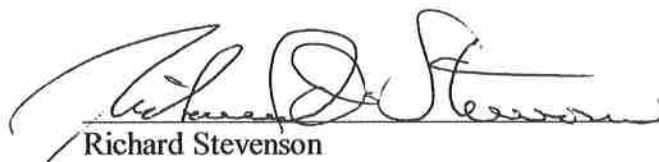
ADOPTED: March 20, 2003  
Little Valley, NY



## CERTIFICATION

This certifies that the foregoing "Rules and Regulations of the Democratic Committee, Cattaraugus County" were duly adopted at a properly noticed meeting of the Democratic Committee for Cattaraugus County held on March 20, 2003 at 7:00 p.m. at V.F.W. Post 8734, Little Valley, New York, at which a quorum was present. As required by Election Law section 2-114(b) the notice for said meeting included a copy of the proposed Rules, and said notice was mailed out to all members of the Committee at least five days prior to the conduct of said meeting.

Dated: March 20, 2003

A handwritten signature in black ink, appearing to read "Richard Stevenson", written over a horizontal line.

Richard Stevenson

Chair, Cattaraugus County Democratic Committee