

By-laws of the Ellsworth Democratic Committee

These by-laws may be adopted, either in total or in part, by a majority vote of any Democratic Municipal Committee at the town party's biennial municipal caucus, or at a subsequent meeting of the Municipal Committee. The Secretary of the Committee should forward to the Hancock County Democratic Committee a signed copy of its by-laws, noting the date of adoption. If adopted in part, the Secretary must provide the full text of any changes, deletions and/or additions, as finally adopted by the committee, to the State Committee.

I. **Name:** The name shall be the Ellsworth Democratic Committee.

II. **Object:** The object of the Ellsworth Democratic Committee shall be to pursue the principles of the Democratic Party in Ellsworth, the State of Maine, and the Nation through voter education and the election of duly nominated candidates.

III. **Membership:** All members of the Committee, including officers, must be enrolled members of the Democratic Party in the community from which the committee is elected. Qualification and party enrollment shall be as specified in the State of Maine Election laws. Any enrolled Democrat registered to vote in this municipality of Ellsworth shall be eligible for membership on the Committee. There shall be no limit on the number of members on the Committee. Members shall be selected at the biennial municipal caucus and any enrolled Democrat attending the biennial municipal caucus shall be, on request, a member of the Committee. New members may be added to the Committee by a majority of the Committee members present and voting at any meeting convened with proper notice as defined under Section XI of these by-laws. Each member shall retain full membership status unless surrendered by resignation, so long as s/he is a resident and enrolled Democrat of this municipality, until the next biennial municipal caucus.

IV. **Tenure:** The term of office of all officers and Committee members shall be two years from the date of the last caucus called for the purpose of selecting delegates to the Democratic State Convention. The Chairperson shall call at least one caucus of Democrats every two years during that period designated by State Party Rule and on the date prescribed by the Democratic State Committee for the purpose of electing a new Committee, officers, and state convention delegates and alternates.

V. **Officers:** The officers of the Committee shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer (or a Secretary-Treasurer), who shall be members of the Committee and who shall be elected by a majority vote of the Committee. Election of officers may be held at a Committee meeting convened with proper notice as defined under Section X of these by-laws or at the biennial municipal caucus.

V. A. **Chair:** The Chair shall be the general executive officer of the Committee and shall preside at meetings. S/He shall be an ex-officio member of all subcommittees. The Chair is responsible for maintaining contact with the County Committee for the purpose of accessing information and services that will assist the Committee and political candidates.

V. B. **Vice-Chair:** The Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair in the Chair's absence or in the event of the Chair's death or resignation. The Vice-Chair shall perform other duties as the Chair shall from time to time assign. The Vice-Chair shall also be an ex-officio member of all subcommittees.

V. C. Secretary: The Secretary shall be the recording officer of the Committee and shall keep a complete and accurate record of the Committee meetings. S/He shall promptly file a duplicate copy of such record of each meeting with the Committee Chair. The Secretary shall also maintain a complete and accurate record of the Committee membership and shall file a duplicate copy of the membership list with the Committee Chair. S/He shall update the membership list as new members are selected, upon notice of change of address of Committee members, and/or upon receipt of any resignation. S/He shall provide, upon receipt of any additions, resignations, or updates, duplicate copies of such changes and updates to the Committee Chair, the Chair of the County Democratic Committee, and the State Democratic Headquarters. The Secretary is an ex-officio member of the Publicity and Communications Subcommittee.

V. D. Treasurer: The Treasurer shall keep a full and accurate record and account of all receipts and expenditures, and shall deposit all money in the name of the Ellsworth Democratic Committee in a recognized bank or trust company. S/He shall make proper vouchers therefore and, as Treasurer, shall render to the Chair and the Committee a full report of all transactions and of the financial condition of the Committee at such time as requested by the Chair. The Treasurer is an ex-officio member of the Finance Subcommittee.

VI. Resignation: Any Committee member or officer may resign at any time. Such resignation shall be made in writing and shall take effect upon receipt by the Chair or the Secretary, who shall record such resignation, noting the hour and date of its receipt. The acceptance of a resignation by the vote of the Committee shall not be necessary. A member's removal from the list of Democratic enrolled voters shall be considered an automatic resignation from the committee. Election to fill a vacancy caused by resignation or death of an officer may be held at a meeting convened with proper notice as defined under Section X of these by-laws.

VII. Removal: An officer or member of the Committee may be removed at a meeting called expressly for that purpose. Written notice must be given to all members of the Committee at least 7 days prior to the meeting. Removal shall require the approval of two-thirds (2/3) of the Committee members present and voting.

VIII. Subcommittee Membership: There shall be a Nominating Committee that shall present a slate for election as Subcommittee Chairs and at least two (2) members of each subcommittee as defined in Section IX of these by-laws. The Nominating Committee shall consist of the Chair, the Vice-Chair, and one member elected from the Committee members. The Nominating Committee shall also accept nominations from the floor during the election.

IX. Standing Subcommittees: The following subcommittees shall be established by the Committee. Subcommittee chairs and members shall be elected by the Committee as provided in section VIII. Further members may be added to those already elected upon request of a Subcommittee Chair and by majority vote of the Committee members present and voting.

IX. A. Finance: The Finance Subcommittee shall: (1) establish a budget for the Committee and present a draft to the Committee upon request; (2) assist the Treasurer as needed; (3) offer fund raising suggestions to the Committee; and (4) undertake such financial tasks as referred to it by the Committee. The Subcommittee may assign specific tasks to temporary Task Forces as the need is determined by the Subcommittee and may request help from volunteers who are not formally Subcommittee members.

X. B. Publicity and Communications: The Publicity and Communications Subcommittee shall: (1) establish and maintain a list of telephone numbers, fax numbers, e-mail addresses, and/or web sites for publicity outlets such as but not limited to newspapers, magazines, or radio and TV stations; (2) prepare and distribute press releases and other advertising as requested by the Committee; (3) create and provide posters and other local advertising; and (4) undertake such publicity and communications tasks as referred to it by the Committee. The Subcommittee may assign specific tasks to temporary Task Forces as the need is determined by the Subcommittee and may request help from volunteers who are not formally Subcommittee members.

IX. C. Enrollment and Registration: The Enrollment and Registration Subcommittee shall: (1) maintain and update the voter ID lists on an ongoing basis; (2) set up and run voter registration drives periodically throughout the year; (3) work to refine the “get out the vote” (GOTV) process; and (4) undertake such enrollment and registration tasks as referred to it by the Committee. The Subcommittee may assign specific tasks to temporary Task Forces as the need is determined by the Subcommittee and may request help from volunteers who are not formally Subcommittee members.

IX. D. Voter Education: The Voter Education Subcommittee shall: (1) provide a program of interest to Committee members at each Ellsworth Democratic Committee meeting; (2) periodically offer programs of public interest, such as debates, candidate fora, and so on; (3) prepare educational brochures and/or assist candidates in preparing brochures, position papers, and so on; and (4) undertake such voter education tasks as referred to it by the Committee. The Subcommittee may assign specific tasks to temporary Task Forces as the need is determined by the Subcommittee and may request help from volunteers who are not formally Subcommittee members.

IX. E. Grievance: The Grievance Subcommittee shall consist of three (3) members elected by the Ellsworth Democratic Committee members. No officer shall be a member of this subcommittee, except that the Chair and/or Vice-Chair may attend meetings without speaking and without vote. Any and all grievances of members of the Committee shall be in writing and directed to the Chair of this subcommittee, who shall set up a hearing to be held within ten (10) days of receipt of the grievance. If the complainant is not satisfied with the settlement of the grievance by the Grievance Subcommittee, s/he may submit the grievance in writing with a written appeal of the settlement to the Chair of the County Grievance Committee, who will notify the said complainant of the date of hearing, which shall be requested to be held within ten (10) days of receipt of the complaint. If no County Grievance Committee exists, then appeals of settlements of grievances may be submitted directly to the Democratic State Committee’s Standing Committee on Grievance.

X. Meetings: Meetings of the Committee may be called at any time by the Chair, and must be called by her/him upon the written request of five (5) Committee members. If the Chair fails to call a meeting within ten (10) days of receipt of such request, then a meeting may be called by written notice signed and sent by any five (5) Committee members. Except in emergency, Committee members shall be given seven (7) days notice and a written agenda prior to the holding of the meeting. Notice of the date, time, and location of the meeting may be given by mail, personal contact, telephone contact, or electronic media such as e-mail. All meetings shall be governed by the most recent edition of Robert’s Rules of Order.

XI. Quorum: 10% shall constitute a quorum for transaction of business, except that the quorum shall never be less than three (3) members.

XII. Contraction and Payment of Bills: No bills shall be contracted by any officer or member of this Committee unless authorized by a vote of said Committee either general or specific. All bills shall be itemized or accompanied by a statement that will reasonably show what they are designed to cover.

XIII. Amendments: These By-laws, once adopted, may be altered or amended only by a two-thirds (2/3) vote of the members present and voting at a Committee meeting for which members have received at least seven (7) days written notice, and which notice shall include the exact wording of the proposed amendment(s).

ADOPTED BY UNANIMOUS VOTE OF THE

ELLSWORTH DEMOCRATIC COMMITTEE ON February 3, 2005

<u>Diana Cate</u>	<u>2/3/05</u>
(Signature of Committee Chairperson)	(Date)

<u>Sally R Bell</u>	<u>2/3/05</u>
(Signature of Committee Secretary)	(Date)