

**BY-LAWS OF THE LITTLE FALLS DEMOCRATIC MUNICIPAL
COMMITTEE**

ARTICLE I-NAME

This organization shall be known as the LITTLE FALLS DEMOCRATIC MUNICIPAL COMMITTEE. The term “Municipal Committee” when used herein, shall refer to the Little Falls Democratic Committee.

ARTICLE II - PURPOSE

The purpose of these By-Laws is to provide an ordered system to conduct and operate the Democratic Party in Little Falls and to establish the Democratic Municipal Committee, either acting collectively or through its Leader or the Municipal Executive Committee hereinafter designated, as the policy making body with respect to all matters of party business and with full power to regulate the internal affairs of the Democratic Party in Little Falls and to fix and control all matters of party policy in accordance with Title 19 of New Jersey Statutes and the rules and regulations hereby established.

ARTICLE III –MEMBERSHIP

Section 1 – The voting members of the Municipal Committee shall be those elected in the Democratic Primary election in Little Falls to the office of “Member of the County Committee” plus those elected to fill vacancies in accordance with Section 3 of this article.

Section 2 - Residency within the district and affiliation with the Democratic Party will be the only requirements for Membership.

Section 3 –Vacancies in the Municipal Committee shall be filled by election by the remaining members of the Municipal Committee. The Chairperson shall be empowered to appoint a successor who shall serve until the next regular meeting or special meeting called for the purpose, at which time a successor shall be elected.

Section 4 – Prior to election of a candidate to fill such a vacancy, a recommendation shall be solicited from the Municipal Leader, the Vice Chairperson and Committee Member within whose jurisdiction the vacancy occurs, and this recommendation shall be announced to the Municipal Committee prior to the nomination of candidates to fill said vacancy.

ARTICLE IV - MEETINGS

Section 1 – The annual meeting of the Municipal Committee of Little Falls shall be held in accordance with Title 19 of NJ Statutes on the first Monday after each annual primary election and two additional regular meetings shall be held in October and March.

Section 2 – In order to conduct business at any meeting of the Municipal Committee, a quorum consisting of 30% of the membership of the Municipal Committee shall be required to be in attendance.

Section 3 – Special meetings of the Municipal Committee shall be called by the Leader, or by written request directed to the Leader and signed by at least 25% of the members of the Municipal Committee of Little Falls and stating the reason for said special meeting. No matters not listed in said notice shall be acted upon at any special meeting, unless agreed upon by at least two-thirds of those present and voting at special meeting.

Section 4 - Notice of all meetings shall be given in writing to each member and shall be mailed not less than 7 business days prior to the date set for such meeting. Notification by email shall be considered equivalent to mail. Such notice shall contain the time, place and date of the meeting, and shall state whether the meeting is a special meeting or a regular meeting. If an election is to be held, this shall be stated in the meeting notice. In addition, in the case of a special meeting, the notice shall state the purpose of such meeting.

Section 5 – Copies of these By-laws shall be distributed to all newly elected Municipal Committee members within 60 days after adoption of the same. Thereafter, copies shall be furnished to newly elected Municipal Committee members at the annual meeting following their election. Amendments shall be distributed to all members of the Municipal Committee within 60 days of their passage.

Section 6 – Only the following persons shall be permitted entrance to any meeting of the Municipal Committee:

- (a) Duly elected members of the Little Falls Municipal Committee
- (b) The officers of the Little Falls Municipal Committee
- (c) Municipal Chairperson
- (d) Duly elected Democratic Council Members of the Little Falls Town Council
- (e) Individuals under consideration to be Democratic candidates for local office
- (f) Guests invited by the Municipal Chairperson

Section 7 – Only duly elected members of the Municipal Committee may vote at any meeting. Only those elected members and officers of the Municipal Committee may participate in any portion of any meeting, unless authorized by the Municipal Chairperson.

Section 8 – Meetings of the Municipal Executive Committee may be called at the convenience of the Municipal Leader with adequate notification to the Executive Committee.

ARTICLE V – OFFICERS

Section 1 - The elected officers of the Municipal Committee shall have the following officers; a Chairman who shall also be known as the Democratic Leader of Little Falls, a Secretary, and a Treasurer.

Section 2 - The appointed officer of the Municipal Committee, who shall be appointed by the Municipal Chairman, shall be, an Executive Vice Chairman.

Section 3 – These officers shall perform the duties prescribed by these By-Laws and the parliamentary authority adopted by this Municipal Committee.

Section 4 – All officers and Municipal Committee members, at the expiration of their terms, shall deliver to their successors, copies of all committee reports, membership and mailing lists, papers and other records of their offices within one month of expiration of said term.

Section 5 - The Municipal Chairperson, shall represent the policies of the Municipal Committee of Little Falls in all matters pertaining to the affairs of the Democratic Party in Passaic County and in all matters of party business in which the Democratic Party of Little Falls shall participate with any other organization outside the Township of Little Falls.

The Municipal Chairperson will serve a term of one year in accordance with statutory law, except as same may be otherwise amended by the laws of the State of New Jersey.

Section 6 - The Executive Vice Chairman shall in the absence of the Chairperson, perform the duties of the Chairperson. In the event that neither the Chairperson nor Vice Chairman are present at any meeting, the presiding officer shall be in the following order: The Treasurer, Secretary.

Section 7 – The Secretary shall take the minutes of each meeting of the Municipal Committee and its Executive Committee. The Secretary shall maintain files and records relative to the Municipal Committee and shall be responsible for all correspondence pertaining to said Municipal Committee. The Secretary shall perform such other duties as may be assigned him/her by the direction of the Municipal Chairperson or Vice Chairperson.

Section 8 – The Treasurer shall be responsible for filing all legally required financial statements of the Municipal Committee.

ARTICLE VI - ELECTIONS

Section 1 - Membership in the Municipal Committee shall not be a qualification for election as Chairperson or other officer of the Municipal Committee. All officers must be and remain registered Democrats and residents of Little Falls.

The officers of the Municipal Committee shall be elected at the annual meeting and shall assume office immediately upon election.

Commencing with the June 2007 annual meeting, Committee Members shall be elected for terms of three years each in accordance with statutory law, except as same may be otherwise amended by the laws of the State of New Jersey.

Section 2 – Nominations for Officers shall be submitted from the floor. No person shall be nominated unless present to accept the nomination or has indicated, in writing, a willingness to serve.

Section 3 – The officers of the Municipal Committee shall be elected by secret ballot. The presiding officer shall appoint two tellers to count the votes and said tellers shall report immediately in writing the results of said voting. No person who is a candidate for any office, or who has made a nomination from the floor, shall be eligible as teller.

If there is only one nominee for an office, voting may be dispensed by unanimous consent.

Section 4 - Proxy voting is prohibited.

Section 5 - In the event of a vacancy in any Committee Office, the Chairperson shall be empowered to appoint a successor who shall serve until the next Annual Meeting.

ARTICLE VII – FUNDS

Section 1 – All funds shall be deposited in a Little Falls Democratic Municipal Committee bank account designated by the Municipal Chairperson for said purpose.

Section 2 – No funds shall be disbursed in excess of \$100 from such account unless it is approved by the Municipal Executive Committee.

Section 3 – No funds shall be disbursed from said account except upon the signatures of two persons; The Municipal Chairperson or Vice Chairperson and Secretary or Treasurer.

Section 4 – All records of the Municipal Committee shall be available for examination by any member of the Municipal Committee, upon written request thereof to the Municipal Chairperson.

Section 5 – The organization’s fiscal year shall conform to the terms of the officers. After the close of each fiscal year and no later than the annual meeting, the Treasurer shall submit a financial report to the membership of the previous year’s finances.

ARTICLE VIII – AMENDMENT OF BY-LAWS– Amendments to these By-Laws may be made at the annual meeting by a two-thirds (2/3) vote of all members present and voting. There after, amendments may be made at any regular or special meeting of the Municipal Committee by a two-thirds vote of all the members present and voting.

ARTICLE IX – EXISTING BY-LAWS – Existing By-Laws (as same may have been previously amended) shall continue in full force and effect from the date of adoption or amendment through the election of officers at the following annual meeting.

ARTICLE X – FILING – A copy of these By-Laws shall be filed with the Passaic County Democratic County Committee annually, in accordance with the Passaic County Democratic Committee By-laws.

ARTICLE XI – PARLIMENTARY AUTHORITY – Roberts’ Rules of Order shall govern the conduct of all meetings in all instances not covered by these By-Laws or amendments.