

Lynnfield Democratic Town Committee

Bylaws

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Article I - Name.....	1
Article II - Purpose.....	1
Article III - Membership.....	2
Article IV - Officers.....	3
Article V - Chairperson.....	3
Article VI - Vice Chairperson.....	4
Article VII - Secretary.....	4
Article VIII - Assistant Secretary.....	4
Article IX - Treasurer.....	4
Article X - Affirmative Action and Outreach Advisor.....	5
Article XI - Program Coordinator and Program Coordinator(s).....	5
Article XII - Parliamentarian.....	5
Article XIII - Calling a Meeting Without Consent of Chairperson.....	5
Article XIV - Quorum.....	5
Article XV - Bylaws Committee.....	6
Article XVI - Changes in the Bylaws.....	6
Article XVII - Order of Business.....	6
Article XVIII - Meetings.....	7
Article XIX - Removal of Local Members.....	7
Article XX - Dues.....	7

Article I - Name

This organization shall be known as the Lynnfield Democratic Town Committee, herein after called the Committee.

Article II - Purpose

This committee is organized and constituted under authority of and in accordance with the provisions of the General Laws of the Commonwealth, and shall have as it purpose

the following: to foster and advance the ideals and aims of the Democratic party; to work and organize for the success of the Democratic candidates of the District, County, Commonwealth and Nation; to do all things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts and within Lynnfield.

Article III - Membership

- A. The Lynnfield Democratic Town Committee shall consist of up to thirty-five (35) registered Democrats in Lynnfield who shall have been elected at the Presidential Primary for a period of 4 years together with those elected to membership by the members of said Committee, in conformance with the provisions of law.
- B. The Committee, following the election of its members, shall meet and organize, chose:
 - a Chairperson,
 - Vice Chairperson,
 - Secretary,
 - Treasurer,
 - Affirmative Action Advisor,
 - Program Coordinator, and
 - Parliamentarianand other such officers as it may decide to elect. At such meeting the Committee may add to its elected members provided it does not exceed the total allowed by law as found on file with the Secretary of State's office.
- C. The Committee may, by vote at any meeting, authorize the appointment of associate members. Associate members shall not have the right to vote but shall have such other powers and duties as the Committee may determine.
- D. Any duly elected member of the Committee who changes residence from the community during the said four years shall cease to be a member of the Committee at the time of his/her move.
- E. Vacancies shall be filled by vote of the Committee. Associate members, if any, shall be the candidates first considered for filling the vacancies.
- F. With respect to current numbers of the town committee who served as such for 20 years, said member's elected position on the town committee shall be vacated after the member has served for over twenty years, and he or she becomes a voting life member of the town committee.

Article IV - Officers

A. The officers of this organization shall consist of:

- a Chairperson (or co-Chairs),
- Vice Chairperson,
- Secretary,
- Assistant Secretary,
- Treasurer,
- Affirmative Action Advisor,
- Program Coordinator, and
- Parliamentarian.

These officers shall be elected at the Committee organizational meeting and shall serve for a term of two years, at the end of which new elections for officers shall be held.

B. There shall be an Executive Committee consisting of the officers of the Committee.

C. In the event of death, resignation or the permanent removal from the Committee of any of the above named officers, their places shall be declared vacant and shall be filled at the next regular meeting of the Committee. A statement of such changes in the officers of the Committee shall be sent immediately by the Secretary of the Committee to the Secretary of the Commonwealth, the Secretary of the Democratic State Committee and to the Lynnfield Town Clerk.

Article V - Chairperson

The Chairperson shall, in addition to the duties required by law, preside at all meetings of the Committee and shall have general charge and supervision of all Committee activities. He/She shall have the power to appoint all standing committees and other such special committees as are created from time to time. He/She shall have the power to call all special meetings of the Committee and all regular meetings at such time or times as may seem to her/him to be advisable, subject only to the vote of the Committee in fixing the number of regular meetings to be held during the course of the year.

Article VI - Vice Chairperson

The Vice Chairperson shall preside at all meetings of the Committee in the absence of the Chairperson. She/He shall perform all duties and have the powers of the Chairperson in the case of her/his temporary absence.

Article VII - Secretary

The Secretary shall keep a record of all proceedings of the Committee and issue notice by email to each member of each meeting of the Committee at least seven days prior to the date of the meeting. The Secretary shall, within ten days after the organization of the Committee, file with the Secretary of the Commonwealth, the Secretary of the Democratic State Committee and the Lynnfield Town Clerk, a list of the officers and members of the Committee, and shall immediately file with the same officials a statement of the changes in the organization or membership of the Committee thereafter.

Article VIII - Assistant Secretary

The Assistant Secretary shall serve in the absence of the Secretary, with the same responsibilities and duties.

Article IX - Treasurer

The Treasurer shall have the custody of all funds belonging to the Committee and shall pay all orders subject to the approval of the Chairperson and shall procure and file vouchers for all such payment. No expenditures of funds of the Committee shall be made by the Treasurer outside the regular activities or expense thereof except upon the approval of a majority of the Committee at a special or regular meeting. She/He shall submit a report of the financial condition and transactions of the Committee at all regular meetings. A detailed report shall be provided annually. Additionally, the Treasurer will file reports with the appropriate state and local offices with regard to fundraising.

Article X - Affirmative Action and Outreach Advisor

The Affirmative Action and Outreach Advisor shall be responsible for developing strategies and activities to expand participation in the Committee of the Party's Affirmative Action target groups.

Article XI - Program Coordinator and Program Coordinator(s)

The Program Coordinator(s), at the request of the Chair and Committee, shall schedule Democratic candidates and other speakers to inform LDTC members about campaign issues, and to address current affairs and other topics of the day that impact Lynnfield, the Commonwealth of Massachusetts and the United States.

Article XII - Parliamentarian

The Parliamentarian shall assist the Chair in undertaking rules of order during meetings, advising about the proper procedure to accomplish the Committee's objectives, using the latest edition of Roberts Rules as a guide.

Article XIII - Calling a Meeting Without Consent of Chairperson

- A. In the event of a refusal of the Chairperson of the Committee to call a meeting of the Committee, a majority of the executive committee may, in writing, order the Secretary to call a meeting.
- B. Said executive committee shall have the power to act upon all matters pertaining to the Committee arising between the meetings of said Committee.
- C. Seven members of the Committee can request a meeting by a petition in writing to the Secretary and the Secretary shall call such meeting within two weeks.

Article XIV - Quorum

One half of the members of the Committee shall constitute a quorum.

Article XV - Bylaws Committee

There shall be a Bylaws Committee appointed by the Chairperson from the duly elected members. The Chair shall designate the Chairperson of the Bylaws Committee.

Article XVI - Changes in the Bylaws

- A. The Bylaws will be reviewed each time officers are elected every two years.
- B. These Bylaws may be amended by the following process:
 - A bylaw change is proposed at a full committee meeting. The change may be discussed at this time. Next the bylaw change will be referred to the Bylaw Committee for review and comment, and its report will be filed at the next meeting prior to the committee vote.
 - The bylaw change, if approved by a two-thirds vote of those present, shall be effective immediately.
- C. Unless and until amended or repealed by the elected members, the Bylaws shall continue in effect and no formal motion shall be necessary at any meeting of the Committee in order that they continue in force.

Article XVII - Order of Business

The order of business at meetings shall be as follows:

1. Sign in/Call to Order
2. Reading the minutes of the previous meeting
3. Treasurer's report
4. Reports of Officers and committees
5. Reading of communications addressed to the Committee
6. Old or unfinished business
7. New business
8. State Committee Reports
9. Speaker
10. Adjournment

Article XVIII - Meetings

Regular meetings of the Committee shall be held at least four times in non-election years and six times in election years, at least once each quarter. The Committee will determine the meeting day and dates for the calendar year.

Article XIX - Removal of Local Members

Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts. Members and Officers pledge themselves, as elected officials, to perform their duties diligently and honorably or resign. Members of the Committee may be removed by procedures guaranteeing adequate notice and due process, and by a majority vote of the membership of the Committee for:

- A. Failure to attend at least half of the regularly scheduled committee meetings during any calendar year.
- B. Public support for or financial contribution to an an opponent of the Democratic party nominee who supports the platform of the Democratic party.
- C. Unauthorized use of the Party name or resources.
- D. Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

A member must be given an opportunity to resign before notice of the hearing on the question of removal is given to the Committee membership. A member removed under this section shall have 30 days to appeal to the Judicial Council (State Committee), and the vacancy may not be filled in such case until the final decision of the Judicial Council.

Article XX - Dues

Dues will be determined annually.

Revisions

- Bylaws revised draft—May 2, 2018 subject to LDTC approval
- Bylaws accepted September 17, 2014