

**CONSTITUTION AND BYLAWS
OF THE WEST WINDSOR TOWNSHIP
MUNICIPAL DEMOCRATIC COMMITTEE**

June 2019

ARTICLE I: NAME AND PURPOSE

1. The name of this organization shall be the West Windsor Township Municipal Democratic Committee ("Municipal Committee").
2. The purpose of the Municipal Committee shall be furthering good government, encouraging grassroots participation in the Democratic Party, recruiting and supporting Democratic candidates for elections, endorsing local Democratic candidates in an open and transparent process, participating in Mercer County Democratic Committee activities, and fulfilling the duties assigned to it under Title 19 of the New Jersey Statutes Annotated (N.J.S.A.). The activities of the Mercer County Democratic Committee include participating in County- and Assembly District-level endorsements and filling County and Assembly District seats if they become vacant in the middle of a term.
3. The Municipal Committee shall endeavor to operate as openly as possible with respect to registered Democrats residing in West Windsor. Copies of this Constitution and Bylaws should be freely available and easily accessible.

ARTICLE II: MEMBERSHIP

1. The Municipal Committee shall be composed of duly elected Committee Members residing in the election districts of West Windsor Township.
2. Any Committee Member vacancy occurring within the Municipal Committee shall be filled at a meeting of the Municipal Committee by a majority vote.
3. Committee Members shall be elected biennially at the primary for the general election in even-numbered years in the manner provided in said Title 19. If allowed by any provision of Title 19 of the N.J.S.A., the Chair may call for a vote of Committee Members to change the length of the Committee terms and/or election years.
4. Members shall take office on the first Saturday following their election, or upon certification of the election, whichever is later.

ARTICLE III: ELECTION OF OFFICERS

1. The Municipal Committee shall elect, as outlined in Section 2 below, the following officers at the biennial reorganization meeting:

- A. Chair – The Chair shall be responsible for carrying out the goals and directives as set forth herein. The Chair shall set the agenda for meetings and run the meetings.
- B. Vice-Chair – The Vice Chair shall assist the Chair in the duties of the Chair as set forth above
 - 1) Chair meetings when the Chair is absent, and
 - 2) If the office of the Chair should become vacant for any reason, serve as Chair until a new Chair takes office.

The Vice Chair shall also act as Parliamentarian for the Municipal Committee, wherein they shall be responsible for interpreting the rules relating to the Municipal Committee including the Constitution and Bylaws.

- C. Secretary – The Secretary shall be responsible for the recording, reading, and maintenance of the minutes of all meetings of the Municipal Committee. The Secretary shall also be responsible for maintaining the list of all members and officers and official correspondence of the Municipal Committee, including providing notice of all meetings of the Municipal Committee to all members, officers, and Democratic elected officials in West Windsor Township.
 - D. Treasurer – The Treasurer shall be responsible for all finances of the Municipal Committee including the maintenance and filing of all accounts and election reports.
2. The Chair shall publish the procedure for self-nomination of officers and voting at the time of reorganization meeting notice. Because the notice shall be given before the results of the election are known, the Chair shall endeavor to notice the reorganizational meeting to all candidates on the ballot and people who have expressed interest as “write-in” candidates.
 3. Individuals interested in any of the above positions shall submit their name and position(s) of interest to the current Chair of the Municipal Committee 1 week prior to the biennial reorganization meeting (typically, the Monday before the Primary). Individuals may submit their name for more than one position. If, for example, a person is interested in Chair and is defeated, they may then be entered into the running for Vice Chair if desired.
 4. Individuals will be given the opportunity to speak at the reorganization meeting, as outlined below. Individual who cannot attend the meeting in person, may submit a written statement with their self-nomination to be read aloud by the moderator or their designee at the meeting. The statement should not exceed one typed page.
 5. At the reorganization meeting, the elections shall be moderated by an individual from outside of West Windsor and will commence in descending order (1st: Chair, 2nd: Vice Chair, 3rd: Secretary: 4th: Treasurer).
 6. The individuals interested in each position will each be given 3 minutes to speak to the Committee Members. The other candidates will leave the room during each speech. Following each speech, 2 minutes will be allotted for questions.
 7. Voting

- A. If there is only one candidate: The candidate will leave the room, and the remaining members shall vote by show of hands.
 - B. If there is more than one candidate: Following all speeches, all candidates for the given position will leave the room, and the vote will be taken by secret ballot. If no majority is achieved by one candidate, then all candidates except the top two will be eliminated and the votes recast. The candidate that achieves majority wins.
 - C. For the purpose of secret balloting, no proxy votes shall be allowed.
- 8. If any position remains "open," (no one submitted an application), then the Chair may call for self-nomination at the reorganizational meeting. If a position still remains "open," the Chair may appoint someone to fill the position until the next reorganization meeting. The goal is to fill all positions, with none remaining open for extended periods of time.
 - 9. Officers shall begin their terms immediately following the reorganization meeting.
 - 10. Vacancies in any office in the Municipal Committee shall be filled in the manner in which the original office was filled at the next scheduled regular meeting of the Municipal Committee.

ARTICLE IV: SUB-COMMITTEES

The Chair shall appoint members to Subcommittees in a number sufficient to carry out the purpose of each committee and shall designate a chair to each committee. The Subcommittees shall be chaired of Municipal Committee Members. Members of the subcommittees may include non-Committee Members.

ARTICLE V: MEETINGS

- 1. The first meeting of the Municipal Committee shall be the biennial reorganization meeting to be held in accordance with the N.J.S.A.
- 2. The Chair shall hold regular meetings at least 4 times per year.
- 3. Special meetings may be called at any time, upon the call of the Chair or upon the presentation to the Chair of a written request signed by 1/3 of the members of the Municipal Committee. The special meeting shall be held within 15 days of the receipt by the Chair of the written request described herein.
- 4. All members of the Municipal Committee shall be notified by written notice, 3 days prior to the date of the reorganization meeting (typically, the Friday after the Primary), and there shall be 10 days written notice prior to the date of any regular or special meeting. An email may constitute written notice.
- 5. Meetings shall be open to all registered Democrats residing in West Windsor. Only members of the Municipal Committee shall be eligible to vote at meetings. The Chair shall determine

whether non members may speak and under what circumstances. The Chair may invite guests regardless of party affiliation or residency.

6. 40% of duly seated Municipal Committee Members must be in attendance at the reorganization meeting and at any other meeting of the Municipal Committee, unless otherwise stated herein, in order to constitute a quorum to conduct business.

ARTICLE VI: ENDORSEMENT OF CANDIDATES

1. The Municipal Committee may endorse candidates for any position outside of Municipal positions (“outside candidates”).
2. The endorsement of candidates for Municipal positions shall follow the *Joint Selection and Endorsement Process for Local Office of the West Windsor Democratic Committee and West Windsor Democratic Club, Adopted March 13, 2018*, or any subsequently adopted or amended versions of such document.
3. The endorsement of any candidate, inside or outside of West Windsor, shall not bind the Municipal Committee Members to vote for the endorsed candidate.

ARTICLE VII: ADOPTION AND AMENDMENT

The Constitution and Bylaws may be adopted and/or amended at a properly noticed meeting of the Municipal Committee upon 2/3 vote of all Municipal Committee Members. For this purpose, quorum is 2/3 of seated Municipal Committee Members. Proxy voting is allowed to achieve quorum; written proxy must be provided to the Municipal Committee Parliamentarian prior to the meeting.

Whenever an amendment to the Constitution and Bylaws is to be brought before the Municipal Committee, a statement of the proposed amendment must be included in the meeting notice.

Adopted: June 30, 2019