

**BY-LAWS
CAPE MAY COUNTY DEMOCRATIC COMMITTEE**

Article I Membership

Section 1 ELECTED MEMBERSHIP - The County Committee shall be composed of two (2) registered Democrats in each District elected every four (4) years at the Primary Election by the Democratic voters of each election district of the County.[NJS 19:5.3]

Section 2 TERMS OF OFFICE - Pursuant to statute, the members of the County Committee shall take office on the first Saturday following their election, on which day the terms of all members of such Committee therefore elected shall terminate.[NJS 19:5.3]

Section 3 FILLING OF VACANCIES - Pursuant to statute, a vacancy in the office of a member of the County Committee shall be filled by the Municipal Committee of the municipality wherein the vacancy occurs.

Nothing herein, however, shall be interpreted to deny the right to vote to such elected or appointed officials, who also is a duly elected member of the County Committee.

Article II Election of Officers

Section 1 QUALIFICATION OF OFFICERS - Any registered Democrat, shall be eligible to hold any office created hereunder, whether or not he or she is a member of the Committee; COUNTY CHAIRMAN, VICE-CHAIRMAN, RECORDING SECRETARY, CORESPONDING SECRETARY, TREASURER and SERGEANT AT ARMS.

Section 2 ELECTION OF THE CHAIRMAN, VICE-CHAIRMAN, RECORDING SECRETARY, CORRESPONDING SECRETARY, TREASURER AND SERGEANT-AT-ARMS - The Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant-at-Arms shall be elected every four (4) years at the annual organization meeting of the County Committee, as shall be provided by [NJS 19:53].

Section 3 TERMS OF OFFICE - All officers shall hold office until their successors are duly elected or appointed.

Section 4 FILLING OF VACANCIES - Vacancies in any office shall be filled by the County Committee at its next succeeding meeting, in the manner hereinafter provided for the election of officers.

Section 5 NOMINATIONS FOR COUNTY CHAIRMAN, VICE CHAIRMAN, RECORDING SECRETARY, CORRESPONDING SECRETARY, TREASURER, AND SERGEANT-AT-ARMS- Candidates for said offices shall be nominated by any member of the County Committee, which nomination shall be seconded by a second member of the County Committee.

Section 6 METHOD OF ELECTION - Election shall be held as follows:

- (a) If there is no contest for Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer, or Sergeant-at -Arms, election shall be held by voice vote;
- (b) If there is a contest for any office, election for that office shall be by secret ballot;

(c) In the event of a contest for any office, the candidate receiving the largest number of votes shall be declared elected for that office.

Section 7 ELECTION BY SECRET BALLOT-

(a) Paper ballots shall be distributed to the voting membership at the meeting and the membership shall fill the name of their individual choice for such office as may be in contest;

(b) Each candidate for office for which there is a contest may select one teller to assist in the tally of the vote with candidates for such office entitled to select the same tellers if they so choose;

(c) The State Committeeman and/or State Committeewoman, assisted by the tellers, shall conduct the election;

(d) Each member must cast his or her own ballot and may not delegate this right to anyone else. No member shall be permitted to vote unless he or she presents his or her certificate of election, or is verified by being on the Recording secretary's list, or a statement, signed by his or her Municipal Chairman, that he or she is a duly elected member of the County Committee;

(e) After each member entitled to vote has done so, the State Committeeman and/or State Committeewoman, assisted by the teller, shall tally the ballots and announce the name of the candidate who has received the largest number of votes for such contested office.

Article III Duties of Officers

Section 1- CHAIRMAN- The Chairman shall:

(a) Preside at all meetings of the County Committee and of the Executive Committee;

(b) Appoint the Chairman of all standing committees and be responsible to the County Committee for the faithful performance of their duties;

(c) Serve as a member ex officio of all standing committees;

(d) Faithfully execute the decisions of the County Committee;

(e) Sign checks and vouchers as required.

Section 2 - VICE-CHAIRMAN - The Vice- Chairman shall:

(a) Assist the Chairman upon his/her request in the performance of his/her duties; and

(b) In the absence of the Chairman, preside at meetings of the County Committee or of the Executive Committee; and

(c) Sign checks and vouchers as required.

Section 3 - CORRESPONDING SECRETARY- The Corresponding Secretary shall:

(a) Attend to all matters of correspondence, as may be directed by the Chairman, the Executive Committee or the County Committee; and

(b) Prepare and mail notices of all meetings of the County Committee and of the Executive Committee.

Section 4 - RECORDING SECRETARY- The Recording Secretary shall:

(a) Keep full and correct minutes of the proceedings of the County Committee and of the Executive Committee, and submit same to the Executive Director at least one week prior to the next regular meeting;

(b) Keep a complete roster of all members of the County Committee and of all Municipal Chairman.

Section 5 - TREASURER - The Treasurer shall:

- (a) Deposit all funds in his custody and in such banks as the County Committee may designate;
- (b) Keep full and complete accounts of all monies received and disbursed by him/her;
- (c) Prepare and file such financial statements as may be required of the County Committee by law;
- (d) Deliver unto the Finance Committee, on or before April 30 or November 30 of each year, all books of account, bank accounts and financial records so that the same may be properly audited by said Finance Committee;
- (f) Provide a written financial report by the 15 day of the first month of each quarter to the County Committee; and
- (g) Sign checks as required.

Section 6 SERGEANT-AT-ARMS- The Sergeant-at-Arms shall:

- (a) Assist the Chairman in maintaining order at all meetings; and
- (b) Appoint such aides as he may deem necessary to facilitate the discharge of said duty.

Section 7 EXECUTIVE DIRECTOR- The Executive Director shall:

- (a) Handle day to day operations of the County Committee;
- (b) Maintain all files and documents of the County Committee;
- (c) Serve as a member ex officio of all standing committees and coordinate all committees;
- (d) Handle press and public relations for the County Committee;
- (e) Sign checks and vouchers as required;
- (f) Perform such other duties as may be assigned to him/her by the Chairman or the County Committee.

Section 8- ADDITIONAL DUTIES - In addition to the above enumerated duties, each officer shall perform other functions as may be required of him by:

- (a) These by-laws;
- (b) The statutes of the State of New Jersey;
- (c) The rules and procedures of the Democratic State Committee; and
- (d) The County Committee.

Article IV Committees

Section 1- STANDING COMMITTEES - There shall be the following Standing Committees of the Cape May County Democratic Committee:

- Financial Committee
- Leadership Committee

Section 2- MEMBERSHIP ON COMMITTEES- Each of the above Standing Committees shall consist of:

- (a) A Chairman, appointed by the County Chairman at the organization meeting of the County Committee or within four (4) weeks thereafter;

(b) Each standing committee shall consist of not less than three (3) nor more than five (5) members, except for the Candidate Selection Committee;

(c) The Candidate Selection Committee, however, shall consist of all municipal leaders or assistant leaders in their absence. The County Chairman shall chair the Candidate Selection Committee.

Section 3 REMOVAL FROM COMMITTEES - A vacancy in the Chairmanship or membership of any of the above Standing Committees may be declared by the Chairman of the County Committee upon:

- (a) That member's moving out of the County; or
- (b) That member's non-performance of his duties on the committee; or
- (c) That member's conduct prejudicial to the reputation or the proper functioning of the Democratic Party.

Section 4 DUTIES OF COMMITTEES- The Standing Committees shall have the following duties:

(a) Financial Committee: Suggest, propose and administer projects designed to raise those funds necessary to efficiently operate the County Committee and to render financial assistance to candidates of the Democratic Party; to audit all books of account, bank accounts, and other financial records to be supplied to said Committee by the Treasurer of the Cape May County Democratic Organization as soon as practical after April 30 and November 30 of each year. The Committee shall account to the executive Committee what money should be expended for the campaign and expenditures shall be approved by the County Committee.

(b). Leadership Committee: shall consist of the Chairman, Vice-Chairman, the State Committeeman, the State Committeewoman, the Recording Secretary, the Corresponding Secretary, the Treasurer, the Sergeant-at-Arms and three persons to be appointed by the Chairman. This committee will meet during the first month of each quarter, or when the Chairman calls such meetings.

The Leadership Committee shall address issues such as selecting candidates, organizing campaigns and assisting candidates and municipal leaders. Develop programs to register democratic voters and raise awareness of Democratic Party activities and events in the county and state.

Section 5 COMMITTEES - All Committees shall report at each meeting of the County committee and at such other times as requested to do so by the County Chairman. Any report containing a recommendation for specific action by the County Committee shall be submitted in writing to the County Chairman at least five (5) days prior to the meeting at which such recommendation is to be considered.

Section 6 SPECIAL COMMITTEES- Special Committees can be appointed by the Chairman and Leadership Committee as needed.

Article V Meetings

Section 1 ORGANIZATION MEETING - The annual organization meeting of the County Committee shall be held after the Primary Election every Four (4) years, on the date fixed by statute, at the time and place designated by the County Chairman.

Section 2 REGULAR MEETINGS – A meeting shall be held in January and June. Any other meetings shall be held at the discretion of the County Chair.

Section 3 LEADERS MEETINGS - Meetings of the Municipal Leaders Board shall be held at times as may be fixed by the County Chairman. Leaders meetings shall be each municipal leader or his representative and the Executive Committee . Any person acting as surrogate for any Municipal Leader shall provide written authorization for his/her appearance from the Municipal Leader.

Section 4 QUORUM- A quorum of fifteen (15) percent of the elected members of the County Committee shall be present in order for voting to take place at any organization meeting, regular meeting or special meeting.

Section 5 NOTICES OF MEETINGS - Written notices of meetings setting forth the place, date, and hour of meeting shall be mailed by regular mail by the Corresponding Secretary to all members as follows:

- (a) Organization Meeting: as soon as required by law after the Primary Election.
- (b) Regular Meeting: At least Seven (7) days prior to the date of the meeting.
- (c) Special Meeting: At least -Seven (7) days prior to the date of the meeting and such notice shall set forth the subject matter to be considered at this meeting.

Article VI Order of Business

Section 1 CALL TO ORDER - At the hour set in the call for the meeting, if a quorum be present, the County Chairman shall call the meeting of the County Committee to order.

Section 2 ORGANIZATION MEETING- At the Organization Meeting of the County Committee, called as provided by statute, the order of business shall be as follows:

- (a) Salute to Flag;
- (b) Report to Executive Committee;
- (c) Nominations from floor, if any,
- (d) Election of officers;
- (e) Appointment of Committee Chairmen by the County Chairman;
- (f) Other business.

Section 3 REGULAR MEETINGS - At all regular meetings of the County Committee, the order of business shall be as follows:

- (a) Salute to Flag;
- (b) Consideration of minutes of previous meeting;
- (c) Report of officers;
- (d) Report of Executive Committee;
- (e) Reports of Standing Committees;
- (f) Report from each municipality
- (g) Unfinished business, if any;
- (h) New business, if any.

Section 4 LEADERS MEETING- The agenda for the Municipal Leaders Board meetings shall be by the County Chairman and the Executive Director.

Section 5 RULES OF ORDER - Unless otherwise provided for in these by-laws or by statute, all business shall be governed by Robert's Rules of Order.

Article VII Municipal Leaders Board

Section 1 MEMBERSHIP - The Municipal Leaders Board shall consist of the Executive Committee, and The Municipal Leader of each municipality in the County.

Section 2 DUTIES- Each Municipal Leader shall report all proposed actions of the County Committee to his/her Municipal Committee, and shall obtain by majority vote of the Municipal Committee a position on each such issue..

Section 4 FILLING COUNTY COMMITTEE VACANCIES -

(a) Each Municipal Leader shall be allocated votes based upon the number of elected County Committee members in his/her municipality, as certified by the Cape May County Board of Elections following the biannual primary.

(b) Any County Committee seat subsequently filled by a vote of the Municipal Committee shall be certified by the Municipal Leader to the County Chairman at the next Municipal Leaders Board meeting. Any such additional votes shall be awarded to the said Municipal Leader at the Municipal Leaders meeting next following the meeting at which he/she reported the new member.

(c) The Municipal Leader shall provide the County Chairman with a copy of the letter of notification which must have been sent to the Board of Elections for each new member before he/she shall be permitted to vote that seat.

Article VIII Executive Committee

Section 1 MEMBERSHIP - The Executive Committee shall consist of the Chairman, Vice-Chairman, and the State Committeeman and State Committeewoman elected from the County of Cape May as prescribed by title 19 of the New Jersey Statutes.

Section 2 TERMS - The terms of the Executive Committee shall be as provided by law.

Section 3 DUTIES- The Executive Committee shall perform the following duties:

(a) Advise and assist the Chairman in the appointment of members of the various Standing Committees and all other committees, in the establishment of general policies in the conduct of election campaigns, in coordinating the activities of all committees and in the enforcement of these by-laws and the decisions of the County Chairman, in approval of all major fixed expenditures as set forth in the annual budget and in approval of operational expenditures. With the exception of fund-raising expenses, all expenditures over one thousand dollars shall be subject to the approval of the County Committee.

(b) Call special meetings of the County committee pursuant to Article V, Section 2 of these by-laws;

(c) Act as a Grievance Committee.

Article IX Amendments to By-Laws

Section 1 EFFECTIVE DATES - These by-laws shall become effective immediately upon

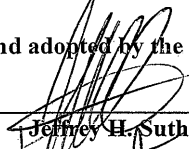
adoption.

Section 2 SUBMISSION OF AMENDMENTS- Any proposed amendments to these by-laws shall be in writing and shall be submitted by a majority vote of the Executive Committee or by a petition signed by no less than either fifteen (15) percent of the County Committee members, or two (2) of the municipal organizations.

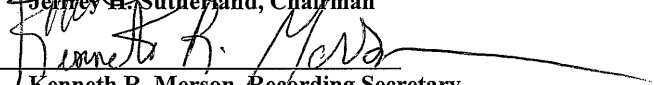
Section 3 ADOPTION -An amendment may be considered at the meeting following its introduction. An amendment shall be adopted by two-thirds vote of the elected members of the County committee present and voting at the meeting at which said amendment is considered. Any amendment shall be effective immediately unless the amendments itself provides otherwise.

Revised and adopted by the County Committee on March 16th, 2016

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Jeffrey H. Sutherland, Chairman

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Kenneth R. Merson, Recording Secretary