

**Bylaws of the Ward 4 Democratic Committee  
As amended October 16, 2018**

**Article I—Name**

This organization shall be known as the Ward 4 Democratic Committee of Boston.

**Article II—Purpose**

The Ward 4 Democratic Committee of Boston (the “Committee”) is organized and constituted under authority of and in accordance with the provisions of the General Laws of the Commonwealth of Massachusetts, and shall have as its purposes the following:

- to foster and advance the ideals and aims of the Democratic Party, and to have responsibility for the general management of the affairs of the Democratic Party in Ward 4 of the City of Boston;
- to work and organize for the success of Democratic candidates for district, City, County, State and National offices;
- to endorse candidates;
- to endorse, or oppose, ballot questions, ballot initiatives, and referenda (hereafter, “referenda”);
- to adopt resolutions and platforms;
- to raise and disburse funds for political purposes;
- to conduct voter registration campaigns;
- to call caucuses for the purpose of endorsing candidates, adopting resolutions, or conducting other Party business
- to consider and act on such other matters as may be of concern to its Members or the Ward.

Members of the Committee shall work actively to fulfill these purposes.

**Article III—Membership**

- A. The Committee shall consist of registered members of the Democratic Party resident in Ward 4 of the City of Boston who shall have been elected at the most recent Presidential Primary, together with those elected to membership by members of the Committee, in conformance with the provisions of the law and these by-laws (Elected Members). The number of Elected Members shall be limited to 35.
- B. The Committee, following the election of its members at the Presidential Primary, shall meet and organize, and choose officers, including a Chairperson (or Chairperson), Vice Chairperson, Secretary, Treasurer, Affirmative Action and Outreach Coordinator, and such other officers as it may decide to elect. At such meeting, the Committee may add to the Elected Members provided it does not exceed the total allowed by law as filed by the Committee with the Secretary of State.
- C. Elected Members shall hold office until their successors have organized after the next Presidential Primary.

- D. The Committee may, by vote at any meeting, authorize the appointment of Associate Members. Candidates for Associate Membership may be voted in upon attendance of their third meeting.

Associate Members shall participate in all the activities of the Committee except that they shall not have the right to vote to elect, appoint, or expel Elected or Associate Members; nor to vote to amend, suspend, or repeal these By-laws; nor to be elected as officers of the Committee; nor to participate in votes to endorse candidates or to endorse or oppose referenda.

Associate Members shall be granted preference when there is a vacancy in the Committee.

- E. If any Elected or Associate Member changes his/her voting residence to a location outside of Ward 4, he/she shall cease to be a member of the Committee at the earlier of (a) the end of the calendar year or (b) the date of registration in the new location.
- F. If any Elected or Associate Member changes his/her Democratic Party Registration, he/she shall cease to be a Member forthwith. Members may also be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts.
- G. Vacancies in the Elected or Associate Membership of the Committee shall be filled by vote of the Elected Members from among other enrolled members of the Democratic Party resident in Ward 4 at a meeting of the Committee called for that purpose, with due notice. Associate Members, if any, shall be candidates for filling vacancies in the Elected Membership. Candidates for Membership must attend at least three meetings before being voted in. Attending a caucus and serving as a Ward 4 delegate to the Massachusetts Democratic Convention each qualify as one meeting. A statement of any change in the Elected or Associate Membership shall be filed within 10 days by the Secretary of the Committee as required by law.
- H. Twenty-Year Members: A member of the Committee who has served on this ward committee for twenty (20) or more years may assume the position of Twenty-Year Member. Said Twenty-Year Member shall enjoy all the same rights and privileges of an Elected Member. Twenty-Year Members will not count toward the quorum of 10 necessary for conducting business; however, the 50.01% participation threshold required for an endorsement vote will include all active Twenty-Year Members.
- I. Duties of Members: Elected and Associate Members are expected to attend meetings regularly; to pay such annual dues as may be determined by the Committee; to distribute the Committee's endorsement materials; and to

participate in such other activities as are necessary to fulfill the purposes of the Committee.

- J. Elected Members may be designated as Inactive due to lack of attendance at three meetings in succession. Inactive Members will not be counted toward the Membership total for purposes of determining a quorum of Members for business of the Committee. Inactive Members will be considered “Active” again upon attendance at a meeting.
- K. Pursuant to the Democratic Party Charter, Elected and Associate Members may be expelled from Committee membership by procedures guaranteeing adequate notice and due process and by a two-third vote of the entire Elected 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 opponent of a nominee of the Democratic Party, which nominee publicly supports the platform of the Democratic Party as adopted at the most recent state and national Democratic Conventions;
  - c. Unauthorized use of the Party name or resources;
  - d. Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

An Elected or Associate Member must be given an opportunity to resign before notice of the hearing on the question of removal is given to the membership of the Committee. An Elected Member removed under this section shall have 30 days to appeal to the Judicial Council of the Democratic State Committee, and the vacancy may not be filled in such case until the final decision of the Judicial Council is made

- L. Dues and Assessments
  - a. The Committee shall establish annual dues for Elected and Associate Members by majority vote of the Elected and Associate Members present and voting. The Committee may require additional assessments from Elected and Associate Members from time to time by majority vote of Elected and Associate Members present and voting.
  - b. Dues and Assessments are payable no later than 30 days following the mailing of written require therefor by the Treasurer or someone appointed to act for him/her.

#### **ARTICLE IV—OFFICERS**

The officers shall consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and an Affirmative Action and Outreach Coordinator. Anyone who holds, or is a candidate for, public elective office, other than as a member of the Committee, or other party officer, shall not serve as an officer of the Committee. The Committee shall strive for diversity in electing officers.

- A. Chairperson: The Chairperson shall call and preside at meetings of the Committee, the Executive Board, and at caucuses. He/she shall be the chief officer of the Committee and shall have general supervision of its affairs.
- B. Vice-Chairperson: The Vice-Chairperson shall act as Chairperson upon the absence, resignation, or removal of the Chairperson. Upon the absence, resignation, or removal of the Chairperson and Vice-Chairperson, the Secretary shall act as Chairperson.
- C. Secretary: The Secretary shall keep and distribute the minutes of the meetings, keep such records as are necessary to the business and reporting requirements of the Committee, including membership lists, meeting attendance, and these By-laws. The Secretary shall, with 10 days after any organizational meeting of the Committee or any change in the Membership through election, resignation or removal, file with the Secretary of State, and with the City Clerk, a list of the officers and Elected and Associate Members of the Committee, together with addresses of such officers.

A temporary Secretary may be appointed by the Chairperson upon the absence, resignation, or removal of the Secretary.

- D. Treasurer: The Treasurer shall have custody of all funds belonging to the Committee; shall maintain adequate financial records, shall prepare and present quarterly written reports on the Committee's fiscal state; and shall file such reports as may be required by law.

The Treasurer of the Committee shall qualify for his/her office by filing a written acceptance thereof with the Directors of Campaign and Political Finance as provided by law.

- E. Affirmative Action and Outreach Coordinator: The Affirmative Action and Outreach Coordinator shall be responsible for developing strategies and activities to expand participation in the Committee of the Party's Affirmative Action target groups.
- F. Terms of Office: Officers shall be elected every two years by majority vote of Elected Members at the Committee's organizational meetings, which shall be held no later than April 15<sup>th</sup> in the year of a Presidential Primary and two years later. Other officers, if any, and other Board members may be elected at any meeting for which due notice of such election has been given and shall serve a term concurrent with that of the Chairperson. Officers shall not serve more than two consecutive terms in the same office; provided that an officer may serve an additional consecutive term if during one of the two terms he/she served on an interim basis for no more than one year.

- G. Vacancies: In the event of a vacancy in the Officers or Executive Board, the Chairperson or the Acting Chairperson, as the case may be, shall report the vacancy to the membership at the next regular meeting of the Committee. An election to fill the vacancy shall be held at the first regular meeting of the Committee following the regular meeting at which the vacancy is reported.

**ARTICLE V: COMMITTEES**

- A. Ad Hoc and Subcommittees: The Chairperson shall appoint such ad hoc and subcommittees as the Committee shall from time to time determine to be necessary, and he/she shall designate one or members of said committee(s) as chairperson(s).

**ARTICLE VI: MEETINGS**

- A. Regular Meetings: The Chairperson shall call at least six regular meetings of the Committee each year, at least one in each quarter. Special meetings may be called by the Secretary upon the petition of at least twenty percent of the Elected Members.
- B. Notice: The Chairperson or Secretary shall notify all Elected and Associate Members of the time and place of each regular meeting at least seven days prior to the meeting, unless it shall be deemed that a meeting is of an emergency nature, in which case a meeting may be called by the Chairperson with at least 24 hours notice by any reasonable means. Notice for meetings for endorsement of candidates must be given at least 7 days before the meeting. Generally, notice will be given by electronic mail. Members without an e-mail address will be notified by mail or by telephone, at the Chairperson or Secretary's discretion. Notices of meetings shall indicate whether the agenda will include the filling of vacancies in the Elected or Associate Members; the removal of Elected or Associate Members; the endorsement of candidates, the endorsement, or opposition to referenda; the adoption of resolutions; creation of delegate slates; setting of annual dues or additional assessments; and amendment of these By-laws.
- C. Quorum: For purposes of conducting business matters, a quorum shall consist of 10 Elected Members of the Committee or fifty percent of the Elected Members, whichever is less. Members participating in the meeting virtually (by phone, Skype, FaceTime, Google Hangout, or other such means) may count as "members present and voting" for purposes of a quorum, but they must arrange such participation at least 24 hours in advance of the meeting.
- D. To endorse candidates and to support or oppose referenda, the quorum threshold will remain the same as for general business; however, 50.01% of the Elected Members, adjusted downward for Inactive Members, if any, must participate in the vote (whether present and voting or by proxy). Only Elected Members may vote for endorsement of candidates.

- E. Voting and Proxies: Provided a quorum has been established, a majority of those present and voting plus any votes cast by proxy shall be sufficient to transact all business of the Committee, with the following exceptions:
- a. An endorsement vote shall require a vote of not less than two-thirds of the vote of those present and voting plus proxies;
  - b. An endorsement of, or opposition to, referenda shall require a vote of not less than two-thirds of the vote of those present and voting plus proxies;
  - c. A vote to amend, suspend or repeal these By-laws shall require a vote of not less than two-thirds of the vote of those present and voting plus proxies;
  - d. A vote for the expulsion of Elected or Associate members shall require a vote of not less than two-thirds of the entire Elected Membership, as adjusted for Inactive Members;
  - e. A vote for the removal of officers from office shall require a vote of not less than two-thirds of the entire Elected Membership, as adjusted for Inactive Members;
  - f. Proxies for votes by Members who cannot be present at a meeting for general business or endorsement votes may be submitted to the Chair. Proxies will not count toward the establishment of a quorum. Proxies must be received by the Chair at least 3 hours prior to the stated starting time of the meeting. Proxies may be submitted in writing or by electronic mail. Proxies may be brought to the meeting on behalf of an absent Member by another Member, but will be submitted to the Chair and voted by the Chair. IT IS THE RESPONSIBILITY OF THE MEMBER VOTING BY PROXY TO CONFIRM THAT THE PROXY HAS BEEN RECEIVED BY THE CHAIR. ‘
  - g. Proxies will be voted on the first and any subsequent ballots.
- F. Other Endorsement Vote Procedures
- a. Notices for endorsement meetings will include the current Elected Member count, as adjusted for Inactive Members, and Members are asked to RSVP for endorsement vote meetings in order to establish a quorum.
  - b. To be considered for an endorsement, candidates must be nominated and seconded by an Elected Member of the committee.
  - c. A candidate seeking the endorsement of the Committee must be a registered Democrat
  - d. Endorsement of candidates will only be considered for elections in which one or more precincts of Ward 4 will be represented in the district for which the candidate is seeking office.
  - e. Endorsement meetings are open meetings, although candidates shall not be present during the discussion of the endorsement vote and the ultimate vote itself. Members can elect to go into closed session by a vote of the majority of the Elected Members present.

- f. Candidates who are members of the committee have the right to participate and vote in endorsement meetings.
  - g. Additional rounds of voting, such as a runoff between the top two vote-getters, may be requested by a majority vote of the committee.
  - h. A closed ballot may be requested by a majority of the committee.
- G. Conduct: The meeting shall be conducted in accordance with the latest revised edition of Robert's Rules of Order, insofar as said Rules do not conflict with these By-laws; with the laws of the Commonwealth of Massachusetts; and the Charter of the Democratic Party of Massachusetts as amended at its most recent State Convention.

**ARTICLE VII—Changes in the By-laws**

These By-laws may be amended or repealed at any regularly called meeting of the Elected Members of the Committee, provided such proposed change is in writing and is signed by the Elected Member proposing it and is in the hands of the Chairperson before the call of the next meeting, at which such proposal is to be acted upon. The proposed By-law change shall be sent to all members with the announcement of the meeting and must be notified at least 30 days in advance.

**ADOPTED BY A VOTE OF THE WARD 4 DEMOCRATIC COMMITTEE:**

Date: \_\_\_\_\_

Signed:

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_