

Teaneck Democratic Municipal Committee (TDMC) Bylaws

These Bylaws are subject to New Jersey state statutes.

ARTICLE I: MEMBERSHIP

Section 1. Elected Membership: The TDMC shall consist of one elected Committeeman and one elected Committeewoman from each election district. All members must reside in their district at the time of their election.

Section 2. Vacancies: Any vacancy in the TDMC caused by resignation, removal from the election district, or otherwise, shall be filled by the TDMC at the first available opportunity. Vacancies in the TDMC may be filled at the reorganization meeting by a majority of the members present.

Section 3. Tie-Breaking Procedure: Should a tie vote for a Committeeperson occur in any election district on Primary Day, the following procedure shall govern the selection of the Committeeperson from that district:

- a. Tied candidates shall be invited by the Chairperson to appear before the TDMC during the reorganization meeting;
- b. The election of the Chairperson shall take place without the participation of the tied candidates;
- c. Immediately following the election of the Chairperson, each candidate involved in the tie shall speak to the TDMC; and
- d. The TDMC shall then vote for the Committeeperson from the district or districts in question pursuant to the voting procedure set out in Article II, Section 2A.

Section 4. Honorary Members: All registered Democrats living in Teaneck shall be honorary members of the TDMC with all the rights and privileges of membership excepting the right to vote for TDMC officers, delegates to conventions, and any other right reserved to elected members of the TDMC.

ARTICLE II: OFFICERS

Section 1. Officers: The officers of the TDMC shall be: Chairperson, two co-Vice-Chairpersons, Recording Secretary, Corresponding Secretary, Treasurer, and such other officers as the TDMC may from time to time deem necessary. All members including honorary members are eligible to hold office.

Section 2. Election: Officers shall be elected at the TDMC's Reorganization Meeting held at the annual meeting held, pursuant to NJ Rev. Stat. Section 19:5-2 or as amended, on the first Monday following the primary election for the general election.

Section 3. Voting: In the event of a contest, candidates for TDMC offices shall be elected by secret ballot and must receive a majority of the votes cast. If no candidate receives a majority, a runoff vote shall take place between the two candidates receiving the highest number of votes.

Section 4. Removal: Officers may be removed as follows:

- a. on a majority vote at a regular meeting whether to vote to remove an officer or officers, notice shall be included in the agenda that a vote shall be taken at the next regular meeting whether to remove such officer or officers;
- b. at such regular meeting, votes to remove an officer or officers shall be cast by secret ballot; and
- c. if an officer or officers are removed, a new officer or officers shall be elected at the same meeting pursuant to the procedures set out in Article II, Section 3.

Section 5. Vacancies: A vacancy in any office shall be filled by the TDMC at its next meeting. Notice of the vacancy shall be communicated in the meeting notice.

Section 6. Duties:

- a. Chairperson: The Chairperson shall:
 - i. preside at meetings of the TDMC;
 - ii. together with the Treasurer, prepare and file such financial statements as may be required of the TDMC by law;
 - iii. faithfully execute all decisions of the TDMC;
 - iv. report to the TDMC on his/her official activities; and
 - v. perform such other duties as may be required in the proper conduct of the office.
- b. Vice-Chairpersons: The Vice-Chairpersons shall assist the Chairperson and in the absence of the Chairperson, preside at meetings of the TDMC.
- c. Corresponding Secretary: The Corresponding Secretary shall prepare and mail to all members the required notices of meetings and attend to all correspondence as directed by the TDMC.
- d. Recording Secretary: The Recording Secretary shall:
 - i. keep the minutes of the proceedings of the TDMC; and
 - ii. maintain a list of all standing and special committees, including their members and chairs.
- e. Treasurer: The Treasurer shall:
 - i. deposit all funds in the account of the TDMC in a local bank;
 - ii. keep an account of all monies received and disbursed; and
 - iii. together with the Chairperson, prepare and distribute to all TDMC members an annual financial statement at the last meeting prior to the primary
- f. Other Officers: Such other officers as may be elected shall have such duties as the TDMC shall assign to them.

Section 7. Executive Committee:

- a. Membership. The Executive Committee shall consist of the TDMC officers.
- b. The Executive Committee shall carry out the policies of the TDMC between meetings, collect and disseminate information, and recommend programs, policies, and issues to the TDMC.
- c. The Executive Committee is authorized to act on behalf of the TDMC in matters of great urgency that occur between meetings of the TDMC. The Executive Committee shall report all such actions to the members of the TDMC within 24 hours.

ARTICLE III: COMMITTEES

Section 1. Standing Committees. At the TDMC's Reorganization Meeting or at its next regular meeting, TDMC members shall elect the following standing committees:

- a. The Public Relations Committee shall promote the TDMC and its initiatives. The Corresponding Secretary shall be a member.
- b. The Bylaws Committee shall review the TDMC's current bylaws and propose appropriate amendments.
- c. The Voter Registration Committee shall organize TDMC members to participate in voter registration activities.

- d. The Membership Committee shall search for suitable candidates to serve on the TDMC and encourage TDMC members to identify candidates who might serve as TDMC members or as bonus or alternate delegates to conventions.
- e. The Fundraising Committee shall raise money for TDMC programs and to support Democratic candidates for public office.

Section 2. Special Committees. TDMC members may, from time to time, elect members to special committees to undertake specific tasks.

Section 3. Election and Terms. TDMC members shall elect the members of all Standing and Special Committees by a majority vote. The members of all Standing Committees shall serve until the next Reorganization Meeting or until their successors are elected. Special committees shall dissolve upon the completion of their tasks or upon a majority vote of the TDMC members.

Section 4. Composition. All standing and special committees shall include at least three members.

Section 5. Committee Chairs. The members of all standing and special committees shall elect their chair. If no chair has been elected, the first-named member of any standing or special committee shall select a date, time, and place for the committee to meet and elect that committee's chair.

ARTICLE IV: MEETINGS

Section 1. Regular: A regular TDMC meeting shall be held every month, including, when required by statute, the reorganization of the TDMC. A regular meeting may be held as an electronic meeting by a vote of the membership or, in exigent circumstances, by a vote of the executive committee.

Section 2. Special Meetings: Special meetings shall be held at any time upon the call of the Chairperson or within seven days after a written request of at least ten members of the TDMC addressed to the Chairperson. A special meeting may be held as an electronic meeting when called for by the Chairperson or as part of the written request.

Section 3. Electronic meetings: An electronic meeting shall be held via an internet service that shall: (1) allow members to see, hear, and speak to other members; (2) identify members wishing to speak; (3) permit secret voting; and (4) allow for the reporting of the results of all votes.

A member may also use an electronic or phone connection to attend an in-person meeting.

Section 4. Notice of Meeting: Notice of a meeting setting forth the place, date, time, and a detailed agenda shall be provided to each TDMC member either by postal mail, hand delivery, or email. Where a member has not provided an email address the notice may be given by phone. Regular meeting notices shall be sent at least five days before the meeting and shall include the minutes of the previous meeting. Special meeting notices shall be received at least three days before the meeting and must set forth the specific purpose of the meeting.

Section 5. Quorums: Ten members of the TDMC shall constitute a quorum for the transaction of business at a regular or special meeting; except with respect to amendments of the Bylaws when a quorum shall be 50% of the total TDMC membership.

Section 6. Rules of Order: The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of all meetings.

Section 7. Public Meetings: All TDMC meetings are open to the public. On a two-thirds vote of the TDMC membership present, any TDMC meeting, or any portion thereof, may be limited to:

- a. TDMC elected and appointed members only;
- b. All registered Democrats living in the Township of Teaneck; or
- c. All registered Democrats.

ARTICLE V: VOTING

Section 1. In all cases other than elections for TDMC office and endorsements of candidates for elective or appointive office on the county or state level wherein voting shall be by secret ballot, all voting shall be by hand or voice vote, except that there shall be a recorded roll call vote on the request of any member.

Section 2. Each Committeeperson shall be entitled to one vote except any member who missed the last three regular meetings shall not be entitled to vote at the current regular meeting. This provision shall not apply to: (a) any member holding a public office if elected to that office in a partisan election; or (b) voting for the Chairperson as required by state law.

Section 3. Proxy or absentee votes are not permitted.

ARTICLE VI: BYLAW AMENDMENTS

Section 1. At its first September meeting any bylaw amendments may be adopted by a majority vote of those present, provided:

- a. A quorum of 50% of the TDMC membership is present; and
- b. Seven days written notice of proposed amendments has been given to members of the TDMC.

Section 2. Amendments may be adopted after the September meeting provided:

- a. A quorum of 50% of the TDMC membership is present;
- b. The amendment was proposed at the previous meeting; and
- c. A majority of 60% of the TDMC present and voting votes in favor of the amendment.

ARTICLE VII: TRANSITION

Section 1. The chairperson shall, as soon as possible after the close of filing for the primary election, supply all candidates for the TDMC with written notice of the reorganization dates for the TDMC and the Democratic Committee of Bergen County, with names, addresses, and phone numbers of all candidates, and with copies of the TDMC's Bylaws.