

CONSTITUTION OF THE PLAINFIELD DEMOCRATIC CITY COMMITTEE

ARTICLE I - MEMBERSHIP

1. The members of the Union County Democratic Committee elected in accordance with the provisions of N.J.S.A. 19: 5-3 from election districts within the City of Plainfield shall be members of and shall constitute the Plainfield Democratic City Committee.

ARTICLE II - MEETINGS

1. The reorganization meeting shall be held, as provided by law, on the Monday following the Primary Election at which Committee members are elected.
2. In addition, the Committee shall meet at least six times during the year.
3. The Chairperson shall determine the time and place of Committee meetings and shall send written notice, containing the proposed agenda, to all members at least five (5) days prior to each meeting.
4. Special meetings shall be held upon petition submitted to the Chairperson signed by a majority of the members of the Committee.
5. Democrats elected to public office in the City of Plainfield and Union County shall have the right to attend and speak at Committee meetings but shall have no vote unless they are duly elected members of the Committee.
6. Other individuals who are not Committee members shall not be permitted to speak at Committee meetings without prior notice to, and recognition by, the Chairperson.

ARTICLE III - OFFICERS

1. The Officers shall be:
 - a. Chairperson
 - b. First Vice Chairperson
 - c. Second Vice Chairperson
 - d. Third Vice Chairperson
 - e. Recording Secretary
 - f. Corresponding Secretary
 - g. Treasurer
 - h. Sergeant-at Arms

The First Vice Chairperson shall be of the opposite sex to that of the Chairperson.

2. Persons eligible to run for or to hold an officer position in the Plainfield Democratic City Committee must be bona fide residents of the City of Plainfield and registered Democratic Party voters.
3. Officers shall be elected by majority vote at the reorganization meeting. The term of office shall be until the next reorganization meeting.
4. Ward Leaders shall be elected at the reorganization meeting by majority vote of the Committee members in their respective Wards. They shall be Committee members who reside in the Ward for which they are elected.

ARTICLE IV - DUTIES OF OFFICERS

1. The Chairperson shall preside at all meetings, uphold the provisions of this Constitution, and countersign checks issued by the Treasurer as authorized by the Committee. He/she shall appoint committees not otherwise provided for herein and shall be a member ex officio of all committees. The Chairperson may appoint a Parliamentarian, Counsel, and such other staff as may be required to carry out the business of the Plainfield Democratic City Committee. He/she shall distribute copies of this Constitution, the Union County Democratic Committee Constitution & By-Laws, and the State Committee Constitution and By-Laws to all Committee members at the convening of the reorganization meeting and whenever otherwise requested, and shall provide timely notice of meetings and agendas to members of the Committee.
2. The Vice Chairpersons shall assist the Chairperson in the discharge of his/her duties as directed by the Chairperson. In the absence or incapacity of the Chairperson, his/her duties shall be assumed by the First, Second, Third, or Fourth Vice Chairperson, in that order. The First Vice Chairperson may, with the Chairperson or Treasurer, countersign checks.
3. The Recording Secretary shall take minutes of all meetings and keep records of Committee decisions and activities. All minutes shall be presented for approval at the next regular meeting, and copies of all minutes and other records shall be given to the Chairperson.
4. The Corresponding Secretary shall bring all correspondence to the attention of the Chairperson and the Committee and shall assist the Chairperson in providing timely notice of meetings to all Committee members.
5. The Treasurer shall receive all monies and deposit them in the authorized bank account of the Committee. He/she shall make disbursements upon authorization of the Committee, and shall countersign checks with the Chairperson or First Vice Chairperson. Expenditures of no more than

\$100.00 may be authorized by the Chairperson; emergency expenditures of more than \$100.00 may be authorized by the Chairperson with the approval of four (4) of the Officers. Such expenditures shall be reported to the next meeting of the Committee. The Treasurer shall make regular reports of income and expenditures at each Committee meeting.

6. The Sergeant-at-Arms shall introduce all visitors, shall assist the Chairperson in preserving order at meetings when called upon to do so, and shall perform such other duties as may be assigned by the Chairperson.

ARTICLE V - EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Officers and the Ward Leaders. A Ward Leader may appoint an alternate if he/she is unable to attend.
2. Executive Committee members shall attend all meetings of the City Committee and the Executive Committee. Unexcused absence from three consecutive regular meetings of the City Committee shall constitute grounds for removal from office.
3. The Executive Committee shall meet monthly, with the time and place to be established by the Chairperson. Special meetings may be called by the Chairperson upon five days notice or by a majority of the members of the Executive Committee.
4. The Executive Committee shall report all decisions and actions to the next meeting of the City Committee.

ARTICLE VI - VACANCIES

1. Vacancies in any Officer or Ward Leader position shall be filled at the next regular City Committee meeting in accordance with the election procedures contained herein.
2. Vacant City Committee positions shall be filled by a majority vote of the Committee members at the next meeting, on recommendation by the Chairperson.

ARTICLE VII - QUORUM

1. A quorum for a meeting of the City Committee shall be fifteen (15) members.
2. A quorum for a meeting of the Executive Committee shall be six (6) members.
3. Ex officio members shall not be counted in establishing a quorum.

ARTICLE VIII - COMMITTEES

1. The Standing Committees of this organization shall be:
 - a. Issues and Public Relations
 - b. Voter Registration and Education
 - c. Finance
2. Standing Committee Chairs shall be members of the City Committee. They shall be appointed by the Chairperson, with the approval of the City Committee, at the meeting following the reorganization meeting. Members of Standing Committees shall be appointed by the Chairperson in consultation with the Committee Chair.
3. Standing Committee Chairs shall be ex officio members of the Executive Committee, with voice but no vote.
4. Standing Committee members need not be members of the City Committee. Those who are not may attend City Committee meetings, but may not vote.
5. Special Committees may be established by the Chairperson as the need arises. The Chairperson will appoint members of such committees.

ARTICLE IX - RIGHTS AND DUTIES OF MEMBERS

1. Members of the Plainfield Democratic City Committee are expected to attend Committee meetings and to work for the election of Democratic candidates to public office.
2. Committee members shall be given the right of first refusal for Election Day work.
3. Committee members may recommend their constituents for Election Day Work.
4. Patronage appointments shall be brought before the Committee for discussion and the Committee shall have full voice in its allocation.
5. Any and all information concerning voters collected during an election shall become the property of the Plainfield Democratic City Committee and shall be made available to Ward Leaders on request.

ARTICLE X - PARLIAMENTARY AUTHORITY

1. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the conduct of business of this organization except as otherwise specified in this constitution.
2. This constitution shall be consistent with the Constitutions and/or by-laws of the Union County Democratic Committee and the New Jersey State Democratic Committee and with applicable law. In the event of a conflict, the by-laws of the larger body shall apply.
3. In the event any provision of this Constitution is found to be invalid, the remaining provisions shall remain in full force and effect.

ARTICLE XI - AMENDMENT

1. Proposed amendments to this Constitution shall be submitted to the Executive Committee for discussion and recommendation.
2. Such proposed amendments shall be presented at the next regular City Committee meeting for discussion.
3. A two-thirds (2/3) vote at the following regular City Committee meeting shall be necessary for adoption.

PRESENTED FOR DISCUSSION: January 26, 1999

ADOPTED: February 23, 1999