

**DEMOCRATIC PARTY OF THE TOWN OF BRIGHTON,  
MONROE COUNTY, NEW YORK STATE**

**BYLAWS**

The Democratic Committee of the Town of Brighton in the County of Monroe, State of New York, duly elected by the Democratic voters of the Town of Brighton, does hereby adopt the following Bylaws for organization and governance in accordance with the rules of the Monroe County Democratic Committee.

**PURPOSE**

It is the purpose of the Brighton Democratic Committee to further the best interests of the Democratic Party in the Town of Brighton and in doing so to further the cause of honest, open government and political leadership in our town, county, state and country through participation in campaigns of Democrats running for Town, Monroe County, New York State and National offices as appropriate.

To carry out this purpose, we adopt the following governing rules:

**ARTICLE I**

**ORGANIZATION AND LEADERSHIP**

**SECTION 1. PARTY MEMBERSHIP**

The Democratic Party of Brighton consists of residents of the Town of Brighton who are registered in accordance with the Election Law of the New York State and who have designated the Democratic Party as their party of enrollment.

**SECTION 2. NAME OF ORGANIZATION**

The Name of the Organization shall be the Brighton Democratic Committee (hereinafter referred to as "BDC").

**SECTION 3. BRIGHTON DEMOCRATIC COMMITTEE POWERS**

The BDC shall be the official governing body of the Democratic Party in the Town of Brighton.

#### SECTION 4. MEMBERSHIP

- A. The BDC shall consist of members of the Monroe County Democratic Committee (hereinafter referred to as “MCDC”) representing an election district (hereinafter referred to as “ED”) within the Town of Brighton.
- B. The voting members of the BDC shall consist of the maximum number of duly elected committee members representing each ED within the Town as permitted by the MCDC Bylaws, each of whom shall meet the requirements of Section 2-104 of the Election Law of New York State.
- C. If there are vacancies for voting members in any ED, any eligible person who is not elected as a voting member of the BDC under Section 2-104 of the Election Law of New York State may become a voting member to fill any such vacancy by:
  - attending two (2) meetings of the BDC and expressing interest in becoming an active member;
  - demonstrating support of the Democratic Party by volunteering for Democratic candidates, within or outside Brighton;
  - supporting the Democratic Party in other ways being deemed approved for membership by a vote of the members of the BDC; and
  - being elected as a member by the Executive Committee of the MCDC upon submission of the Form to Fill Vacancies by the Town Leader at the first MCDC Executive Committee meeting following the vote of the BDC.

#### SECTION 5. TERM OF OFFICE

The term of office of a BDC member is two (2) years as determined by the Election Law of New York State and the MCDC governing rules.

#### SECTION 6. DUTIES OF COMMITTEE MEMBERS

- A. Regular attendance at meetings.
- B. Annual participation in the petition process as defined by New York State Law. In even-numbered years when BDC members petition their assigned EDs to remain on the BDC, members unable to carry petitions may designate alternative members to carry their petitions for them in the applicable EDs but must notify the BDC Executive Committee of their actions.
- C. Annual participation in a Democratic campaign of their choosing.
- D. Support of BDC fundraising activities.

SECTION 7. REMOVAL

- A. Notwithstanding the provisions of Section 5, a BDC member may be removed only after a hearing on written charges and otherwise in accordance with the Election Law of New York State.
- B. Non-compliance with duties as outlined in Section 6 may be grounds for request for dismissal to the MCDC Executive Committee.

SECTION 8. VACANCIES

- A. A vacancy of a BDC member shall be filled for the balance of the term by a vote of the remaining members of the BDC.
- B. A BDC member so elected must be approved by the MCDC in accordance with its rules before a member can vote in MCDC elections.

SECTION 9. MEMBERSHIP DUES

There are no membership dues.

**ARTICLE II**

**BDC MEETINGS**

SECTION 1. ORGANIZATIONAL MEETING

- A. The BDC shall meet to organize in accordance with the Election Law of New York State.
  - 1. The election of officers of the BDC shall be done by a majority vote of those BDC members present.
  - 2. The BDC Executive Committee shall give written notice of the Organizational Meeting by mail to each BDC member's last known post office address. Such notice shall be postmarked not less than seven (7) days prior to the Organizational Meeting.
- B. To facilitate an orderly transition of leadership at the Organizational Meeting, the outgoing Chair of the BDC or any person designated by the Chair shall preside until the new BDC Chair has been elected.
- C. The outgoing Chair may likewise designate an Acting Secretary of the Organizational Meeting to act until the new Secretary has been elected.

## SECTION 2. REGULAR MEETINGS

- A. All regular meetings of the BDC shall be held at such reasonable times and places as may be fixed by the Executive Committee. Written notification of regular meetings shall be provided electronically to each BDC member's last known e-mail address via the minutes of the previous month's regular meeting.
- B. The BDC shall not have less than eight (8) regular meetings each year, and every attempt shall be made to standardize a day and time for meetings.

## SECTION 3. SPECIAL MEETINGS

- A. Special meetings of the BDC may be called by the Town Leader, Chair, or a majority of the Executive Committee.
- B. A special meeting, initiated by the BDC membership, must be called by the Chair or Executive Committee upon written request of not less than twelve (12) members of the BDC. In the event of the Town Leader's, Chair's, or Executive Committee's inability to call such a meeting, the special meeting may be called by the members requesting it.
  1. Such a meeting will be held on the date designated in the request, provided written notice is mailed to each BDC member's last known post office address and postmarked not less than three (3) days in advance of the designated meeting date.
  2. The Chair of such a meeting may be chosen by the members requesting the meeting.
  3. Only the subject or subjects stated in the notice of the meeting may be acted upon at such a special meeting.

## SECTION 4. ORDER OF BUSINESS

- A. Regular Meetings - At all regular meetings of the BDC, the Order of Business shall be as follows, except when an alternative Order of Business is adopted by two thirds (2/3) of those BDC members present:
  - Call to Order
  - Pledge to the Flag
  - Attendance and Determination of Quorum (15% of Voting Members)
  - Welcome and Introduction of Visitors
  - Amending & Approval of Minutes of Previous BDC Meeting,
  - Filling of Vacancies and Admission of New Members
  - Reports of BDC Officers
  - Reports of Committees
  - Old Business
  - New Business
  - Reports of Elected Officials and Candidates
  - Adjournment

B. Organizational Meeting - at the Organizational Meeting the Order of Business shall be as follows:

- Call to Order
- Pledge to the Flag
- Attendance and Determination of a Quorum (15% of Voting Members)
- Election of BDC Officers and Committee Members
- As time permits, Old Business and/or New Business
- Adjournment

C. Special Meetings - at all Special Meetings of the BDC, the Order of Business shall be as follows:

- Call to Order
- Attendance and Determination of Quorum (15% of Voting Members)
- Designation/Request for a Recording Secretary
- Discussion of Subject or Subjects Stated in the Request for the Meeting
- Adjournment

#### SECTION 5. ELECTRONIC MEETINGS

Except as otherwise provided in these Bylaws, meetings of the BDC may be conducted through the use of an Internet meeting service at the discretion of the Executive Committee. Such service shall support all aspects of BDC meetings held in person (i.e., participation identification, voting, recognition to speak, etc.) These electronic meetings shall be subject to all rules adopted by the BDC which may include Committee members' participation. Any vote conducted through the designated Internet meeting service shall be deemed a valid vote, fulfilling any requirement in the Bylaws except in those instances where votes are required to be by written ballot.

#### SECTION 6. CONDUCT OF MEETINGS

With respect to matters not specifically provided for in these Bylaws, all meetings of the BDC shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

### **ARTICLE III**

#### **VOTING FOR TRANSACTION OF BDC BUSINESS**

#### SECTION 1. VOTING REQUIREMENTS

Except as otherwise provided in these Bylaws, a majority of members present, and constituting a quorum, shall be required for BDC action.

## SECTION 2. QUORUM

- A. 15 percent (15%) of the BDC voting membership shall constitute a quorum for the transaction of business.
- B. If there is not a quorum present, no business can be transacted except that those present may adjourn until a specific date.

## SECTION 3. ACTIONS/MOTIONS

- A. Actions/Motions brought to the floor for BDC approval requires a second.
- B. Any member may bring forward a motion for action.
- C. Following discussion, the Chair shall ask for a vote.

## SECTION 4. MEMBERS' VOTE

Each member of the BDC present at a BDC meeting shall have one (1) vote on all business brought to a vote.

## SECTION 5. BDC MEMBERSHIP LIST

- A. A list of members shall be made available to all BDC members.
- B. The BDC membership list may be made available only for Democratic Committee use.

## **ARTICLE IV**

### **OFFICERS**

## SECTION 1. OFFICERS

- A. Town Leader, Chair, Secretary, Treasurer
  - 1. Each officer shall be a member of the BDC.
  - 2. The term of office for each elected officer shall be two (2) years and coincide with the County Committee members' term of office.
- B. The BDC shall elect officers at the Organizational Meeting held in accordance with the Election Law of New York State.
  - 1. Officers will be elected by a BDC majority vote of members present at the time of the vote and constituting a quorum.
  - 2. Voting for officers shall be conducted by written ballot.

3. In the case of an unchallenged office, written ballots may be dispensed with by a motion from a voting member, seconded, and approved by a majority of the voting members present.

## SECTION 2. TOWN LEADER

- A. The Town Leader shall be the official spokesperson for the Democratic Party in the Town of Brighton.
- B. The Town Leader shall represent the BDC on the MCDC Executive Committee.
- C. The Town Leader shall recommend two (2) Election Inspector Coordinators to the Democratic Commissioner of the Monroe County Board of Elections - one (1) each for East and West Brighton. These coordinators are responsible for assigning election inspectors for Primary and General Elections.
- D. The Town Leader shall report relevant communications/information received from MCDC and other local Democratic Committees to the BDC in a reasonable time frame but, at the latest, by the next regularly scheduled meeting of the BDC.

## SECTION 3. CHAIR

- A. The Chair shall preside at all meetings of the BDC and Executive Committee and shall otherwise ensure that the conduct of such meetings is impartial, expeditious and in accordance with these Bylaws and *Roberts Rules of Order*.
- B. The Chair shall ensure that all required activities of the BDC are fulfilled.
- C. The Chair shall be entitled to vote on all matters coming before the BDC.
- D. In the event of the Chair's absence, the Chair's designee shall act as Chair *pro tem*.
- E. In the event of the Town Leader's absence, the Chair shall represent the BDC on the MCDC Executive Committee, and in other relevant activities.

## SECTION 4. SECRETARY

- A. The Secretary shall take the minutes of the BDC meetings and report them out within two (2) weeks following meetings.
- B. The Secretary shall keep the books and records of the BDC and the Executive Committee including minutes, official correspondence, BDC membership lists, and meeting attendance records.

- C. The Secretary shall be responsible for giving timely notice of meetings and shall take other actions as are required under these Bylaws.
- D. The Secretary shall make the official records of the BDC available for inspection by any member of the BDC upon request of such member.

#### SECTION 5. TREASURER

- A. The Treasurer shall oversee the financial aspects of the BDC.
- B. The Treasurer shall be responsible for keeping the financial accounts and books of the BDC and shall report on the finances of the BDC to the members at each BDC meeting.
- C. The Treasurer shall receive and disperse, subject to the provisions of Article VIII, all monies received by the BDC.
- D. The Treasurer shall make the official records of account of the BDC available for inspection to any member of the BDC upon request of such member.
- E. The Treasurer shall file financial disclosure statements as required by law.
- F. The Treasurer shall chair the Budget/Finance Committee.

#### SECTION 6. OFFICER VACANCIES

- A. Notice of a permanent vacancy for any BDC office shall be given at least thirty (30) days prior to the meeting at which a vote to fill the vacancy shall be taken.
- B. A temporary vacancy for any BDC office shall be filled by the BDC Executive Committee until the officer's return.

### **ARTICLE V**

#### **COMMITTEES**

#### SECTION 1. COMMITTEE FORMULATION

A standing or Special Committee may be formed by two thirds (2/3) vote of those present at a BDC meeting.

#### SECTION 2. COMMITTEE CHAIRS

- A. The Chair of any Standing or Special Committee of the BDC shall be selected by the Executive Committee, or members of the Committee.



- B. No BDC Committee Chair so approved may be removed during the term of office except by a majority vote of those BDC members present at a BDC meeting.

### SECTION 3. SELECTION OF COMMITTEE MEMBERSHIP

- A. The Chair of any Standing or Special Committee of the BDC shall select the committee members either by request for volunteers or personal request within 30 days of the formulation of such committee.
- B. If the Standing or Special Committee Chair has not selected the committee members within the 30 day period, the BDC Executive Committee shall have the right to appoint members to such committee.

### SECTION 4. COMMITTEE TERMS OF OFFICE

- A. Standing Committees - The term of office for the Chair and members of Standing Committees shall expire with the expired terms of office of the BDC officers.
- B. Special Committees - The term of office for the Chair and members of the Special Committees shall coincide with the duration of the specific task assigned.

## **ARTICLE VI**

### **STANDING COMMITTEES**

#### SECTION 1. EXECUTIVE COMMITTEE

##### A. COMPOSITION

1. The Executive Committee of the BDC shall consist of the elected officers: Town Leader, Chair, Secretary, Treasurer.
2. Each member of the Executive Committee shall have one vote.

##### B. POWERS

1. The BDC Executive Committee shall be responsible and accountable to the BDC.
2. The BDC Executive Committee shall have the power to act for the BDC in all matters pertaining to party affairs between the meetings of the BDC.
3. The BDC Executive Committee shall inform the BDC of all its actions taken on behalf of the BDC as soon as is practical, but no later than the next regularly scheduled meeting of the BDC.
4. All of the actions of the BDC Executive Committee shall be subject to these Bylaws.
5. The BDC Executive Committee shall have the right to invite other members or people to its meetings.

##### C. MEETINGS/NOTICE/VOTING

1. The BDC Executive Committee shall meet prior to scheduled meetings of the BDC to develop and discuss the agenda for said meetings.
2. Special/Emergency meetings of the BDC Executive Committee may be called by an officer or a majority of the BDC Executive Committee upon written notice.
3. A majority vote of the entire BDC Executive Committee shall be required for Executive Committee action.
4. Proxy vote is not allowed in BDC Executive Committee action.

## SECTION 2. BUDGET COMMITTEE

### A. COMPOSITION

1. The Treasurer shall chair the Budget Committee.
2. Other members will include BDC members as recommended by the Treasurer or as shall volunteer from the general BDC membership, with the approval of the Executive Committee.
3. A person who is a current elected official or is a declared candidate for elected office during the current budget cycle shall not be a member of the Budget Committee.

### B. BUDGET

1. The fiscal year of the BDC shall begin January 1.
2. The Budget Committee shall develop an annual budget to be presented to the BDC at the November meeting and approved no later than the December meeting.
3. Expense items not included in the approved budget shall require a majority vote approval of the BDC members present at the meeting at which the expenditure is requested.
4. Between meetings, unbudgeted expense items, not to exceed \$100 and submitted in writing, may be approved by the Executive Committee provided that:
  - a. the Executive Committee determines that each item is time sensitive and it is not practicable to put off a decision until the next full BDC meeting, and
  - b. each such item is reported at the next scheduled meeting of the BDC.

### C. FINANCIAL REVIEW

1. A special Financial Review Committee of at least three (3) persons will be appointed by the BDC Executive Committee no later than January of each year to review the BDC accounts from the previous fiscal year.
2. No member of the Executive Committee or Budget Committee shall be eligible to serve on the Financial Review Committee.
3. A report will be made to the BDC at the next regularly scheduled meeting within one (1) month of completion of the review and no later than the end of the first quarter.

## SECTION 3. FUNDRAISING COMMITTEE

### A. COMPOSITION

1. Members shall be appointed by the Executive Committee.

2. The Fundraising Committee shall include at least one member of the Executive Committee.
3. Persons who are not members of the Fundraising Committee may assist in implementation of its activities.

**B. DUTIES**

1. The Fundraising Committee shall develop and propose to the BDC long-term fundraising strategies and targets consistent with the overall purpose of the BDC.
2. The Fundraising Committee shall develop specific fundraising activities that are consistent with the BDC budget.
3. The Fundraising Committee will oversee the execution of fundraising activities, to ensure their success.

**ARTICLE VII**

**CANDIDATES FOR PUBLIC OFFICE**

**SECTION 1. CANDIDATES SEEKING BDC SUPPORT**

- A. Candidates for public office seeking the support of the BDC shall contact the Town Leader or Chair and request to meet with the BDC.
- B. The Town Leader or Chair shall inform the BDC Executive Committee of a prospective candidate's interest, and the person will be scheduled to address the BDC at a regular BDC meeting, or a special meeting called for such a purpose.

**SECTION 2. DESIGNATION OF CANDIDATES/DESIGNATING CAUCUS**

Designation of candidates for public office by the BDC shall be in accordance with the MCDC Bylaws/Party Rules.

**SECTION 3. NOMINATIONS**

- A. A candidate, seeking designation from the BDC, may choose to be nominated and have a second by a person(s) of their choice.
- B. Nominations with a second may also be made from the floor.

**SECTION 4. VOTING**

- A. Voting for candidates for public office will be conducted by written ballot.

B. Uncontested Designation elections

1. If a candidate is unchallenged, a voting member of the BDC may move to dispense with the written ballot procedure.
2. With a second to the motion and a majority voice vote, the written ballot procedure will be dispensed with and the candidate will be designated by majority voice vote.

C. Contested Designation elections

1. If a majority of affirmative votes cast is not obtained after the first vote, the candidate with the lowest vote total will be eliminated and a new vote taken. This process will repeat until a candidate is designated by a majority of affirmative votes.
2. In cases where there are multiple candidates for multiple seats (e.g. Town Board seats). The first candidate with the majority of affirmative votes cast will earn the designation for the first seat. The Candidate with the lowest vote total will be eliminated unless that would prevent a contested ballot for the second seat. Additional votes will occur until candidates are designated.

SECTION 5. DISPUTES

Disputes regarding any of the Party Rules/Bylaws with respect to local Committee Designating Caucuses or the County Designating Convention will be resolved by the Chair of MCDC or a Committee empowered by the Chair, at least three (3) days prior to the first day to pass designating petitions.

**ARTICLE VIII**

**AMENDMENTS**

SECTION 1. SUBMITTING PROPOSED AMENDMENTS

Any BDC member may propose amendments to these Bylaws in writing, to the BDC Executive Committee.

SECTION 2. SPECIAL BYLAWS COMMITTEE

- A. The BDC Executive Committee shall submit proposed amendments to a Special Bylaws Committee (SEE ARTICLE V of these Bylaws).
- B. The Special Bylaws Committee shall make comments and recommendations on the proposed Bylaws change and submit the results of its review to the BDC within ninety (90) days.

SECTION 3. APPROVAL

- A. Following submission of the proposed amendment(s) to the BDC Bylaws, the BDC members shall be given the opportunity to discuss said amendment(s).

- B. Voting on the proposed Bylaws amendment(s) shall take place at a subsequent meeting unless time permits at the meeting at which it is discussed.
- C. The proposed amendment(s) must be approved by a two-thirds (2/3) vote of the BDC members present and constituting a quorum.

## **ARTICLE IX**

### **BYLAWS REVIEW**

These Bylaws shall be reviewed every five (5) years by a Special Bylaws Committee and findings reported, discussed, and approved by the BDC as stated in ARTICLE V of these Bylaws.

## ARTICLE X

### APPLICATION

#### SECTION 1. GENERAL APPLICATION

These Bylaws shall apply to all activities of the BDC except where otherwise expressly provided by law.

#### SECTION 2. ACTION

Any action required to be taken by the BDC which is not provided for by these Bylaws shall be governed by the Rules of the County and/or New York State Democratic Committees.

#### SECTION 3. EFFECTIVE

These amended Bylaws shall take effect immediately following approval by the BDC and the MCDC.

ADOPTED: 1992

REVISED: JUNE 19, 2006

Committee: John Falk, Monica Gilligan, Elaine Leshnower, William (Bill) Moehle, James (Jim) Vogel, Elizabeth A. (Bizza) Williams

REVISED: 2011

Committee: Lynda Garner-Goldstein, Rosemarie Horvath, Elizabeth (Bizza) Milliken, Frances (Fran) Roach

REVISED: OCTOBER 21, 2013 (Article VI Sections 2-3 only)

Committee: Jim Gerek, Candice Baker-Leit, Elaine Leshnower, Tom Warth

REVISED: APRIL 30, 2020

Committee: Nicholas Wilt (Chair), David Marcus (Secretary), Christina Bray, Deborah Pierce, Ed Premo, David Ryder, James Swarts

REVISED: SEPTEMBER 20, 2021 (Article II, Sections 5-6 only)

Committee: Edward F. Premo 2<sup>nd</sup>

REVISED: FEBRUARY 26, 2024 (Article I, Section 4B only)

Committee: David Snyderman (Chair), James Swarts, Jeff Nieznanski