

BY-LAWS OF THE WOBURN DEMOCRATIC CITY COMMITTEE

Passed by the Membership: September 24, 2022

Article I - NAME

This organization shall be known as the Woburn Democratic City Committee, hereinafter called the City Committee.

Article II - PURPOSES

This City Committee is organized and constituted under authority of and in accordance with the provisions of the General Laws of the Commonwealth, and shall have as its purposes the following: to foster and advance the ideals and aims of the Democratic Party; to work and organize for the success of the Democratic candidates of the District, County, State, and Nation; to do all things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts and within Woburn.

Article III - MEMBERSHIP

A. The Woburn Democratic City Committee shall consist of seven (7) Ward Committees which consist of up to thirty-five (35) registered Democrats in each ward who shall have been elected at the Presidential Primary for a period of 4 years together with those elected to membership by the members of said Ward Committees, in conformance with the provisions of law. Members of the Ward Committees constitute the members of the City Committee.

B. With respect to current numbers of the City Committee who served as such for 20 or more years or current members of any ward committee who have served within such city for 20 or more years, said member's elected position on the Ward Committee shall be vacated after the member has served over 20 years and he or she becomes a voting member of the Ward Committee, per the Massachusetts Democratic Party Charter.

C. Members of the Democratic State Committee residing in Woburn shall be voting members of the City and Ward Committee, per the Massachusetts Democratic Party Charter.

D. The City Committee, following the election of its members, shall meet and organize to choose a Chairperson, Vice Chairperson, Secretary, Treasurer, Affirmative Action and Outreach Advisor, and such other officers as it may decide to elect. Ward Committees should organize by choosing a Chairperson, Secretary, and Treasurer. At such meeting the Ward Committee may add to its elected members provided it does not exceed the total allowed by law as found on file with the Secretary of State's Office.

E. The Ward Committees may, by vote at any meeting, authorize the appointment of full and associate members. Full members have voting privileges; associate members shall not have the right to vote, unless otherwise specified by the Massachusetts Democratic Party, but shall have such other powers and duties as the Ward Committee may determine.

F. Any duly elected member of the City/Ward Committee who ceases to be a registered Democrat in Woburn shall cease to be a member of the City/Ward Committee at that time.

G. Vacancies shall be filled by vote of the Ward Committee. Eligible Associate members, if any, shall be the candidates first considered for filling the vacancies, per the Massachusetts Democratic Party Charter.

I. Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts, as further explained in Article XVI of these By-Laws.

Article IV – OFFICERS

A. The officers of the City Committee shall consist of a Chairperson (or co-Chairs), Vice Chairperson (one or more), Secretary, Treasurer and Affirmative Action and Outreach Advisor, and such other officers as it may decide to elect. Officers shall be elected every two years at the City Committee’s organizational meeting, which shall be held no later than April 15th in non-presidential election years and as defined in state law in presidential election years. The Chair and Vice Chair shall not be of the same sex.

B. There shall be an Executive Committee consisting of the officers of the City Committee and the Chairpersons of the Ward Committees.

C. In the event of death, resignation, or the permanent removal from the City or Ward Committee of any of the abovenamed officers, their places shall be declared vacant and be filled at the next regular meeting of the Committee. A statement of such changes in the officers of the Committee shall be sent immediately by the Secretary of the Committee to the Secretary of the Commonwealth, to the Secretary of the Democratic State Committee, and to the City Clerk. In the event of the death, resignation, or permanent removal of the Treasurer, Office of Campaign and Political Finance regulations on the timing of filling such vacancy shall take precedence.

Article V – CHAIRPERSON

The Chairperson shall, in addition to the duties required by law, preside at all meetings of the City Committee and shall have general charge and supervision of all Committee activities. The Chair shall have the power to appoint all standing committees and such other special committees as are created from time to time. The Chair shall have the power to call all special meetings of the City Committee and all regular meetings at such time or times as may seem to be advisable, subject only to the vote of the Committee in fixing the number of regular meetings to be held during the course of the year.

Article VI – VICE CHAIRPERSON

The Vice Chairperson shall preside at all meetings of the City Committee in the absence of the Chairperson. The Vice Chairperson shall perform all duties and have the powers of the Chairperson in the case of the Chair’s temporary absence.

Article VII – SECRETARY

The Secretary shall keep a record of all proceedings of the City Committee and shall issue notice by email to each member of each meeting of the City Committee at least seven (7) days prior to the date of the meeting (notice to be served by mail to those members without an email address). The Secretary shall, within ten days after the organization of the Committee, file with the Secretary of the Commonwealth, the Secretary of the Democratic State Committee, and the

City Clerk, a list of the officers and members of the Committee; and shall immediately file with the same officials a statement of the changes in the organization or membership of the Committee thereafter.

Article VIII - TREASURER

The Treasurer shall have the custody of all funds belonging to the City Committee and shall pay all orders subject to the approval of the Chairperson and shall procure and file vouchers for all such payment. No expenditures of funds of the City Committee shall be made by the Treasurer outside the regular activities or expense thereof except upon the approval of a majority of the City Committee at a special or regular meeting. The Treasurer shall submit a report of the financial condition and transactions of the City Committee at all regular meetings. A detailed report shall be provided at least every six to twelve months. Additionally, the Treasurer will file reports with the appropriate state and local offices with regard to fundraising. The Ward Committees will not keep a separate bank account from the City Committee.

Article IX - AFFIRMATIVE ACTION AND OUTREACH ADVISOR

The Affirmative Action and Outreach Advisor shall be responsible for developing strategies and activities to expand participation in the City Committee of the Party's Affirmative Action target groups.

Article X - CALLING A MEETING WITHOUT CONSENT OF CHAIRPERSON

A. In the event of a refusal of the Chairperson of the City Committee to call a meeting of the City Committee, a majority of the executive committee may, in writing, order the Secretary of said City Committee to call a meeting of the City Committee.

B. Said executive committee shall have the power to act upon all matters pertaining to the City Committee arising between the meetings of said City Committee.

C. Fifteen members of the City Committee can request a meeting by a petition in writing to the Secretary and the Secretary shall call such a meeting within two weeks.

Article XI - QUORUM

One third of the members of the City Committee shall constitute a quorum for the transaction of business.

Article XII - BY-LAWS COMMITTEE

There shall be a By-Laws Committee appointed by the Chairperson from the duly elected members. The Chairperson shall designate the Chairperson of the By-Laws Committee.

Article XIII - CHANGES IN THE BY-LAWS

A. These By-Laws may be amended or repealed at any regularly called meeting of the elected members of the City 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. By-Laws can be changed by majority vote of the Committee.

B. Such proposed changes in the By-Laws shall be referred forthwith by the Chairperson to the By-Laws Committee, which shall make a report with its recommendations at the same meeting, if possible, but no later than the following meeting. A majority of the elected members present and voting shall be necessary to overturn the report of the By-Laws Committee or to approve the change in the By-Law. By-Law change proposals which contradict the provisions of the Massachusetts Democratic State Party Charter cannot be considered.

C. Unless and until amended or repealed by the elected members, these By-Laws shall continue in effect from year to year and no formal motion shall be necessary at any meeting of the City Committee in order that they continue in force.

Article XIV - ORDER OF BUSINESS

The order of business at meetings shall be as follows:

1. Calling the Meeting to Order
2. Calling the roll of officers and members and announcement of quorum (sign-in sheets may be used in lieu of roll call).
3. Reading the minutes of the previous meeting
4. Treasurer 's Report
5. Reports of officers and committees.
6. Reading of communications addressed to the Committee
7. Old or unfinished business
8. New business
9. State Committee Reports
10. Speaker
11. Adjournment

The order of business may be waived by a two-thirds vote of the elected members present and voting.

Article XV - MEETINGS

Regular meetings of the Committee shall be held at least four times annually, at least once each quarter and will be held in an accessible location and in compliance with the current Charter of the Massachusetts Democratic Party.

Article XVI - REMOVAL OF LOCAL MEMBERS

Members and officers pledge themselves, by accepting office, to perform diligently and honorably their duties or resign. Members of Ward Committees may be removed by procedures guaranteeing adequate notice and due process and by a two-thirds vote of those present and voting, a quorum being present, for:

- a. failure to attend at least half of the regularly scheduled committee meetings during any calendar year.
- b. publicly endorsing or supporting any candidate whose announced intention is to oppose the nominee of the Democratic Party, which nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions. A member for whom a long and deeply held

belief would be violated by support of the nominee shall not be removed under this section.

- c. unauthorized use of the Party name or resources
- d. conviction after appeals are exhausted of a criminal offense other than a misdemeanor
- e. violating the safety of Party members. The Party is committed to ensuring a safe environment for all of its members and to members' freedom from discrimination, bullying, harassment, or other harmful action, including but not limited to words, behaviors, and the display of symbols, based on racism, sexism, homophobia, transphobia, ageism, ableism, antisemitism, Islamophobia, cultural appropriation, or other axis of identity, whether actual or perceived.

A 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 Ward Committee. A member removed under this section shall have 30 days to appeal to the Judicial Council (State Committee), and the vacancy may not be filled in such case until the final decision of the Judicial Council is made.

Article XVII - ENDORSEMENT OF CANDIDATES

The City Committee shall not endorse any candidate in a contested Democratic Primary Election. Individual officers and members are able to personally endorse or support candidates, but not in the name of the Woburn Democratic City Committee.

Article XVIII - PARLIAMENTARY PROCEDURES

On all points of procedure not covered by the foregoing rules and regulations, Robert's Rules of Order, as most recently revised, shall govern.