

**By-Laws
of the
Democratic Party of the Town of Greenburgh**

Adopted 1947
Last Revised February 23, 2023

The Greenburgh Democratic Town Committee of the Town of Greenburgh, elected by the Democratic electors of the Town of Greenburgh, do, pursuant to the provisions of the law and statute in such case made and provided, hereby adopt the following by-laws for the organization and government of the Democratic Party in said Town:

Section 1. The Greenburgh Democratic Town Committee shall consist of two Democratic Electors of each election district who have enrolled as required by law in their respective election district, for the purpose of participating in the Primary Elections of the Democratic Party.

Section 2. There shall be representative bodies as follows:

First: A Town Committee to be known as the Greenburgh Democratic Town Committee.

Second: A Village Committee in each Village:

1. Tarrytown: EDs 1, 2, 3, 4, 5, 6, 7, 55, 74, 76
2. Irvington: EDs 8, 9, 10, 11, 60, 79, 81
3. Dobbs Ferry: EDs 12, 13, 14, 15, 16, 17, 58, 65, 80
4. Hastings-on-Hudson: EDs 18, 19, 20, 21, 22, 23, 52, 59
5. Ardsley: EDs 24, 25, 53, 54
6. Elmsford: EDs 26, 27, 28

and an Area Committee for each of the following Areas within the unincorporated area of the Town:

1. North Greenburgh: EDs 29, 30, 47, 48, 67, 68
2. Central Greenburgh: EDs 31, 42, 51, 61, 64, 77
3. Hartsley: EDs 32, 43, 50, 62, 73
4. Edgemont/Greenville: EDs 33, 34, 35, 49, 69, 75
5. Hartsdale West: EDs 36, 39, 40, 66
6. Hartsdale East: EDs 37, 38, 56, 57, 70, 71, 72
7. Fairview: EDs 41, 44, 45, 46, 63, 78

As new election districts are added or created, in the unincorporated area of the Town, by the Greenburgh Town Board, the Executive Committee shall determine the Area to which the new district shall be assigned. Any changes in the redistribution of existing Election Districts shall be done by the Executive Committee, subject to ratification by the Town Committee.

Section 3. The Village Committees and the Area Committees shall be composed of those members of the Town Committee as are elected from the election districts within the said respective territories.

Section 4. All Village and Area Committees shall be under the jurisdiction of the Town Committee and subject to such provisions and regulations as the Town Committee may prescribe.

Section 5. A member or officer of the Town Committee may be removed by the Town Committee in the manner provided in the Election Law.

Section 6. The Town Committee shall be constituted by the election, biannually, in accordance with the State Election Law, in each election district within the Town of Greenburgh, of two members, and each such member shall vote as provided by law. Additional members of the Town Committee may be added as the statement filed pursuant to Section 18 of the Election Law may provide.

Section 7. Village and Area Committees shall, within six (6) days after their election, meet and organize by the election of a Chairperson, a Vice-Chairperson and such other officers as their rules shall provide, and within two (2) days thereafter, shall file with the Corresponding Secretary of the Town Committee a list of the officers and members so elected with their respective post office addresses, email addresses, and telephone numbers. The Chairperson, and in the Chairperson's absence the Vice-Chairperson, of each Village and Area Committee shall attend and vote at the meetings of the Executive Committee of the Town Committee.

Section 8. The Town Committee shall meet seven (7) to ten (10) days after their election and organize by the election of officers.

Section 9. At the meeting of the Town Committee for organization, the Chairperson of the outgoing Committee shall preside until the Chairperson of the new Committee is elected.

Section 10. The officers of the Town Committee shall be:

- Chairperson
- Executive Vice-Chairperson
- Three (3) Vice-Chairpersons
- Treasurer
- Assistant Treasurer
- Recording Secretary
- Corresponding Secretary

The officers shall hold office until a new Committee is elected and organized and their successors are chosen.

Section 11. The Chairperson shall preside at all meetings of the Town Committee and shall be ex-officio member of all special and standing committees, unless otherwise provided in these by-laws; and shall perform the duties ordinarily performed by the Chief Executive Officer of a political party committee and such other duties as may be prescribed by law or assigned by the County Committee.

Section 12. The Executive Vice-Chairperson shall, in the absence of the Chairperson, preside at meetings of the Town Committee and perform all the duties of the Chairperson when absent.

Section 13. The Assistant Treasurer shall provide a financial summary, annually, to the members of the Executive Committee. Such summary shall include a statement of the assets and liabilities of the Town Committee at the start and end of the period, and a statement of the revenue and expenses in the period.

Section 14. The Corresponding Secretary shall keep a full and accurate list of all members of the Town Committee as well as their respective post office addresses, email addresses and telephone numbers, and provide said list to members of the Executive Committee within thirty (30) days after the Town Committee's organization meeting, and notify members through the mails of the time and place of all meetings, and shall prepare and mail all notices and statements required by law or these by-laws.

A notice containing Executive Committee meeting attendance records for all members of the Executive Committee shall be sent biannually, with the meeting notice for the Town Committee's organization, to all members of the Town Committee. The attendance records shall consist of all meetings commencing with the date of each Executive Committee member's most recent election to office. Said dates shall also be indicated on the notice. Attendance shall be categorized as present, absent, and excused absence. Excused absences are at the discretion of the Chairperson.

Section 15. The Recording Secretary shall maintain full and accurate minutes of all meetings of the Town Committee as well as the Executive Committee.

Section 16. The following shall be the order of business at all regular meetings of the Town Committee.

1. Calling of the roll
2. Reading of the minutes
3. Treasurer's report
4. Communications and Announcements
5. Unfinished Business
6. New Business

Section 17. The Chairperson of the Town Committee, or in the absence of the Chairperson, the Executive Vice-Chairperson, of the said Committee shall call all meetings of said Committee. A special meeting of the Committee must be called by the Chairperson or the Executive Vice-Chairperson upon the written request of at least sixteen (16) members of the Town Committee and such meeting shall be held on the date designated in such request, provided a reasonable time is allowed to prepare and mail the notice required by these by-laws, but in any event at the earliest reasonable date thereafter.

Section 18. Notice of the time and place and proposed agenda of all regular and special meetings of the Town Committee must be mailed to each member and be postmarked at least seven (7) days before such meeting, except when a different notice is required by law. At a special meeting, only the business stated in the notice shall be considered. Meetings may, in the discretion of the Chairperson, be held in person, virtually, by audio-visual means such as Zoom, Microsoft Teams or Webex, or by a combination of in person and virtually (i.e. hybrid).

Section 19. Forty (40) members shall constitute a quorum for the transaction of business at Greenburgh Democratic Town Committee meetings.

Section 20. There shall be no proxies permitted at Greenburgh Democratic Town Committee meetings.

Section 21. Vacancies in the Town Committee occurring for any reason whatsoever shall be filled by the selection of an enrolled voter of the Democratic Party, qualified for election by a majority vote of the then in office members of the Town Committee for the Area or Village wherein such vacancy occurs. The Area or Village Chairperson must notify the Corresponding Secretary and the Chairperson of the Town Committee of the filling of such vacancies in writing within ten (10) days of the appointment. In the event that there are no members then in office in the Area or Village Committee, the Town Committee shall fill such vacancies. The Town Chairperson must notify the Board of Elections and the County Committee of the filling of such vacancies in writing.

Section 22. Vacancies in the Town Committee occurring in the category of Chairperson or Executive Vice-Chairperson shall be filled at an election by the Town Committee at a special meeting to be held not more than forty-five (45) days nor less than thirty (30) days after the occurrence of the vacancy. Vacancies in all other categories must be filled within six (6) months after the occurrence of the vacancy. In the event that such a vacancy occurs due to the elevation of an officer to a higher office at a Town Committee meeting, that vacancy can be filled at that meeting provided that notice of the potential vacancy was sent with the notice of the meeting.

Section 23. There can be added to such Area or Village Committees such additional members from each election district as such Committees may deem advisable, such additional members to be elected by such Area or Village committees. However, only members of the Town Committee may vote at Town Committee meetings. The said Committees may adopt Rules and Regulations for their respective organizations and governments not inconsistent with law or these by-laws.

Section 24. Except where otherwise prescribed by law and in the absence or until the adoption of a rule of the Village Committee, party nominations of candidates for village office shall be made at a party caucus. A notice of the holding of the caucus shall be given either by newspaper publication thereof at least once within the village not less than one week and not more than two weeks preceding the date of the caucus or by posting in at least six public places in the village, at least ten days preceding the caucus. At such party caucus a Chairperson, Secretary, and two Clerks shall be elected who shall conduct the election and canvass the votes. All voting shall be by ballot. No person shall participate or vote at such caucus unless he or she is an enrolled voter of the Democratic Party within the village, or pursuant to Election Law.

Section 25. Except where otherwise prescribed by law and in the absence or until the adoption of a rule of the Town Committee, party nominations of candidates for Town Office shall be made by the Town Committee at a regular meeting.

Section 26. There shall be established an Executive Committee of the Town Committee which shall consist of:

1. Town Chairperson
2. Executive Vice-Chairperson
3. Three (3) Vice-Chairpersons
4. Treasurer
5. Assistant Treasurer
6. Recording Secretary
7. Corresponding Secretary
8. Village and Area Chairpersons or Vice-Chairpersons
9. Members of the Town Committee who are also members of the County Executive Committee
10. Members of the Town Committee who are also members of the State Committee

The powers of the Executive Committee shall be to act in place of the Town Committee when it is not in session, except where otherwise proscribed in these by-laws. No person shall have more than one vote on the Executive Committee. Meetings may, in the discretion of the Chairperson, be held in person, virtually, by audio-visual means such as Zoom, Microsoft Teams or Webex, or by a combination of in person and virtually (i.e. hybrid).

Section 27. No bills incurred by candidates without the authorization of the Town Chairperson or representative will be assumed by the Town Committee.

Section 28. These by-laws may be amended from time to time by a two-thirds (2/3) vote of the members of the Town Committee present at a meeting provided that a copy of the proposed amendment shall be sent with the notice of the meeting at which such amendment is to be proposed. Such notice must be postmarked not less than seven (7) days before such meeting and be mailed to the post office address of each member of the Committee.