

Bylaws of the Nashua Democratic City Committee  
As Amended and Ratified March 30<sup>th</sup>, 2023

ARTICLE I: Executive Board Meetings

Section 1. The executive board shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and the At-Large Delegates to the State Committee

Section 2. An Executive Board meeting shall be held at least 10 times per year or more often as deemed necessary by the Chairperson or by petition of at least six (6) members of the Executive Board.

Section 3. The Chairperson or Secretary shall duly notify all members of the Executive Board of a pending meeting.

Section 4. A quorum for an Executive Board action shall consist of a majority of the members of the Executive Board. Members attending in person or virtually are included in constituting a quorum.

Section 5. No action taken at any Executive Board Meeting attended by three-quarters (3/4) of the voting members of the Executive Board shall be invalidated because of the failure of any member or members of the Executive Board to receive any notice-properly given or because of any irregularity in any notice received.

Section 6. The Chairperson may call for a vote by the Executive Board by email. A majority of the Executive Board may object and request that the vote be held at an Executive Board meeting. The results of the voting shall be reported as minutes published to the full NDCC by the Secretary.

Section 7. The Chairperson may allow voting by written proxy, in a form acceptable to the Chairperson, at Executive Board meetings. Each proxy vote will be considered an attendee with respect to making a quorum. A minimum of 25% plus one of the Executive Board must be in attendance and all must agree to accept the proxy votes. Proxy votes may be cast only by members of the Executive Board. The results of the voting shall be reported as minutes published to the full NDCC by the Secretary. Each Executive Board member may only hold one (1) proxy at a given time.

ARTICLE II: City Committee Meetings

Section 1. The Nashua Democratic City Committee shall hold meetings at least twice a year, the first no later than June 30, open to all Democrats eligible for membership, as stated in the Constitution. All City Committee Meetings, also known as General Membership Meetings,

shall be attended by Executive Board members, and a quorum of those Executive Board members are empowered to vote on policy and finance issues.

Section 2. A City Committee Meeting shall be called by the Chairperson. In the event the Chairperson fails to call a meeting, the meeting may be called by petition of at least six (6) members of the Executive Board. If the Executive Board, in turn, fails to call a meeting, a meeting may be called by petition of at least fifty (50) members of the Nashua Democratic City Committee. The petition shall be submitted to the Secretary who shall notify the membership within 7 days of the date of such meeting. The meeting must be held within 30 days of the petition being submitted.

Section 3. The Secretary shall publish a public notice of a City Committee Meeting at least seven (7) days prior to said meeting, starting time, date, location and purpose of such meeting.

Section 4. The quorum for a City Committee Meeting shall consist of twenty-five (25) members for any action that calls for taking a vote of the membership.

Section 5. Voting shall be by individuals, and no person shall cast more than one vote.

Section 6. At all City Committee Meetings all elections must pass by a majority of the members present and voting.

Section 7. A quorum must be made of duly registered Democrats residing in Nashua. Challenges to a member's party affiliation must be made to the Secretary before voting has occurred. The Secretary shall do all that is necessary to confirm the eligibility of the challenged member to cast a vote.

#### ARTICLE III: Duties of the Officers and Executive Board

Section 1. The Chairperson shall preside at, and set the agenda for, all meetings of the Nashua Democratic City Committee and of the Executive Board, and shall be an ex-officio member of all committees.

The Chairperson, when properly authorized by the Executive Board, may pay all expenditures in the amount of five hundred (500) dollars, or less. Expenditures exceeding five hundred (500) dollars, when properly authorized by the Executive Board, shall be coordinated between the Chairperson and the Treasurer (or Assistant Treasurer). The method of coordination of expenditures, shall be determined by the Chairperson and the Treasurer (or Assistant Treasurer).

The Chairperson shall have such usual powers of supervision and management as may pertain to the Office of Chairperson and shall perform such other duties as may be designated by the Executive Board.

The Chairperson is responsible for recruiting and authorizing Challengers for Municipal Elections.

Section 2. The Vice Chairperson shall, in the event of absence, resignation, disability, or death of the Chairperson, possess all the powers and perform all the duties of that office. The Vice Chairperson shall perform such other duties as the Chairperson and the Executive Board may designate. The Vice Chairman shall also serve as Assistant Treasurer.

Section 3. The Secretary shall record the attendance at and keep minutes of all meetings of the City Committee and of the Executive Board. The Secretary shall provide notification of all NDCC meetings, minutes of NDCC and Executive Board meetings, and results of elections.

The Secretary shall sign, with the Chairperson, all contracts and other instruments when properly authorized. The Secretary is the keeper of all legal documents of the City Committee.

Section 4. The Treasurer, or the Assistant Treasurer, shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit same in a bank or banks designated by the Executive Board, and shall disburse same when properly authorized. The Treasurer shall present periodic statements to the Executive Board at its regular meetings and shall also present an Annual Report to the Nashua Democratic City Committee.

The Treasurer may pay, with approval of the Chair, all expenditures in the amount of five hundred (500) dollars, or less. Expenditures exceeding five hundred (500) dollars, when properly authorized, shall be coordinated by both the Treasurer (or Assistant Treasurer) and the Chairperson. The method of coordination of expenditures, shall be determined by the Treasurer (or Assistant Treasurer) and the Chairperson.

Section 5. The At-Large Delegates shall represent the membership of the NDCC and perform such duties that may be delegated by the Chair.

Section 6. The members of the Executive Board shall have the duties and powers to make and vote on the policies for the Nashua Democratic City Committee, and to further vote on the raising and distribution of the funds of the City Committee.

Section 7. It is the duty of all members of the Executive Board to participate actively in the business of the City Committee, including attending meetings, participating on committees, and publicly supporting party nominees.

Section 8. Voting shall be by individuals, and no person shall cast more than one vote unless by proxy.

ARTICLE IV: Term of Office

Section 1. The Officers and At Large State Committee Members shall be Elected in a manor according to the New Hampshire Democratic Party.

Section 2. Chairperson, Vice-Chairperson, Secretary, Treasurer, and the At-Large members of the Executive Board, shall be on the State Committee of the New Hampshire Democratic Party. The Chairperson shall also Serve on the Executive Committee to the State Committee of the New Hampshire Democratic Party.

Section 3. The City Committee members from each of the nine wards shall elect their own four (4) Ward officers. The ward officers shall consist of a Ward Chairperson, Ward Vice Chairperson, Ward Secretary, and a Ward Treasurer. The thirty-six (36) Ward Officers shall serve as delegates to the New Hampshire Democratic Party State Convention.

Section 4. The City Committee shall elect a set number of At-large state Convention Delegates as allotted by the New Hampshire Democratic Party every 10 years.

Section 5. No City Committee Member may hold more than one position on the Executive Board.

#### ARTICLE V: Vacancies and Removals from Office

Section 1. Any vacancy occurring among the Officers and the At Large State Party Committee members shall be filled by an election held by the New Hampshire Democratic Party having been properly noticed to the membership of the city committee within forty-five (45) days of the notification of such vacancy.

With the approval of the Executive Board, the Chairperson may appoint a City Committee member to fill any vacancy among the At Large State Convention Delegates, provided the appointee is a resident of the Ward with the vacancy.

Section 2. If any Executive Board Member, Ward Officer, or At-Large Convention Delegate neglects, fails, or refuses to perform their duty, or publicly supports, in their official capacity, a candidate of another political party or other candidate opposed to a duly nominated candidate of the Democratic Party, the members of the Executive Board by majority vote may remove such Executive Board member from their position. In the event the committee neglects or refuses to make such vote within 30 days of notice to the Executive Board, the NH Democratic State Party Chair may declare the office vacant.

Section 3. Resignation must be in writing and received by the Secretary and Chair of the New Hampshire Democratic Party.

Section 4. Any Executive Board Member, Ward Officer, or At-Large Convention Delegate may be removed for the following reasons only: failure to perform their duties, failure

to attend meetings or publicly supporting a candidate for office opposing a Democratic candidate or candidates in either a partisan or nonpartisan election.

#### ARTICLE VI: Standing and Special Committees

Section 1. The Chairperson shall determine and appoint such committees as are deemed necessary to fulfill the purpose of the Nashua Democratic City Committee, subject to approval of the Executive Board. Standing Committees, including, but not limited to Finance, Elections, and Information Technology, shall be appointed at the beginning of each new term.

Section 2. A quorum for a committee meeting shall consist of a simple majority of the voting members of that committee.

Section 3. Committees shall keep minutes of all their meetings, shall submit written reports of their activities upon completion of their purpose, and shall also submit financial statements.

Section 4. All committee members shall be notified prior to a committee meeting.

Section 5. Committee Chairpersons must be a member of the Executive Board, but other members of the committee may be selected from the general membership of the City Committee.

#### ARTICLE VII: Endorsement of Candidates

Section 1. The City Committee will endorse duly nominated candidates, as long as they are registered Democrats in the City of Nashua. The City Committee will not make endorsements or recommendations in Democratic Primary elections or Nonpartisan elections where there are more Democratic Candidates than positions available.

Section 2. No Executive Committee member may endorse candidates other than Democrats, nor work against a Democratic Nominee(s) in a General Election. Doing so would cause removal from their position in the Caucus and if applicable the State Committee.

Section 3. Nothing herein is meant to abridge any individual's rights to endorse, work for, or vote for any candidate of their choice, so long as those actions are completely disassociated from their membership on the Executive Board.

#### ARTICLE VIII: Rules of Order

Section 1. The current edition of "Robert's Rules of Order Newly Revised" shall govern the proceedings of all meetings except as provided in the Constitution and in the Bylaws.

#### ARTICLE IX: Suspension of the Bylaws

Section 1. These Bylaws may be suspended by a two-thirds (2/3) vote of the Executive Board Members present and voting at any regular membership meeting or Executive Board meeting, provided a quorum is present.

#### ARTICLE X: Amendments

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special City Committee meeting, provided that notice of the meeting to act on the proposed amendments be published, in accordance with the Bylaws, prior to the date of such meeting.

#### ARTICLE XI: Resolution of Disputes

Section 1. Any member of the City Committee may appeal an action of the City Committee that appears to contravene the Constitution of the Democratic Party of New Hampshire or of the Bylaws of the City Committee to the State chairperson within five (5) days of such action. The State Chairperson, after consultation with the legal counsel of the Democratic State Committee, shall issue, within thirty (30) days of receipt of such complaint, an opinion which shall be binding upon the City Committee unless an appeal is made, within five (5) days of receipt of the decision of the State Chairperson, to the next meeting of the State Executive Committee.

#### ARTICLE XII: Notifications

Section 1. Unless otherwise specified in these Bylaws, all notifications to the Membership of City Committee will be made on the official website with the Secretary sending email notifications to any member who subscribes to getting such email notifications. Unless otherwise specified, all notifications must be posted in the official website at least seven (7) days in advance of the meeting.

Section 2. The principal communications address is the web site [www.nashuadems.org](http://www.nashuadems.org) and the mailing address: PO Box 632, Nashua, New Hampshire 03061. The Executive Board is authorized to change these addresses as required.

#### ARTICLE XIII: Records

Section 1. All records, materials, and funds shall be and shall remain property of the Nashua Democratic City Committee and shall be turned over to their duly elected successors no later than thirty (30) days of the new Executive Board taking office.

Section 2. The current Constitution and Bylaws of the Nashua Democratic City Committee shall be available for review on the official web site.