

BYLAWS OF THE CINNAMINSON TOWNSHIP DEMOCRATIC COMMITTEE

ARTICLE I. NAME

The name of the organization shall be the **Cinnaminson Township Democratic Committee (hereinafter referred to as the “Committee”)**.

ARTICLE II. PURPOSE AND AUTHORITY

The purpose of the Committee is to support Democratic candidates for office, encourage community participation, engage in good governance, recruit and support local candidates for office, and serve as a grassroots organization to mobilize voters in Cinnaminson Township. The Committee will perform its duties consistent with its purpose and follow the applicable state statutes (N.J.S.A. 19:5-1 et seq.) and the guidelines of the **Burlington County Democratic Committee (hereinafter referred to as “BCDC”)**.

ARTICLE III. COMMITTEE MEMBERSHIP

Section 1. The Committee shall consist of two elected residents (one female and one male as required by state law) from each electoral district within Cinnaminson Township. Each member shall be elected to a four (4) year term, at the primary election that occurs during presidential midterm elections (2026, 2030, etc.). Committee members shall take office on the first Saturday following their election.

Section 2. Members must be a United States citizen, a resident of Cinnaminson Township, and be a registered member of the Democratic Party. Members must also be a member of the BCDC.

Section 3. A vacancy shall exist in any district if after the primary election no candidate has been duly elected, an elected member has resigned, or a member can no longer serve due to death, change of party affiliation, or relocation. A resigning member shall submit their resignation in writing to the Committee for its acceptance. Any member who is appointed by the Committee to represent their electoral district shall serve the balance of the term for that electoral district.

Section 4. Vacancies shall be filled by the Committee. The Executive Committee shall seek and recommend interested members of the community to fill the vacancy. The vacancy shall be for the remainder of unexpired four (4) year term pursuant to N.J.S.A. 19:5-3. Those individuals will then be nominated and voted on by the full body of the Committee at its next meeting. When a vacancy is filled, the Chairperson shall notify the Chairperson of BCDC.

Section 5. Each member shall be encouraged to serve on one of the subcommittees.

ARTICLE IV. OFFICERS

Section 1. Titles. The officers of the Committee shall be the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

Section 2. Qualifications. All officers shall be duly elected members of the Committee, shall remain such through their term, and be otherwise qualified in accordance with law.

Section 3. Duties of Officers.

- A. Chairperson. The Chairperson shall be the presiding officer at all regular and executive meetings. The Chairperson has the power to appoint standing or special subcommittees as per Article VI and shall be an ex-officio member of all subcommittees. The Chairperson has the authority to call a special meeting in accordance with Article VII, Section 3, and has the ability to apply and interpret parliamentary procedure during any Committee meeting. The Chairperson also has the authority to break tied votes within any subcommittee. Furthermore, the Chairperson shall represent the full Committee wherever necessary, countersign all checks, drafts, or orders for the payment of money by the Treasurer and shall perform all other duties as are required by law. The Chairperson is responsible for maintaining an on-going set of files and documentation to enable the smooth transition of responsibility as required.
- B. Vice-Chairperson. The Vice-Chairperson shall serve as the presiding officer, lead all meetings, and perform all duties of the Chairperson in their absence.
- C. Secretary. The Secretary shall accurately record and maintain the minutes of all meetings and attendance. The Secretary shall maintain a record of all topics discussed at Committee meetings and shall record the results of all formal votes. The Secretary shall always have an accurate and current list of Committee and subcommittee members. All minutes must be maintained in an orderly fashion with electronic access to the Executive Committee.
- D. Treasurer. The Treasurer shall keep a true and accurate electronic account of all funds of the Committee and provide a Treasurer's report to the Committee at all Committee meetings. They shall accept all receipts and make all disbursements in the Committee's account and maintain said funds on deposit in such bank as the Treasurer may designate. They shall pay all bills approved for payment by the Chairperson up to \$500. All expenditures more than \$500 must be approved by the Committee before they are committed. The Treasurer shall render to the Chairperson, whenever so requested, an account of all transactions and the financial condition of the Committee, and shall deliver to the Chairperson all books and other property of the Committee at the conclusion of their term of office or when requested by the Chairperson. If required or requested, the Treasurer shall prepare and file in a timely manner any and all reports regarding the receipts and disbursements made by the Committee to the New Jersey Election Law Enforcement Commission and shall provide the Chair a written record of said report at the time of filing.

Section 4. Term of Office. All officers shall be nominated and elected for a two (2) year term at the biennial reorganization meeting of the Committee following the primary election in even years in the State of New Jersey, and then every two (2) years after this. If a vacancy occurs in one of these positions, the officer who is elected (by a quorum of the Committee) to fill such vacancy shall fill the remainder of the term.

Section 5. Election of Officers. The full body of members of the Committee shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer at the biennial reorganization meeting in accordance with Article VII Section 2. When elected, these officers shall serve in accordance with these bylaws.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Membership and Purpose. The Executive Committee shall consist of the Officers elected to the Committee. The Executive Committee shall be charged with the management of the Committee and shall provide guidance and oversight to the entire body. The Executive Committee shall be responsible to fill vacant Cinnaminson Township County Committee seats as per Article III, Section 4 of these bylaws. The Executive Committee shall also be the official grievance committee to receive and act upon written complaints submitted by a member of the Committee concerning any grievance touching upon the good and welfare of the Democratic Party.

Section 2. Officers. The Chairperson of the Committee shall hold the office as the Chairperson of the Executive Committee.

Section 3. Meetings and Quorum. The Executive Committee shall meet at the discretion of the Chairperson, or as requested by any member of the Executive Committee. A quorum for the Executive Committee shall exist if 3 of the 4 currently defined Officers are present. If more members are included in the Executive Committee, a quorum is present only if one more than half of the members are present. Without a quorum, business cannot be conducted.

Section 4. Voting. All voting and business procedures of the Executive Committee shall be in accordance with the voting and business procedures set forth in these bylaws of the Committee.

ARTICLE VI. SUBCOMMITTEES

Section 1. The Chairperson may establish standing or special subcommittees as needed, determine the task or role of the subcommittees, and appoint subcommittee chairs. A subcommittee may be disbanded by majority vote of the Exec Committee. Subcommittee members and chairs must be registered Democrats and residents of Cinnaminson but are not required to be Committee members.

Section 2. Responsibilities of Subcommittee Chairs.

- A) To provide leadership and delivery of the work required for the subcommittees to function successfully.
- B) To provide verbal updates of work done at Committee meetings, as requested by the Committee Chair.

ARTICLE VII. MEETINGS AND PROCEDURES

Section 1. Rules of Order. The Committee shall follow Robert's Rules of Order, and the Robert's Rules of Order shall be the guide on all questions of procedure, unless contradicted by the express terms of these bylaws.

Section 2. Biennial Reorganization.

- A. The Committee shall hold a biennial reorganization meeting in even numbered years within 10 days following the certification of primary election votes by the County Clerk. The date, time, and location of the meeting shall be set by the Chair and announced at the immediately preceding regular meeting.
- B. The person chairing the reorganization shall be the outgoing Chair. If the Chair is running for reelection, then either the Vice-Chair, Secretary, or Treasurer shall serve as the Acting Chair. If the entire Executive Committee is running for either a separate or their respective positions, the Chair shall appoint a temporary chairperson for the proceedings of the election.
- C. The order of business shall be:
 - i) Election of Officers, per the requirements set forth in Article IV Section 5.
 - ii) Adoption of bylaws and rules governing the Committee for the next term.
 - iii) Other business, if needed.
- D. All notices of intent to run for an elected office of the Committee shall be provided to the Chairperson no later than one week prior to the reorganization meeting. The Secretary shall notify all members of the declared candidates via email.
- E. At the reorganization meeting, last minute nominations can be made from the floor via a motion. Once the motion is seconded and voted on by a simple majority of the members present, the candidate is added to the ballot.
- F. Should there be floor nominations, paper ballots for that election will be instituted.
- G. Each member of the Committee shall have one vote for each office to be voted on.
- H. The office of Chair, Vice-Chair, Secretary, and Treasurer shall be voted upon separately, in the same order as mentioned.
- I. Each contested office shall be individually voted on by paper ballot. In the event of a tie vote for any office, re-balloting shall be immediately held until a majority is secured.
- J. The officers shall take office immediately. The new Chair shall notify the BCDC Chair of their election with two (2) days of the election.

Section 2. Regular Meetings.

- A. Regular meetings of the Committee shall be held on the first Thursday of every month. The Chairperson has the right to change the date, time, or location for special circumstances including conflicting events, weather, room availability, etc.
- B. The order of business shall be:

- i) Call to order.
- ii) Consideration of minutes of last proceeding meeting.
- iii) Report of the Treasurer.
- iv) Reports of Officers and action thereon (if required).
- v) Report of the Executive Committee and action thereon (if required).
- vi) Reports of subcommittees and action thereon (if required).
- vii) Communications.
- viii) Old or New business.
- ix) Good and welfare, including announcements.
- x) Adjournment.

Section 3. Special Meetings. Special meetings may be called by the Chairperson at either their discretion, the asking of the Executive Committee, or at least 3 members of the Committee.

Section 4. Notice of Meetings. The Chairperson shall notify all Committee members of upcoming meetings via email. If possible, if official business is to be conducted where a quorum is needed, committee members shall be notified specifically ahead of time.

Section 5. Voting. The Chairperson and all duly elected Committee members shall have one vote and shall be present at any meetings deemed necessary to vote. Proxy votes may be allowed if given a majority consent of the present members.

Section 6. Addressing the Meeting. No person other than members of the Committee may address meetings where official business is taking place unless given consent by the majority of present Committee members. The non-member may not address the meeting until the consent has been given.

Section 7. Roll Call. If during a vote on a certain matter a Committee member is dissatisfied with the determination of the Chairperson, they may request a roll call vote in which the Secretary will take roll and the decision on the matter will be decided based on the result of the roll call. The result of any roll call vote shall be recorded and kept as records.

ARTICLE VIII. QUORUMS

To constitute a quorum at any meeting of the Committee, there shall be present at least 25% elected or appointed members of the Committee. Official business may not take place until a quorum has been achieved. This is true for the entire Committee body, the Executive Committee, or any subcommittee created by the Chairperson.

ARTICLE IX. CANDIDATE SELECTION AND ENDORSEMENT

Section 1 - Committee Members. If more than one candidate submits a petition to appear on the ballot for a Cinnaminson Township Democratic Committee seat, the Executive Committee shall determine which candidate will be endorsed by the Committee.

Section 2 - Municipal Elections. For Township Council elections and appointments to fill unexpired terms on Township Council, the Executive Committee shall be responsible for screening potential candidates and making a recommendation to the Committee.

Section 3 - County, State and Federal Elections. The Committee will only endorse candidates that appear on the Cinnaminson ballot (i.e., President, US Senator, NJ Congressional District 3, NJ Legislative District, Burlington County, Cinnaminson Township Committee and Cinnaminson Township Municipal Democratic Committee). Prior to the Primary Elections the Committee shall endorse, by default and without a vote of Committee members, all Democratic candidates at the County level and above that appear on the Cinnaminson primary ballot in an uncontested race. In the case of a contested primary race between Democratic candidates:

- A) If there is an open convention of the BCDC to determine which candidates for county, state or federal office will be endorsed, the Committee will not endorse a candidate before the election and will endorse the candidate endorsed by the BCDC.
- B) If there is no open convention of the BCDC, the Committee will decide by separate votes whether to endorse candidate(s) at all, and if so, which candidate(s) to endorse.

Section 4. The Committee shall, by default and without a vote of committee members, endorse all Democratic candidates that win a primary election and appear on the general election ballot for Cinnaminson with the slogan "Burlington County Regular Democrats".

ARTICLE X. BYLAWS

Section 1. Request for Bylaws. Any Committee member may request a digital copy of the bylaws of the Committee that are currently in effect.

Section 2. Amendments to Bylaws. Any proposed amendment to these bylaws shall be submitted in writing to the Chair. The Chair shall appoint a special bylaws committee to study the proposed amendment and report its commendation to the Committee at the next regularly scheduled meeting. The proposed amendment shall only be adopted by a vote of two-thirds (2/3) of the members present and voting.

Section 3. Adoption of Bylaws. These bylaws shall take effect immediately upon adoption and will be adhered to by the Cinnaminson Democratic Committee.

By-laws adopted on 12/9/24