

**By-Laws**  
of the  
**Worcester Democratic City Committee**  
February 24, 2004

**Article I**  
**Name**

The name of the committee (the "Committee") shall be the Worcester Democratic City Committee.

**Article II**  
**Philosophy**

The philosophy of the Committee is that set forth in the Preamble of the Charter of the Democratic Party of the Commonwealth of Massachusetts (the "Charter").

**Article III**  
**Purposes**

The Committee shall exercise at its option and discretion any and/or all functions set forth for town, ward and city committees in Article Two, Section I of the Charter. These functions include, but are not limited to, (1) the endorsement and/or financial support of enrolled Democratic candidates for elective public office, whether or not the office is filled in a partisan or non-partisan election process (although the Committee shall not endorse or provide financial support to candidates in a contested Democratic primary election), (2) the endorsement of enrolled Democratic candidates for appointive public office, (3) the financial support for the Massachusetts Democratic State Committee, (4) financial support for the Democratic Ward Committees of the City of Worcester, (5) the adoption of resolutions and platforms, (6) the endorsement and/or financial support of initiatives, referenda, or recall petitions, or oppositions thereto, (7) voter registration campaigns, (8) voter informational programs, (9) seminars, colloquia, and forums on topical political or community issues, and (10) the convening of caucuses of the Democratic party to effectuate any of these purposes or any purposes deemed appropriate under the terms of the Charter.

**Article IV**  
**Membership**

Membership of the Committee shall consist of four classes:

- (1) **Regular Members.** All regular members of the Democratic Ward Committees of the wards of the City of Worcester shall serve contemporaneously as regular members of the Committee. The regular members may exercise all rights of members of the

Committee. The following shall also be regular members of the Committee for all purposes of these By-Laws:

(a) "Twenty year" members of the Democratic Ward Committees of the wards of the City of Worcester under Article Two, Section II of the Charter ("current members of any ward committee who have served within such city for 20 or more years.

(b) Minority Members. The Committee may elect up to twenty (20) Minorities, as defined by Article One of the Charter, who are registered Democratic voters of the City of Worcester and who reside in wards which have a full complement of thirty-five regular members.

(c) Disability / Handicapped Members. The Committee may elect up to five (5) Disability / Handicapped Members, as defined by Article One of the Charter, who are registered Democratic voters of the City of Worcester and who reside in wards which have a full complement of thirty-five regular members.

(d) Youth Members. The Committee may elect up to ten (10) Youth Members, as defined by Article One of the Charter, who are registered Democratic voters of the City of Worcester and who reside in wards which have a full complement of thirty-five regular members.

(e) College Members. The Committee may elect up to ten (10) College Members, who are registered Democratic voters of the City of Worcester, who are members of the College Democrats of Massachusetts, who are enrolled in colleges, universities, junior colleges, or community colleges, undergraduate or postgraduate institutions, located within Worcester County or towns immediately contiguous thereto, and who reside in wards which have a full complement of thirty-five regular members.

Minority Members, Disability / Handicapped Members, Youth Members and College Members shall be nominated by the Executive Committee, after having requested, as to Minority Members and Disability / Handicapped Members, the advice and recommendations of the Affirmative Action Committee, and, as to College Members, the advice of the Democratic student organizations of the institutions of higher education which are members of the Colleges of Worcester Consortium or are otherwise located in Worcester. The nominations shall be presented to the Committee by the Chair. The Committee may, at its discretion, approve or disapprove such nominations, or elect other qualified individuals not otherwise nominated for such membership. Minority Members, Disability / Handicapped Members, Youth Members and College Members shall not be deemed to be members of any of the Democratic Ward Committees of the wards of the City of Worcester.

- (2) **Associate Members.** All associate members of the Democratic Ward Committees of the wards of the City of Worcester shall serve contemporaneously as associate members of the Committee. They are nominated by a Ward Committee chair, or by any three regular members of the Ward Committee, for associate member status in that ward, and they are appointed by the affirmative vote of a majority of Ward Committee members present and voting at any meeting of their Ward Committee. Associate Members of the Committee may attend and speak at meetings of the Committee, and they may serve as voting members of sub-committees of the Committee except as otherwise determined by the Committee or its Executive Board, but they shall have no right to vote on issues and business pending before the full Committee.
- (3) **Auxiliary Members.** Auxiliary Members are nominated by the Chair, or by any three regular members of the Committee, and they are appointed by the affirmative vote of a majority of Committee members present and voting at any meeting of the Committee. They may attend and speak at meetings of the Committee, and they may serve as voting members of sub-committees of the Committee except as otherwise determined by the Committee or its Executive Board, but they shall have no right to vote on issues and business pending before the full Committee.
- (4) **Honorary Members.** Honorary Members are nominated by the Chair, or by any three regular members of the Committee, and they are appointed by the affirmative vote of a majority of Committee members present and voting at any meeting of the Committee. They may attend and speak at meetings of the Committee, and they may serve as voting members of sub-committees of the Committee except as otherwise determined by the Committee or its Executive Board, but they shall have no right to vote on issues and business pending before the full Committee.
- (5) **Qualification.** Regular Members and Associate Members of the Committee shall serve only so long as they remain enrolled as voters in the Democratic Party, and, except as to Minority Members, Disability / Handicapped Members, Youth Members and College Members, as members of a ward committee of the City of Worcester. The term of office of Minority Members, Disability / Handicapped Members, Youth Members and College Members shall otherwise continue, unless such members resign, are removed, or become disqualified from the office held, until the next presidential primary of the Commonwealth of Massachusetts.
- (6) **Removal or Censure.** Members of the Committee pledge themselves by accepting office to perform diligently and honorably their duties, and to resign upon demonstrating an inability to do so. Members may be removed or censured by procedures offering such members reasonable notice and an opportunity to be heard, and by a two-thirds vote of those present and voting at a meeting convened for the purpose of considering such removal or censure. Grounds for removal or censure shall include, but not be limited to, the following:

- (a) Failure to attend at least half of the regularly scheduled meetings of the Committee during any calendar year.
- (b) Public support for, or financial contribution to, an opponent of a nominee of the Democratic Party if the nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions
- (c) Unauthorized use of the Party name or resources.
- (d) Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

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 Committee.

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

#### **Article V Officers and Executive Board**

The Committee shall be directed and managed by a Chair, a male Vice Chair, a female Vice Chair, a Secretary, a Treasurer, a Parliamentarian, an Affirmative Action and Outreach Advisor, and an Executive Board.

- (1) **Chair.** The Chair shall preside at all meetings of the Committee and of the Executive Board. The Chair shall appoint all standing committees, and the chairs or co-chairs thereof, except as otherwise provided herein. He or she shall establish such special committees as he or she deems appropriate, and shall appoint the chairs and members thereof. He or she shall serve as a member, ex officio, of each such standing or special committee. He or she shall review all bills submitted to the Treasurer for payment, and approve same as appropriate. The Chair shall have general supervision and direction of all other affairs and business of the Committee, subject, except in circumstances reasonably deemed by the Chair to be ministerial, administrative, or otherwise exigent, to the review and approval of the Executive Board.
- (2) **Vice Chair.** The Chair may designate either Vice Chair to perform some or all of the duties of the Chair upon the absence or incapacity of the Chair. The Executive Board may make such designation, should the Chair be unable or unwilling to do so. Each Vice Chair shall exercise such other duties as are assigned by the Chair. Each Vice Chair shall serve as a member, ex officio, of each standing committee.

- (3) **Secretary.** The Secretary shall keep an accurate record of all meetings and transactions of the Committee and of the Executive Board, of the addresses of regular, associate, auxiliary and honorary members of the Committee, of the membership of the Executive Board, and of the membership of the standing and special committees of the Committee. The Secretary shall maintain a record of attendance at all meetings of the Committee and of the Executive Board, and shall prepare an annual report for distribution, to the Committee, of said records of attendance. Further, the Secretary shall prepare, and deliver to all members of the Committee, minutes of each meeting of the Committee prior to the subsequent meeting of the Committee. The Secretary shall update and preserve a cumulative list of past and present recipients of awards funded directly or indirectly by the Committee. The Secretary shall conduct the correspondence of the Committee, and send out notices required by these By-Laws. The Secretary shall notify all members elected to Committee office of their election immediately after such election and shall cause to have prepared and delivered to each individual thus elected a copy of these By-Laws. The Committee may, by majority vote, divide the office of Secretary into two components, to be filled by a Recording Secretary and a Corresponding Secretary, respectively, in which event the Recording Secretary and the Corresponding Secretary shall each serve as officers, and as full members of the Executive Board, and each may exercise the rights and prerogatives of officers therein. The Secretary (or the recording Secretary and the Corresponding Secretary) shall serve as a member (members), ex officio, of each standing committee.
- (4) **Treasurer.** The Treasurer shall have the charge and custody of all of the funds of the Committee and, after approval of the Chair, shall pay all bills. The Treasurer shall keep an accurate account of all receipts and expenditures and report at each meeting of the Committee and of the Executive Board the state of the treasury of the Committee. The Treasurer shall present a complete annual report of the state of the treasury of the Committee to the Committee as soon as feasible after the conclusion of each fiscal year. The Treasurer shall receive any annual dues and all assessments and levies which may be due the Committee from its members. The Treasurer shall deposit Committee funds in banks or other financial institutions designated by the Executive Board. The Treasurer shall serve as a member, ex officio, of each standing committee.
- (5) **Parliamentarian.** The Parliamentarian shall maintain the By-Laws of the Committee, a current copy of the Charter, and copies of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions and shall make copies thereof available to individual members of the Committee, upon request. The Parliamentarian shall rule upon all questions of interpretation of the By-Laws, of the Charter, and of the rules of order applicable to the meetings of the Committee or the subdivisions thereof, upon request of the Chair and/or of any member of the Committee. The rulings of the Parliamentarian shall be final unless reversed by vote of a majority of the members of the Executive Board present and voting at a meeting thereof, or, at meetings of the Committee, of a

majority of the members of the Committee then present and voting. The Parliamentarian shall serve as chair of the By-Law Committee.

- (6) **Affirmative Action and Outreach Advisor.** The Affirmative Action and Outreach Advisor (the "advisor") shall advise the Committee and the subdivisions thereof as to the pertinent requirements and opportunities available to each under applicable affirmative action and outreach provisions of these By-Laws and of the Charter, including Article Seven thereof. The Advisor shall recommend from time to time to the Committee and to the Executive Board appropriate resolutions and platforms pertaining to affirmative action. The Advisor shall serve as chair of the Committee on Affirmative Action and Outreach.
- (7) **Executive Board.** The Executive Board shall control and manage all the affairs of the Committee, except as otherwise reserved herein to the Chair or to the Committee at large. It shall have full power in the management of such matters as require organized action by the Committee, when the Committee is not in session, except as otherwise provided in these By-Laws. Members of the Executive Board may individually act as agent for any member of the Committee in the presentation of any suggestion intended for the improvement of the Committee. The Chair, the male Vice Chair, the female Vice Chair, the Secretary (or the Recording Secretary and the Corresponding Secretary), the Treasurer, the Parliamentarian, the Affirmative Action and Outreach Advisor, the representatives elected by each of the Democratic ward committees of the City of Worcester (or, as to the latter, their designees), and the chairs of each of the standing committees of the Committee shall each be a member ex officio of the Executive Board. Where co-representatives of ward committees or co-chairs of standing committees serve on the Executive Board, each is entitled to a proportionate vote as to issues pending before the Board, or, in the absence of the other co-representative or representatives, or co-chair or chairs, as applicable, to a full vote, such that each such ward committee or standing committee enjoys a single full vote at any time as to such issues. Regular Members of the Committee may attend and speak at meetings of the Executive Board, except as otherwise determined by the Executive Board, but they shall have no right to vote on issues and business pending before the Executive Board.
- (8) **Custody of Property.** Each officer of the Committee, member of the Committee, member of the Executive Board, and member of standing or special committees of the Committee shall be responsible for all moneys, books, papers, and other properties of the Committee that come into his or her possession in the course of his or her duties in such position. Upon the expiration of his or her term of office, he or she shall deliver to his or her successor or to the Chair all such properties, or render to the Chair a written account thereof, which accounting shall become a record of the Committee.
- (9) **Removal or Censure.** Officers of the Committee pledge themselves by accepting office to perform diligently and honorably their duties, and to resign upon demonstrating an inability to do so. Elected officers (Chair, male Vice Chair, female

Vice Chair, Secretary [or Recording Secretary and Corresponding Secretary] and Treasurer) may be removed or censured by procedures offering such officers reasonable notice and an opportunity to be heard, and by a majority vote of those present and voting at a meeting convened for the purpose of considering such removal or censure. Grounds for removal or censure shall include, but not be limited to, the following:

- (a) Failure to attend at least three-quarters of the regularly scheduled meetings of the Committee during any calendar year
- (b) Public support for, or financial contribution to, an opponent of a nominee of the Democratic Party if the nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions.
- (c) Unauthorized use of the Party name or resources
- (d) Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

An elected officer must be given an opportunity to resign before notice of the hearing on the question of removal is given to the membership of the Committee.

An officer removed under this section shall have thirty (30) days to appeal to the Judicial Council of the Democratic Party of the Commonwealth of Massachusetts, and the vacancy may not be filled in such case until the final decision of the Judicial Council is made.

## Article VI Election and Term of Office

- (1) **Election.** On or before April 1 of a presidential primary election year, the incumbent Chair, or his or her designee, shall certify the members elected in the primary to the ward committees of the City of Worcester, and the "twenty year members" of the ward committees, as the members of the Committee. Promptly thereafter, and in no event later than April 15, the members of the Committee shall organize the Committee by choice of the Chair, male Vice Chair, female Vice Chair, Secretary (or recording Secretary and Corresponding Secretary) and Treasurer. The officers shall be chosen at a meeting of the Committee convened in whole or in part for the purpose of election of officers, by plurality vote of the members of the Committee present and voting. The officers thus selected shall serve for a two-year term, or until their successors are chosen and qualified as detailed below. All regular members of the Committee shall have full and equal voting privileges. In non-presidential years in which officers of the Committee are to be elected, the incumbent Chair or his or her designee shall certify the then incumbent members of the ward committees of the

City of Worcester, in consultation with the chairs of the ward committees, within thirty (30) days following the election of state endorsing convention delegates, but in no event later than April 1. Promptly thereafter, and in no event later than April 15, the members of the Committee shall organize the Committee by choice of the Chair, male Vice Chair, female Vice Chair, Secretary (or Recording Secretary and Corresponding Secretary) and Treasurer. The officers shall be chosen at a meeting of the Committee convened in whole or in part for the purpose of election of officers, by plurality vote of the members of the Committee present and voting. The officers thus selected shall serve for a two-year term, or until their successors are chosen and qualified as detailed above.

- (2) **Appointment.** The Parliamentarian and the Affirmative Action and Outreach Advisor, and the chairs of the standing and special committees, shall serve at the pleasure of the Chair. They shall be appointed by the Chair promptly after election of the Chair.
- (3) **Vacancy.** All vacancies in elective offices of the Committee shall be filled within thirty (30) days of the occurrence thereof, by the same process utilized for election of officers.

## Article VII

### Meetings

- (1) **Meetings of the Committee.** The Committee shall meet at least four times each calendar year, at least once each quarter, at the call of the Chair. Special meetings shall be called by the Secretary upon request of the Chair, or of a majority of the members of the Executive Board, or upon receipt of a petition therefor signed by no fewer than 20% of the membership of the Committee.
- (2) **Meetings of the Executive Board.** The Executive Board shall meet at least four times each calendar year, at least once each quarter, at the call of the Chair. Special meetings shall be called by the Secretary upon request of the Chair, or of a majority of the members of the Executive Board, or upon receipt of a petition therefor signed by no fewer than 20% of the membership of the Committee.
- (3) **Location of Meetings.** All meetings of the Committee or of the Executive Board shall be held within the City of Worcester, except that the Executive Board may meet in the locale of a state Democratic convention in conjunction with the convention.
- (4) **Notice of Meetings.** The Committee shall forward notice of each regular or special meeting of the Committee to all Committee members at least seven (7) days prior to the meeting, unless exigent circumstances mandate a shorter notice period, together with a general agenda of the items proposed for consideration at the meeting.
- (5) **Quorum.** Ten (10) percent of the Regular Members of the Committee shall constitute a quorum for the transaction of business at meetings of the Committee. A majority of

the Executive Board shall constitute a quorum for the transaction of business at meetings of the Executive Board. A majority of the members of a standing or special committee shall constitute a quorum for the transaction of business at meetings thereof.

- (6) **Majority Vote.** A majority vote of the members present and voting shall be necessary for the passage of any measure presented at a duly called meeting of the Committee, of the Executive Board, or of a standing or special committee, unless otherwise specified herein.
- (7) **Emergency Provision.** In event of a development which the Chair or a majority of the members of the Executive Board reasonably deem to make imperative a prompt meeting of the Committee or of the Executive Board, the Chair or the majority of the members of the Executive Board, respectively, may substitute for the written notice required by Section 4 of this Article such oral notice as is practicable. In event of a development which the Chair deems reasonably to require immediate resolution, the Chair may act on behalf of the Committee after consultation with such other members of the Executive Board as the Chair deems advisable. In either event, the parties acting under this provision shall convene promptly thereafter a meeting of the Executive Board, under Section 4 of this Article, and explain thereat in detail their actions under this emergency provision and their reasons therefor.
- (8) **Rules of Procedure.** Except where these By-Laws otherwise provide, meetings of the Committee, of the Executive Board, and of the various standing and special committees of the Committee shall be convened, conducted and adjourned in compliance with the provisions set forth in the edition or Robert's Rules of Order then current.
- (9) **Open Meeting and Open Ballot.** Pursuant to the requirements of Article Eight, Section II of the Charter, all meetings of the Committee, of the Executive Board, and of the various standing and special committees of the Committee shall be open to the public, and no vote shall be taken for any purpose whatsoever by secret ballot.
- (10) **Proxy Voting Prohibited.** Pursuant to the requirements of Article Eight, Section III of the Charter, voting by proxy is not permitted at any meeting of the Committee, of the Executive Board, or of the various standing and special committees of the Committee.

### Article VIII Standing Committees

The following shall constitute the standing committees of the Committee, together with such other Standing Committees as the Executive Board shall from time to time establish. Each Standing Committee shall consist of at least three (3) members of the Committee.

- (1) **Committees and Appointment.** The Finance Committee, the By-Law Committee, the Committee on Affirmative Action and Outreach, the JFK Dinner Committee and the Program Committee shall constitute the Standing Committees of the Committee, together with such other Standing Committees as the Executive Board shall from time to time establish. Members of the Standing Committees shall be appointed by the Chair from among regular members, associate members, auxiliary members and honorary members of the Committee; however, the majority of the members of each Standing Committee shall be regular members of the Committee. Except as to the Finance Committee, each Standing Committee shall include at minimum one regular member, associate member, auxiliary member or honorary member from each ward of the City of Worcester. Also except as to the Finance Committee, the Chair shall request nominees for the Standing Committees from each of the chairs of the ward committees, and the chairs of the ward committees (ward chairs) shall each submit nominees to the Chair as to the residents of their wards within ten (10) days of the date of the request. Should the Chair reject a nominee of a ward chair, the Chair shall so notify the ward chair, and the ward chair shall then, within ten (10) days of notice of such rejection, submit another nominee for the position. Should a ward chair not submit a nomination to the Chair for any position hereunder, the Chair may appoint a member of the Committee resident in the ward, at the discretion of the Chair, to the position, in which event the Chair shall notify the ward chair of the name of the individual so appointed. The Chair shall appoint the members of the Finance Committee at the discretion of the Chair.
- (2) **Finance Committee.** This committee shall be appointed by the Chair by June 1, and it shall forthwith establish a fundraising plan, target goal and schedule for the Committee for the following fiscal year. Subject to the approval of the Chair, it shall schedule such events as it reasonably deems appropriate for this purpose, although it shall not commit the Committee to any expenditures in excess of \$500 per fiscal year for this or any other purpose without the approval of the Executive Board or the Committee. It shall render periodic reports to the Executive Board as to its activities, together with an accounting of income and expenditures, and with recommendations on procedures to be followed in organization of future fundraising endeavors.
- (3) **By-Law Committee.** This committee shall review, monitor, and, as necessary, prepare recommendations for revision, as to these By-Laws.
- (4) **Committee on Affirmative Action and Outreach.** This committee shall monitor compliance by the Committee, the Executive Board and the various standing and special committees of the Committee with the affirmative action and outreach provisions of the Charter applicable thereto. It shall recommend to the Executive Board prospective Minority Members and Disability / Handicapped Members. This committee shall also bring to the attention of the Committee opportunities available to the Committee to advance the participation of all segments of the population in its activities.

- (5) **JFK Dinner Committee.** This committee shall organize, plan, direct and supervise the JFK Annual Dinner, the purpose of which shall be to raise funds for use of the Committee and to recognize and honor the achievements and dedication of appropriate members of the Democratic Party. Subject in each instance to the approval of the Executive Committee, it shall select, for recognition at the Dinner, a male Democrat of the Year, a female Democrat of the Year, and the recipient of a Lifetime Achievement Award. It may also, at its discretion, and subject to the approval of the Executive Committee, present other awards, including, but not limited to, a Paul J. Westberg Award for achievement and dedication of a Democratic Youth as defined by Article One of the Charter.
- (6) **Program Committee.** This committee shall monitor, and bring to the attention of the Committee, opportunities available to it to organize, encourage or sponsor social events, rallies, substantive policy symposia, debates, discussions, colloquia, seminars, and other events which advance the cause, welfare and interests of the Democratic Party.

#### **Article IX Platform and Ethical Practices**

- (1) **Platform.** The most recent Democratic platform is the official position of the Democratic Party. Every Committee member shall adhere substantially to national, state and local platforms, in that order of priority, in all official statements and actions.
- (2) **Code of Ethics and Fair Campaign Practices.** The Committee adopts the code of ethical conduct of party officials promulgated by the State Committee, and it urges compliance by Democratic candidates with the code of fair campaign practices for all candidates of the Democratic Party as also promulgated by the State Committee. Failure of a candidate or official in either respect may be publicized by resolutions or other appropriate action of the Committee.

#### **Article X General By-Law Provisions**

- (1) **Fiscal Year.** The fiscal year of the Committee shall begin on July 1, and conclude on June 30.
- (2) **Enactment.** These By-Laws shall take effect upon approval by majority vote at a duly called meeting of the Committee. They shall thereafter be in full force and applicable for the duration of the life of the Committee – that is, until the next presidential primary of the Commonwealth of Massachusetts – and, if later, until adoption of successor By-Laws.
- (3) **Amendment.** These By-Laws may be amended by affirmative vote of two-thirds of the members of the Committee present and voting at a duly called meeting, provided

that members of the Committee have been notified of the proposed amendment, including the full text of same, at least seven days prior to the meeting scheduled for consideration of the amendment.

Approved by the By-Law Committee this twenty-first day of January, 2003.

Brian A. O'Connell, Chair  
Paul F. Bolton  
John P. Brissette  
William J. Eddy  
Ruth E. Gentile  
Paul F. Matthews  
Michael J. Murgo  
Edward Pietrewicz  
Gary J. Vecchio