

NH UPPER VALLEY DEMOCRATIC COMMITTEE (UVDC) BYLAWS [REVISED JANUARY 2021]

The Upper Valley Democratic Committee shall recruit, organize, and fund Democratic candidates for **municipal**, county, state, and national office; promote local Democratic party-building activities; improve communication and coordination between the New Hampshire Democratic Party and its members in the Upper Valley; and promote the development of an engaged, informed electorate through constructive public dialogue.

I. PRINCIPLES

A. Diversity. The committee categorically rejects any discrimination in membership on the basis of age, race, gender, religion, sexual orientation, ethnic or national origin, social or economic status, or physical or mental disability.

B. Integrity. The committee shall function in an open, democratic, and accountable manner consistent with these bylaws, the New Hampshire Democratic Party Constitution, and the laws of the United States and the State of New Hampshire.

II. COMPOSITION

A. Membership. Any Democrat **who is** registered to vote in **one of the ten New Hampshire towns/city represented on the committee's executive board and** who attends at least one meeting of the Upper Valley Democratic Committee in a calendar year shall be a member **of the committee.**

B. Meetings. The committee shall meet at least once a year. Notice of meetings shall be sent via e-mail or telephone to members at least five days before the date the meeting is to be held.

C. Rules. The committee may adopt rules to govern its proceedings by a simple majority vote. Committee members may suspend said rules for the duration of a meeting by a two-thirds majority vote.

D. Bylaws. The committee may amend these bylaws at any properly noticed meeting by a two-thirds vote, provided there are at least ten members present at the time.

III. ORGANIZATION

A. Officers. The committee shall have at least a chair and vice chair (or two co-chairs), a secretary, and a treasurer—**each of whom** shall be elected **from the membership** by a simple majority of the membership **in attendance at a caucus.** Elections shall be held biannually **at a regularly called and announced caucus** in the month of January in odd number years. **Office vacancies may be filled from the membership by a majority vote of the executive board at a regularly scheduled or specially called and announced board meeting.**

B. Chair/Co-Chair. The chair or one of the co-chairs shall be the committee's chief executive officer and spokesperson. **They** shall preside over committee meetings and serve as the committee's primary liaison to the Democratic State Committee and local, regional, and county committees. The chair shall neither endorse nor publicly support a Democratic candidate in a contested primary election or a non-Democratic candidate in a contested general election. When a co-chair structure is chosen, there will be no vice chair.

C. Vice Chair or Co-Chair. The vice chair or the other co-chair shall be the committee's chief operating officer. They shall work with the (co-)chair, secretary, and treasurer to ensure that the committee functions in an open, democratic and accountable manner. The vice chair/co-chair shall serve as the chair in the event the chair/other co-chair is absent or unable to perform their duties.

D. Secretary. The secretary shall be the committee's chief information officer. They shall keep minutes of each meeting and distribute said minutes to the membership within two weeks after each meeting. The secretary shall organize and maintain all committee files and records.

E. Treasurer. The treasurer shall be the committee's chief financial officer. They shall manage all funds belonging to the committee, keep proper records of all receipts and payments, furnish an up-to-date financial report to the membership at each committee meeting, and submit periodic reports to the New Hampshire Secretary of State as required during election cycles. Expenditures for items not listed in the budget or for amounts significantly in excess of the budgeted amounts require the majority consent of the executive board. The board may appoint an assistant treasurer as a voting member of the executive board.

F. Executive Board. The NH Upper Valley Democratic Committee shall have an executive board consisting of the following:

- The four elected UVDems committee officers elected from among registered Democrats of the five Upper Valley towns/city and Mascoma Forward;
- One representative from each of the following five towns/city: Hanover, Lebanon, Lyme, Orford, and Piermont. The representatives of the five towns/city shall consist of the chairpersons of each local committee, elected at the town/city caucuses, or the chairperson's designee.
- One representative from Mascoma Forward (which consists of the five towns of Canaan, Dorchester, Enfield, Grafton, and Orange), as designated by its chairperson.
- Up to ten (10) members-at-large to be elected from the committee membership at the biennial caucus. The executive board by majority vote may appoint members-at-large to fill vacancies in the ten (10) member-at-large positions throughout the two-year term.
- One member of the Dartmouth Democrats as designated by the Dartmouth Democrats;
- One ex-officio member from the New Hampshire House of Representatives from one of the House districts that represent the five Upper Valley towns/city and the five Mascoma Forward towns. For each singular meeting of the executive board, the chief executive officer (chairperson) of the board shall have the authority to designate one House representative from among the House districts to act as an ex-officio member of the committee for that meeting.
- The Democratic senator(s) elected from the New Hampshire Senate Districts that incorporate the member towns/city. The senator(s) will act as an ex-officio member(s).
- The immediate past chairperson(s) as an ex-officio member(s).

Each town, city, or Mascoma Forward representative; board officer; Dartmouth Democrat representative; and member-at-large shall have one vote. Ex-officio members shall not have a vote at executive board meetings.

The executive board manages the routine business of the association, represents the association externally, carries out the decisions of the general meeting, and responds to emerging issues.