

**RULES AND REGULATIONS OF THE KINGS COUNTY  
DEMOCRATIC PARTY COMMITTEE FOR THE 52nd ASSEMBLY DISTRICT**

**ARTICLE I: Organization**

**1. Membership**

The name of this committee shall be the "52nd Democratic Party Assembly District Committee" (hereinafter referred to as "the ADC"). Membership shall consist of all those elected to the Kings County Democratic County Committee representing, in whole or in part, the 52nd Assembly District of the State of New York.

**2. Committees**

The affairs of the ADC shall be entrusted to, and conducted by, the following representative committees, each of which shall be constituted and governed as hereinafter provided in these rules and regulations.

1) Executive Committee

The Executive Committee of the 52 Assembly District Committee ("the Executive Committee") shall be constituted and governed as per Article II of these rules.

2) Standing Subcommittees

The Standing Subcommittees of the ADC and the Executive Committee shall be constituted and governed as per Article III of these rules.

3) Other Subcommittees

There may be other such subcommittees of the ADC or the Executive Committee as may from time to time be deemed necessary and proper established and governed as provided in Article III of these rules.

**3. Purpose**

The ADC shall have, as per Article VII §2 of the Rules for the Government of the Kings County Democratic Committee, the general care and supervision of the affairs of the Democratic Party within the 52 Assembly District of New York, under the supervision and cooperation with the Kings County Democratic Committee, as well as the charge of any campaign within the 52 Assembly District of New York.

**4. Notice and Assembly**

Any Organizing, Regular, and/or Special Meetings of the ADC shall be called and held according to the regulations established in Art. VII §3, §4, and §5 of the Rules for the Government of the Kings County Democratic Committee.

## **5. Quorum**

A quorum at all meetings of the ADC for the purposes of transacting any business shall consist of one-third of the membership of said Committee present in person or by general proxy or by quorum proxy. All action by the ADC shall require the affirmative successful vote as defined in Art. V, §1. In the event a quorum is not present at any meeting, no action other than to adjourn said meeting may be taken.

## **6. Headquarters**

A headquarters for the ADC shall be maintained at all times, the location of which must be within Kings County. The headquarters shall default to the permanent residence of the Chairperson.

## **7. Publication**

The contact information of each member consisting of first name, last name, permanent address, e-mail address (if applicable), phone number (if applicable), and election district shall be made available to all other members; members may elect to have their e-mail address and phone number be made public upon notification to the Secretary. The first name, last name, permanent address, and election district for each member shall be published on the ADC website.

## **ARTICLE II: The Executive Committee**

### **1. Officers**

The Executive Committee of the 52 the following officers Assembly District Committee shall consist of:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer
- e. Sergeant-at-Arms
- f. Parliamentarian
- g. The State Committee Members of the 52 Assembly District
- h. Chairpersons of Standing and Ad-Hoc Subcommittees

### **2. Duties**

- a. Chairperson

It shall be the duty of the Chairperson of the Assembly District Committee to preside at all meetings of that body. In the absence of the Chairperson, the Vice-Chairperson, Secretary, Treasurer, or District Leader shall, in that order, preside at the meetings of the Committee. The Chairperson shall also serve as the chairperson of the Executive Committee.

- b. Vice-Chairperson

It shall be the duty of the Vice-Chairperson to preside at all meetings not attended to by the Chairperson, and to assist the Chairperson in their duties.

c. Secretary

It shall be the duty of the Secretary to keep full and accurate minutes of all proceedings of the Assembly District Committee, to prepare a roll of the members with their respective places of residence and to notify the members of the time and place of all District Committee meetings. In addition they shall perform such duties pertaining to their office as may be assigned by the Chairperson.

d. Treasurer

The Treasurer shall receive and hold in trust funds of the Committee (if any), giving a receipt for same; keep a correct account thereof in book or books provided for that purpose, pay all bills that have been attested by the Secretary or directed to be paid by the Executive Committee.

e. Sergeant-at-Arms

It shall be the duty of the Sergeant-at-Arms to assist the Chairperson in preserving and maintain order at meetings, enforcing time limits, and any such duties pertaining to their office as may be assigned by the Chairperson.

f. Parliamentarian

The Parliamentarian shall be available to aid and assist the Executive Committee at the request of the Chairperson, as well as conduct a training seminar for all members of the ADC at each Organizing Meeting of the ADC. The Parliamentarian shall hold a non-voting role on the Executive Board.

g. State Committee Members of the 52 Assembly District

It shall be the duty of the State Committee Members to call the organizing meeting of the ADC within 30 days of the Organizing Meeting of the Kings County Democratic Party. The State Committee Members shall hold temporary positions as the Chairperson and Secretary at the organizing meeting of the ADC until, as provided in these rules and regulations, an election is held and the positions of Chairperson and Secretary are filled. The State Committee Members shall hold a non-voting role on the Executive Committee.

h. Chairpersons of Standing and Ad-Hoc Subcommittees

The Chairpersons of all subcommittees and ad-hoc committees shall hold an ex-officio non-voting role on the Executive Committee.

### **3. Meetings of the Executive Committee**

a. Organizational Meeting

The Executive Committee shall meet for an organizational meeting within twenty (20) days following the Organizational Meeting for the ADC and subsequent Executive Committee election. The newly-elected Executive Committee will receive, inspect, and appropriately distribute all relevant documentation and information from the previous iteration of the Executive

Committee. A headquarters for the ADC shall be chosen, the location of which is recorded by the Secretary and published on the ADC website.

b. Regular Meetings

The Executive Committee shall be required to meet no less than two (2) times per year, defined as any consecutive twelve (12) month period. These meetings shall be for the express purpose of:

- 1) Discussing the Agenda of the subsequent regular or special meeting of the ADC, and approval of any guest speakers.
- 2) Discussing organizational business which will have a bearing on the subsequent regular or special meeting.
- 3) Presenting expense vouchers to the Treasurer for reimbursement after approval of the Executive Committee.
- 4) Deciding on where and when the subsequent regular or special ADC meeting will be held.
- 5) Discussion and voting on any other matters under the Committee's purview.

c. Special Meetings

Special Meetings of the Executive Committee may be called by the Chairperson, or by the Secretary at the request of the majority of the Executive Committee, or upon receipt of a petition signed by one-fourth of members of the County Committee to which the Assembly District is entitled.

d. Notice

All notices for a meeting of the Executive Committee must be in writing and mailed, either electronically or through postage, or by telegram a minimum of two (2) days before the proposed meeting date, with the sole exception being that oral notice given at the Organizational Meeting of the ADC shall be sufficient for the Organizational Meeting of the Executive Committee. This notice requirement can be waived by unanimous consent for any Executive Committee meeting.

e. Quorum

A majority of the members of the Executive Committee entitled to cast votes shall constitute a quorum. Every member of the Executive Committee is entitled to attend any meeting thereof and vote in person. The use of proxies for the Executive Committee to reach a quorum is expressly prohibited. Attendance by phone call or virtually is permissible and shall be arranged if necessary.

f. Removal

Any member elected to the Executive Committee may be removed from office upon a vote of no confidence by 75% of the ADC members present at any regular or special meeting thereof. Once the vote is affirmed, the member is immediately removed from office, but shall not lose their

membership or voting rights within the ADC. The remaining ranking member of the Executive Committee shall temporarily appoint a member other than the one removed to the vacant position to fulfill their required duties. A special meeting of the ADC must be called within thirty (30) days for the express purpose of an election to fill the vacant position.

#### **4. Meeting Formats**

Meetings can be held in-person, telephonically (i.e. conference call) or virtual (i.e. Webinar, Zoom, etc.).

#### **5. Meeting Formats**

All meetings shall be presided over by the Chairperson. In the Chair's absence, the following shall be the order by which the gavel passes: Vice-Chairperson, followed by the Secretary, followed by the Treasurer, followed by the Sergeant-at-Arms. If none of these persons is able to serve, the State Committee Members of the 52 Assembly District in attendance shall select one of their members to preside.

### **ARTICLE III: Subcommittees**

#### **1. Standing Subcommittees**

All standing subcommittees shall render regular reports to the Assembly District Committee at each regular meeting. Said reports shall contain information regarding the activities of the committee and their recommendations for action regarding the subject matter under the jurisdiction of said committees.

The ADC shall have the following standing subcommittees:

##### **a. Committee on Rules and Regulations**

The Subcommittee on Rules and Resolutions shall have the duty to construe these Rules whenever a question as to their interpretation shall be referred to it by the District Executive Committee to ensure that the intent and purpose of these Rules shall be fully achieved. It shall consider and report on all proposed amendments referred to it. The Subcommittee shall seek to create or modify Rules that enhance transparency and inclusivity within the ADC. The Subcommittee shall also have the duty to prepare such resolutions as may be directed by the State Committee Members of the 52nd Assembly District or Executive Committee. The Subcommittee shall consider and report on such resolutions as may be referred to it by either of said committees.

##### **b. Committee on Public Affairs and Legislation**

The Subcommittee on Public Affairs and Legislation shall have the duty to monitor National, State, City and Borough affairs affecting the political, social and economic interests of the community, to consider such affairs, and to report on such affairs to the Executive Committee.

When directed by the Executive Committee, the Subcommittee shall promote and lobby for such legislation. The Subcommittee shall build relationships with duly elected Democratic members of the City, State and Federal governments, exchange views with them on problems of current interest and need, and lobby for, influence, confer with them on policy. The Subcommittee shall seek to arrange not less than two such conferences annually with each group of legislators.

c. Committee on Community Services

The Subcommittee on Community Services shall have the duty to study and, when appropriate, to recommend action on such matters as: rent control, housing, education, human relations, senior citizens, law enforcement and such other matters as the Executive Committee shall from time to time direct. The Subcommittee shall develop, carry out and coordinate programs and facilities to enable the Democratic Party to better serve the people of Kings County. The Chairperson, Vice-Chairperson, or any other member of the Subcommittee, when designated by the Chairperson of the Executive Committee, shall attend public hearings held by City, State and Federal agencies concerning matters within the purview of the Committee.

d. Committee on Inter-Group Relations

The Subcommittee on Inter-Group Relations shall have the duty to study and recommend programs for social and political integration, collaboration, and learning within the ADC and in the community. The Subcommittee shall seek and foster dialogue, engagement, and accessibility among members of the ADC and the community more broadly. The Subcommittee shall also create, compile, and share resources with the ADC at-large and fellow subcommittees on topics of diversity, equity, and inclusion across ideology, race / ethnicity, socioeconomic status, age, religion, gender identity and sexual orientation, ability, and so forth.

e. Committee on Public Meetings

The Subcommittee on Public Meetings shall have the duty to prepare a list of persons who will be available to speak at district and other meetings. The Subcommittee shall also ascertain the names of all civic educational and philanthropic organizations within the County of Kings and communicate with each such organization to offer without charge speakers to attend meetings of said organizations. As needed, the Subcommittee shall work with the Executive Committee to help ensure quorum is met for general ADC meetings.

f. Committee on Public Relations

The Subcommittee on Public Relations shall have the duty to publicize the activities of the ADC52, its officers and committees, and invite the community's involvement in the activities and committees of the ADC, in such a manner as shall be directed by the executive committee. The Subcommittee will collaborate with the other committees to ensure that information about the ADC's efforts is transparent and accessible.

g. Committee on Finance

The Subcommittee on Finance assists the executive committee in the development of the ADC's annual operating budget, to be submitted for review and approval by the full committee

annually, develops and implements fundraising initiatives for the ADC, and assists the treasurer with bookkeeping, accounting, and tax-related matters.

h. Committee on Membership

The Subcommittee on Membership seeks to recruit new County Committee candidates, orient and engage them with the ADC, and retain them to serve as County Committee members for future terms. The Subcommittee also seeks to foster an inclusive and welcoming space and nurture new leaders within the ADC. The Subcommittee shall be empowered to recommend candidates to fill vacancies that arise within the Kings County Democratic County Committee for election districts within the 52nd Assembly District.

## **2. Other Subcommittees**

The Executive Committee and/or the ADC may establish and create any subcommittee that they deem necessary and proper, and new subcommittees must be approved by a majority vote of the relevant body creating the subcommittee. Organizational and subsequent meetings shall be held on the call of the ADC Chairperson or the subcommittee's respective Chairperson. The chairpersons of each subcommittee shall make a report to the ADC, and shall keep a written record of all actions taken by said subcommittee. All Subcommittees shall be open to any member of the ADC who wishes to join.

## **3. General Provisions**

- a. Each ADC Subcommittee shall establish their own rules and regulations in order to better conduct their business, and shall present those rules to the ADC at their first report, for a vote by the ADC on their acceptance. A subcommittee's rules must provide for an elected chairperson, but may also provide for any number of additional elected positions.
- b. Quorums for the subcommittees shall be decided by the respective subcommittee.
- c. All subcommittees are required to record minutes of their meetings and must post said minutes on the ADC 52 website for public review at the earliest possible convenience once they are approved at the subsequent meeting of said subcommittee.
- d. The Chairperson of the ADC shall set the date for, call to order, and serve as chairperson for the initial meeting of each subcommittee. At that initial meeting, the members of the subcommittee shall adopt rules and elect any officers as their rules shall provide. The Chairperson of the ADC may, at their sole discretion, delegate this responsibility to any other ADC member. If this responsibility is delegated to a member not on the Executive Committee, that member may not run for or be elected as the chairperson of the subcommittee, except, if no one runs for the position of chairperson, the member is permitted to run for chairperson with the unanimous consent of the members of that subcommittee.

## **ARTICLE IV: Procedure**

### **1. Organizing Meeting**

The ADC shall meet and organize prior to or within 30 days of the organization meeting of the County Committee. It shall meet at such time and place is designated jointly by the State Committee Members of the 52nd Assembly District. In the event that no such notice is issued, the meeting shall be called by the Chairperson of the Executive Committee who shall also designate the person to call the meeting to order and preside thereafter until the election of a Chairperson.

The Agenda for the Organizing Meeting of the ADC shall be as follows:

- a. Roll Call
- b. Adoption of the Rules and Regulations
- c. Election of the Chairperson
- d. Election of the Secretary
- e. Election of Other Officers
- f. Other Business which may be placed on the Agenda in accordance with the following:
  - i. Other business may be placed on the agenda only by:
    - 1) Chairperson of the ADC,
    - 2) The Executive Committee,
    - 3) The Committee on Rules and Regulations, or
    - 4) A written petition submitted to the Chairperson or Secretary of the ADC at least seven (7) days prior to the date of such meeting signed by at least one-quarter (25%) of the members of the ADC.

The Secretary must have a written copy of any resolution before it may be considered by the ADC.

## **2. Regular Meetings**

Regular meetings of the Assembly District Committee shall be held, as the business of the Committee may require, at a time and place designated by the Chairperson. There shall be, however, not less than two regular meetings of the Committee each year, including the organization meeting.

Notice of the time and place of all regular meetings of the ADC must be sent by mail (electronic or postage) or telegram to each member at least five (5) days before such meetings, and similar notice of all adjournments of such meetings must be sent at least two (2) days prior to such adjourned meetings.

An Agenda for each Regular Meeting of the ADC shall compiled by the Chairperson and be e-mailed to each member of the ADC no later than five (5) days before the scheduled start of said meeting.

The Agenda for the Regular Meetings of the ADC shall be as follows:

- a. Roll Call
- b. Reading and Approval of Minutes
- c. Report of Standing Committees
- d. Report of Special Committees
- e. Report of the State Committee Members of the 52nd Assembly District
- f. Communications & General Announcements
- g. Unfinished Business
- h. New Business

## **3. Special Meetings**



Special Meetings of the ADC may be called by the Chairperson thereof to be held at such time and place as they may designate. A special meeting must be called by the Chairperson within ten (10) days after receipt by him/her of a petition signed by one-fourth of the whole number of the members of the County Committee to which the Assembly District is entitled. Special meetings shall be held not less than five (5) nor more than ten (10) days after such call. Notice of such meetings and adjournments thereof shall be given in the same manner as provided for regular meetings. The call for a special meeting used by the Chairperson on their own motion shall specify the items set forth in such petition. In either event, no other matter shall be considered at a special meeting.

If the Chairperson is absent or refuses to call a special meeting, such meeting shall be called jointly by the members of the Executive Committee. In the event that no such joint notice of meeting is issued the meeting shall be called by the Chairperson of the County Committee, in order as prescribed in Art. IV §1, who shall designate the person to call the meeting to order and preside thereat until the election of a Chairperson for the meeting.

#### **4. Meeting Formats:**

Meetings can be held in-person, telephonically (i.e. conference call) or virtual (i.e. Webinar, Zoom, etc.).

### **ARTICLE V: General Provision**

#### **1. Voting**

ADC votes are successful when the affirmative votes cast are at least (1) a simple majority of votes cast, including general proxy votes; and (2) at least one-sixth of the total membership. The Chairperson may, at their discretion, decide votes by voice except for contested elections. Upon the request of more than one-quarter (25%) of members of the ADC present, the Chairpersons request for a voice vote may be overridden and a roll call conducted.

#### **2. Limitation of Speaking**

In the interest of time and fairness, a limit of three (3) minutes shall be imposed on all speakers addressing the ADC. Any speaker may request more time and any member of the Executive Committee may grant that member more time.

#### **3. Roberts' Rules**

Unless otherwise provided herein, the meetings of the ADC shall be governed by the latest edition of Robert's Rules of Order, Newly Revised.

#### **4. Minutes**

All minutes from Executive Committee Meetings, Subcommittee Meetings, and General ADC Meetings, once read and approved, at the earliest possible convenience shall be posted on the ADC website.

#### **5. Nominations and Voting**

The process of floor nominations and ballot voting as prescribed in Robert's Rules shall be the process by which nominations and elections for vacant officer positions are made.

## **6. Proxies**

Proxies for the organizational meeting and all meetings held pursuant to § 6-114 and/or § 6-116 of the Election Law and/or Article IV, §5 of the Rules for the Government of the Kings County Democratic Committee must be signed in a physical format with pen and ink. For all other meetings, proxies may be submitted in a digital or physical format as long as they contain a signature. For digital proxies, an electronic signature that complies with the *Electronic Signatures and Records Act (ESRA)* is sufficient. In keeping with the practice established for membership meetings by the New York State Democratic Committee, a) no participating member may hold more than five (5) proxies at any meeting; (b) proxies shall be transferable only upon written consent from the proxy giver and if the proxy receiver has reached the maximum limit of proxies to be held.

## **7. Open Meetings**

Meetings of the ADC shall be open to the press and public. Members of the press and public shall be required to remain in designated areas during such meetings and to conduct themselves so as not to interfere with the conduct of the meeting.

## **8. State and Party Law**

In the event that any provision in these by-laws is in conflict with the laws of the State of New York, or the rules of the Kings County Democratic County Committee, then those laws and rules, respectively, will apply.

## **ARTICLE VI: Amendments**

Amendments to these rules may be proposed by any member. Such amendments must be submitted to the Committee on Rules and Regulations for consideration. Only amendments reported out by said Committee may be considered for adoption by the Assembly District Committee. All amendments to these rules must be attached and/or hyperlinked to the notice for the meeting at which they are to be considered by the Assembly District Committee. Amendments shall be adopted by a simple majority of members present at the meeting. All amendments shall take effect following the meeting at which they are adopted.

**History:**

Adopted: 10/29/2020

Amended: 3/4/2021

*Art III: Subcommittees:*

- Sec. 1. Standing subcommittee descriptions were revised.
- Sec. 2. Subcommittees on Finance and Membership were added.

Amended: 2/20/2024

*Art I: Organization:*

- Sec. 1. Clarified name.
- Sec. 6. Made headquarters default to the residence of the Chair.
- Sec. 7. Made contact information of members available to constituents and other ADC members.

*Art II: The Executive Committee*

- Sec. 2a. Clarified that the Chair is the Executive Committee Chair.
- Sec. 2h. Added subcommittee chairs as ex-officio Executive Committee members.
- Sec. 5. Created gavel order for meetings.

*Art III: Organization:*

- Removed outdated KCDCC Rules reference.
- Sec. 1h. Added ability for Subcommittee on Membership Committee to nominate new county committee members.

*Art V: General Provision*

- Sec. 6. Clarified rules on proxies.

*Art VI: Amendments:*

- Added a new section clarifying how the rules could be amended.