

RULES OF THE ALLENTOWN CITY DEMOCRATIC COMMITTEE

RULE I - OFFICERS

The organization of the Allentown City Democratic Committee shall consist of the following, to wit:

(1) A CITY COMMITTEE, consisting of two committeepersons from each election district in the City of Allentown, who shall be duly registered and enrolled Democratic voters of such election district and who shall be elected at the Spring Primary in every Gubernatorial election year for a term of four years and who shall hold office for the term of four years commencing the date of the Allentown City Democratic Committee Reorganization Meeting. The City Committee shall be known as the Allentown City Democratic Committee.

(2) A CHAIRPERSON, AND A VICE CHAIRPERSON of the opposite sex, of the City Committee, to be elected for the term of four (4) years by a majority vote of the representatives of the Districts in the City voting at the meeting, for the purpose of organization, not later than fourteen days after the Lehigh County Democratic Committee Reorganization Meeting in even numbered years coinciding with the gubernatorial election.

(3) A SECOND VICE CHAIRPERSON, to be elected in like manner as the City Chairperson is elected. The Second Vice Chairperson shall be of the opposite sex of the Vice Chairperson.

(4) A SECRETARY, to be elected in like manner as the City Chairperson is elected.

(5) A TREASURER, to be elected in like manner as the City Chairperson is elected, and whose duty it shall be to keep records of all receipts and disbursements, to properly account for all monies received from any officer, member or representative of the City Committee or from any other source whatsoever and to deposit all funds so received in a banking institution within the City of Allentown. Said funds are to be disbursed only with the signature of one City Committee officer for amounts under \$100.00 and the signature of two City Committee officers for amounts of \$100 or more. The Treasurer will read the financial report at every quarterly City Committee meeting and will submit his or her books for audit by any persons appointed by the Executive Committee for such purpose. The Treasurer will complete all necessary financial reports. Upon the expiration of his or her term of office, the Treasurer will forthwith deliver all funds and City Committee property and records to his or her lawful successor.

(6) The Chairperson, and the Vice Chairperson, the second Vice Chairperson, the Secretary, the Treasurer and all other officers, clerks or secretaries shall be chosen from the members of the Democratic Party who reside in the City of Allentown and may or

may not be members of the Lehigh County Democratic Committee, and unless otherwise provided by these Rules, may be either men or women.

(7) The City Chairperson shall have the right to appoint an Advisory Committee and/or any other committees that he/she deems necessary to aid him/her in the performance of his or her duties.

(8) Any member of the Democratic Party desiring to run for any office of the City Committee, with the exception of the Executive Committee, may notify the County Chairperson or the duly appointed Board of Election in writing of his or her intent no later than the second Wednesday after the Primary, so that his or her name can be entered on the Ballot.

The Ballot must provide blank space so that additional names can be written in to provide for any candidate who may be nominated from the floor at the time of the Allentown City Democratic Committee Reorganization Meeting.

RULE II - CITY COMMITTEE

Section 1. The City Committee is a Democratic Club within Lehigh County. The representatives of the City Committee are members of the authoritative body of the Democratic Party in Lehigh County as specified by the Rules of the County Committee. In addition to the City Committee Reorganization Meeting, the City Committee shall meet quarterly and shall receive five (5) days' written or printed notice given them by the Chairperson or, in his or her absence, the Vice Chairperson, and may meet from time to time at the call of the City Chairperson or, in his or her absence, the Vice Chairperson, for any purpose, upon five (5) days' written or printed notice given the City Committee by the Chairperson or, in his or her absence, the Vice Chairperson.

The Committee shall be called together by the City Committee at the request of any fifteen members, but such call shall always state the object thereof or the business to be transacted and no other business than that specified in the call shall be transacted or considered at that meeting and at such meeting a majority of all the members of the Committee shall constitute a quorum.

Section 2. The City Chairperson and, in his or her absence, the Vice Chairperson, shall preside at all the meetings of the City Committee and in the absence of the Chairperson and the Vice Chairperson, the second Vice Chairperson shall preside. In the absence of those three officers, the members of the City Committee shall elect one of their own number to preside.

Section 3. Five members of the City Committee shall constitute a quorum for the transaction of business, except as herein otherwise provided.

Section 4. The Secretary shall keep minutes of the proceedings, and shall read the minutes of the prior meeting at each City Committee Meeting. Minutes shall be kept in a book provided for that purpose, which shall be turned over to his or her successor. The Secretary shall attend to such other duties as the Chairperson shall from time to time direct.

Section 5. In the case of a vacancy in the office of County Committeeperson from any election district of the City of Allentown, caused by death, resignation, failure to elect at the Spring Primary Election or otherwise, the County Chairperson, upon the recommendation of the remaining Committeeperson of such election district, if any, shall appoint a qualified Democratic voter of said District to fill the vacancy of the unexpired term, as specified by the Rules of the Lehigh County Democratic Committee.

Section 6. Should any vacancy in the office of the Chairperson, Vice Chairperson, Second Vice Chairperson, Secretary, or Treasurer, by death, resignation, removal for cause, or otherwise, the same shall be filled at a special meeting of the City Committee called for that purpose. Any officer chosen at such meeting shall serve for the unexpired term of the office so vacated.

Section 7. Any member of the City Committee who is unable to attend, in person, a meeting of the Committee, may vote by absentee ballot, providing that the reason given by the member requesting such ballot is valid and acceptable to an Election Board appointed by the Executive Committee. The ballot shall be duly signed by the member, notarized and in all other respects completed as may be required on said form, and returned to the Election Board prior to the start of the meeting.

Section 8. The meetings of the City Committee shall be conducted in accordance with the rules of procedure laid down in Robert's Rules of Order, Newly Revised.

RULE III - CITY EXECUTIVE COMMITTEE

Section 1. The City Executive Committee shall consist of such persons who have been lawfully registered as members of the Democratic Party for three years and shall include the Chairperson, the Vice Chairperson, the Second Vice Chairperson, the Secretary, and the Treasurer. Every representative who serves on the Executive Committee must be a resident of the City of Allentown.

The officers shall serve until their successors assume office. Said officers shall be elected quadrennial at and immediately after the organization of the City Committee. In the event of vacancies occurring, the City Chairperson shall, by appointment, fill such vacancies subject, nevertheless, to the provisions concerning membership as herein contained.

Section 2. The City Executive Committee shall at all times act in an advisory capacity to the City Chairperson and shall perform such other functions as may be conferred by these Rules or otherwise delegated to it by the City Committee.

Section 3. The City Executive Committee shall appoint a Board of Election, consisting of three (3) people who are not members of the Executive Committee and are not candidates for election to any office, to conduct the Elections at the Reorganization Meeting.

The Election Board shall have the power to appoint additional committees and/or individuals to aid them in conducting and preparing for the Election.

RULE IV - AMENDMENTS

Section 1. These rules may be amended at any meeting of the City Committee by the affirmative vote of the majority of the members present, provided written notice of such proposed amendments is mailed to all members of the City Committee at least ten (10) days previous to the meeting at which action is to be taken thereon.