Auburn Democratic City Committee
BYLAWS
ADOPTED FEBRUARY 23, 1992
(Most recently revised March 12, 2026)

1. NAME. The name of this organization is and shall be the Auburn Democratic City Committee. The organization shall also be known as and do business as "Auburn Democrats."

2. PURPOSE. The purpose of this organization shall be to promote the ideals and principles of the Democratic Party, in Auburn, Androscoggin County, the State of Maine, and the nation, through voter education, and through the election of duly nominated candidates, and by doing so aid our government in the city, in the county, state, and nation to function as a true democracy and a government of all people.

3. MEMBERSHIP. Membership in the City Committee shall be open to any registered Democrat residing in the City of Auburn. The qualification for Party enrollment shall be as specified in the State of Maine Election Laws. There shall be no limit on the size of the City Committee. Members shall be selected at the biennial municipal caucus, and any enrolled Democrat attending the municipal caucus shall be, upon their request, a member of the City Committee.

New members may be added to the City Committee at any meeting duly convened to conduct City Committee business.

All members shall retain full membership status unless surrendered by resignation so long as he or she is a resident and enrolled Democrat of the City of Auburn.

The Secretary shall maintain the City Committee's membership list in accordance with State Party rules. The membership list shall be made available for inspection by any Democrat, and a copy of the official list shall be sent to any City Committee member upon request.

A. INACTIVE MEMBER. Any member not in attendance for three consecutive meetings shall be considered inactive and removed from the mailing list. An inactive member will be returned to active status upon their attendance of any City Committee meeting.

4. ELECTION OF OFFICERS. The City Committee shall elect a Chair, a Vice-Chair, a Secretary, and a Treasurer. The City Committee may elect additional Vice-Chair(s) who shall be designated as second Vide-Chair, third Vice-Chair, and following. Officers shall be members of the City Committee and shall be elected by a plurality vote of the City Committee. Election of officers shall occur at the March meeting following the biennial caucus. The term of all officers shall be two years. Any vacancy may be filled by special election at a meeting called for that purpose. Notification shall be mailed to active members at least ten (10) days in advance of any meeting called to fill a vacant office.

The term of officers elected by special election shall expire at the next March meeting following the biennial caucus.

5. OFFICERS' DUTIES.

A. CHAIR. The Chair shall be the executive officer of the City Committee and shall preside at all meetings. The Chair may appoint any subcommittees deemed necessary. The Chair shall serve as ex officio member of all subcommittees.

The Chair shall cause notice of all meetings to be given to all active City Committee members. The Chair shall cause a biennial municipal caucus to be held in accordance with State Law and Democratic Party Rules.

B. VICE-CHAIR. In the event of the absence, disability, resignation, or recall of the Chair, the Vice-Chair shall be vested with all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform any other duties the Chair may assign.

C. SECRETARY. The secretary shall be the recording officer of the City Committee and shall keep a complete and accurate record of the City Committee meetings and shall file a duplicate copy of all records of each meeting with the Chair. It shall be the Secretary's duty to make available the minutes of previous meetings upon request. The Secretary shall perform any other duties that the Chair may assign. The Secretary shall keep an attendance record of all meetings; and shall include the attendance in the minutes of each meeting. The Secretary shall maintain the City Committee membership list, and from time to time check this list against the Auburn voter registration list to ensure that all members have maintained eligibility requirements.

D. TREASURER. The Treasurer shall keep a full and accurate account and record of all receipts and disbursements and shall deposit all funds of the Auburn Democratic Committee, in a separate account assigned to the City Committee, in a recognized bank, credit union, or trust company. The Treasurer shall disburse the funds of the City Committee as may be directed by the City Committee. As requested by the Chair or by the City Committee, the Treasurer shall render a report of transactions, and of the City Committee's financial condition. The Treasurer shall promptly make all such returns as may be required by the laws of the State of Maine in connection with the City Committee's receipts and disbursements.

At the time a member is elected to the office of Treasurer and prior to acceptance of the duties and responsibilities of this office or, upon resignation of the Treasurer and, at least once annually, and at such other times as the Chair deems, all the records and accounts of the Treasurer shall be inspected for accuracy and completeness by an audit committee appointed by the Chair for that purpose. The audit committee shall consist of three (3) active members but will not include the Treasurer or Treasurer-elect. The audit committee will report the findings of such an audit to the membership at the next regular City Committee meeting.

6. RESIGNATIONS, REMOVALS, AND VACANCIES OF OFFICERS.

A. RESIGNATIONS. The resignation of any officer or member shall be made in writing and shall take effect at the time specified therein; or if no time is specified, then the resignation shall take effect upon receipt by the Chair or Secretary. A member's removal from the City's list of Democratic enrolled voters shall be an automatic resignation from the City Committee.

Any officer who is absent without the City Committee's permission for three (3) consecutive meetings shall have automatically resigned their office.

B. REMOVALS. Any officer may be removed by a majority vote of the City Committee present and voting. A meeting for that specific purpose may be called by a majority vote of the City Committee. Such meetings require written notice to be mailed to all active members 10 (ten) days prior to the meeting. The City Committee will hold this meeting no more than fifteen (15) days following its authorization.

7. MEETINGS.

A. REGULAR MEETINGS. Regular monthly meetings will be scheduled before the sixteenth day of each month. The Chair shall announce at each meeting the time and location of the following month's meeting.

B. SPECIAL MEETINGS. Special meetings will be called by the Chair or upon written request of five (5) City Committee members. If the Chair fails to call a meeting within five (5) days of receipt of such a request, the meeting may then be called by written notice of any five (5) City Committee members. Notice shall be mailed to active City Committee members five (5) days prior to the meeting.

C. MEETING CONDUCT. All meetings shall be governed by Roberts Rules of Order. All meetings are considered to be on the record. Audio or video recording of any meeting is allowed only with the permission of all those present.

D. QUORUM. A quorum shall consist of at least two (2) City Committee officers and three (3) City Committee members.

E. PROXY VOTING. No proxy voting shall be allowed.

8. CAUCUS. The Chair shall call at least one caucus of Auburn Democrats every two years during that period designated by State Party rules, and on the date prescribed by the State Democratic Committee for the purpose of electing state convention delegates and alternates.

9. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the City Committee officers. The Executive Committee may authorize the expenditure of no more than fifty dollars ($50) for any one purpose. All expenses incurred under this section shall be included in the Treasurer's report at the next regularly scheduled meeting.

10. GRIEVANCE. All grievances by City Committee members or any duly enrolled members of the Democratic Party shall be directed in writing to the Chair of the Androscoggin County Grievance Committee. If no county Grievance Committee exists, then grievances may be submitted directly to the Democratic State Committee's Standing Committee on Grievance.

11. CONTRACTION AND PAYMENT OF BILLS. Except as provided in Section 10, any officer or member of the City Committee shall contract no bills unless authorized by a City Committee vote, either general or specific. Each bill shall be itemized or accompanied by a statement that will reasonably document the expense.

12. AMENDMENTS. These bylaws may be altered or amended only by a two-thirds vote of the members present and voting at a City Committee meeting called specifically for that purpose. The active members of the City Committee shall be notified in writing, mailed at least seven (7) days prior to any meeting called to amend these bylaws.

Any City Committee member may propose an amendment to these bylaws. Proposed amendments must be presented at a City Committee meeting preceding the meeting called to consider the amendment. Amendments become effective upon ratification unless otherwise specified.