

Rules Governing the Democratic Party of the Town of Tolland, CT

Pursuant to the authority granted by Title 9 of the General Statutes of Connecticut, Revision of 1969, the following rules shall govern the Democratic Party of the Town of Tolland after their adoption by a caucus of enrolled party members, effective immediately upon their filing with the Secretary of the State and the Town Clerk of the Town of Tolland.

Article I Democratic Town Committee

Section 1. The policies and principles of the Democratic Party of the Town of Tolland shall be formed, directed and executed by the Democratic Town Committee.

Section 2. Number of Members - The Town Committee shall consist of thirty-five (35) members, who shall be elected at large.

Section 3. Election of Members - the Town Committee shall fix the first Tuesday in March for holding a primary for the election of Town Committee members and shall publish a legal notice of the same in a newspaper having a general circulation in the town, in accordance with State Party rules or State Law. A copy of such notice shall be filed with the Town Clerk at the same time.

Section 4. Term of Office - Members of the Town Committee chosen in 1974, and biennially thereafter, shall hold office from the first Monday following the date of the primary at which they are elected, and they shall serve for two years. The term of all members shall end on the same day.

Section 5. Changing Membership - The Town Committee may, at a meeting called for the purpose, by a majority of those present and voting, increase or decrease its membership, provided that all new members shall be duly elected and begin their term on the first Monday following the next primary date.

Section 6. Vacancies - Any vacancy on the Town Committee, arising from any cause, may be filled by the Town Committee by a majority vote of those present and voting, at a meeting called by the Town Committee for that purpose.

Section 7. Honorary Members - The Town Committee may designate any enrolled member of the Democratic Party in the town of Tolland as an honorary member. This honor may recognize past service to the Town Committee or financial participation in the Town Committee. The honorary member shall receive all materials that the existing Town Committee members shall, but shall not have a vote in any Town Committee matters.

Article II Officers

Section 1. Election - Within one week after election, the membership of the Town Committee shall meet for organization, and shall elect, from within their membership a CHAIR, and VICE-CHAIR, a Secretary, a Treasurer, and such other officers as may be deemed advisable.

Section 2. Term of Office - Officers so elected, pursuant to Article II, Section 6 of these by-laws, shall hold office for the term of the Town Committee electing them.

Section 3. Duties - Each of the Officers shall have the duties usually incident to his office and such other duties as the Town Committee may from time to time prescribe.

Section 4. Filing of Names - Within one week after organization of the Town Committee, the Secretary shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of the officers and members of the Town Committee, and the name and address of the Democratic Registrar of Voters.

Section 5. Vacancies - If there is a vacancy for any office of the Town Committee, arising from any cause, the Town Committee may fill the vacancy by a simple majority vote of those present and voting at a meeting called by the Town Committee for that purpose.

Section 6. Removal from Office - Officers of the Town Committee may be removed from office for just cause by two-thirds (2/3) vote of those Town Committee members present and voting, providing that notice of intent to move for removal is made in writing to all Town Committee members, by any Town Committee member, at least thirty (30) days prior to the meeting called for that purpose. The day after a positive vote for removal, the office shall be considered vacant.

Article III Town Committee Meetings

Section 1. Minimum Meetings - The Town Committee shall meet the second Thursday of every month except for the months of July and August. **The December meeting may be canceled by a majority vote of members present and voting at the preceding meeting.**

Section 2. Special Meetings - Special meetings of the Town Committee may be called by the Chair, or by the Vice-Chair in the Chair's absence. Special meetings must be called by an officer of the Town Committee upon receipt of a petition signed by one-fifth (1/5) of the members of the Town Committee. Such petition may set the time, date, place and purpose of the meeting; if it does not, the officer shall set the time, date, and place, which date shall not be later than fourteen (14) days after receipt of the petition. When such petition is received, the officer shall instruct the Secretary to give notice of the time, date, place and purpose of such meetings to all the members of the Town Committee as required in Section 3 of this Article.

Section 3. Emergency Meetings - Emergency meetings may be called when an issue arises that must be dealt with immediately. Town Committee members shall be notified in a manner the Town Chair feels most expedient. The time limit and newspaper publishing do not apply in an emergency situation. Article III Section 6 must still apply.

Section 4. Meetings to be Open - All meetings of the Town Committee shall be open to the public, unless a majority of the Town Committee members present and voting shall vote to hold an executive session.

Section 5. Quorum - Two-fifths (2/5) roster of the membership of the Town Committee shall constitute a quorum able to transact business at any meeting.

Section 6. Temporary Chair - In the absence of the Town Chair, any meeting may be opened by any officer of the Town Committee. In the absence of all officers, any member of the Town Committee may open the meeting. Town Committee shall then pick a permanent Chair to preside over the meeting.

Section 7. Procedure - Unless other provision is specifically made in these rules, meetings shall be conducted in accordance with the most recent edition of "Robert's Rules of Order, Revised".

Article IV Committees

Section 1. Standing Committee - The Town Committee may vote to have standing committees of the Town Committee, and to determine their duties and size. Members of standing committees shall be elected by a majority vote of the members of the Town Committee present and voting. The members of the standing

committee shall elect the Committee Chair. If a quorum is not available, committees will take effect after 30 days.

Section 2. Nominating Committee - There shall be a nominating committee consisting of five (5) members elected by a majority of the Town Committee members present and voting. The Nominating Committee members shall elect the Nominating Committee Chair. The nominating committee shall have an organizational meeting within fourteen (14) days after their election, called for them by the Chair of the Town Committee. The function of the nominating committee shall be to recommend to the Town Committee, candidates for convention delegates, for Town Committee memberships, including vacancies on the Town Committee, and for other positions for which the Town Committee is to make recommendations or endorsements. Nothing in this section shall preclude any registered Democrat in the Town of Tolland from making nominations from the floor at any time. Before making any of the above recommendations to the Town Committee, the Nominating Committee shall hold a publicized meeting to which all interested party members shall be invited to apply for such nominations.

Section 3. Municipal Election Nominating Committee-There shall be a Municipal Election Nominating Committee which consists of five members elected by the majority of the Town Committee members present and voting, at the March meeting previous to the Municipal elections. The committee members shall elect a Chair. The function of the Municipal Election Nominating Committee shall be to recommend to the Town Committee, candidates for Municipal Office. Nothing in this section shall preclude any member of the Democratic Party of the Town of Tolland from making nominations from the floor at any time. Before making recommendations to the Town Committee for Municipal Office, the Municipal Election Nominating Committee shall hold a publicized meeting to which all interested party members shall be invited to apply for such nominations. Every effort shall be made that no person seeking Municipal Office shall be elected to this committee. Nothing shall prohibit this committee from recommending an amount of names to exceed the amount of positions available.

Section 4. Finance Committee- There shall be a Finance Committee consisting of five (5) members elected by the majority of Town Committee members present and voting at a meeting called for that purpose. The Finance Committee members shall elect the Finance Committee Chair. The Treasurer of the Town Committee shall be the sixth (6) member of the Finance Committee, but may not be elected Chair. The Finance Committee purpose is to bring continual funds to the Town Committee Treasury. The Town Committee must approve projects and functions of the Finance Committee but details of projects and functions will be left to the discretion of the Finance Committee.

Section 5. Grievance Committee- There shall be a Grievance Committee consisting of three members elected by the majority of the Town Committee members present and voting. The Grievance Committee members shall elect the Grievance Committee Chair. The Grievance Committee function shall be to (1) hear, investigate, and report to the Town Committee within 30 calendar days of submission for action any grievance brought to them by one percent (1) of the Democratic voters of the Town of Tolland, and (2) hear, investigate and report to the Town Committee within 30 calendar days of submission for action any grievance brought to them by twenty (20) percent of the Town Committee members. When such action is brought before the Town Committee, the Town Committee shall determine at that meeting **what** action shall be taken to resolve the grievance. One alternate shall be elected to the Grievance Committee at the time the Grievance Committee is elected. The alternate shall serve when any grievance brought before the Committee involves a regular member or members and he or she must step aside.

Section 6. Membership Committee The Chair shall appoint a Membership Committee consisting of three (3) members. This committee shall contact any member missing three (3) meetings in six months to inquire as to his desire to serve. The committee will contact all members on a monthly basis to remind them of the meeting.

Section 7. Audit Committee - The Town Chair may appoint an Audit Committee. The purpose of the Audit Committee is to audit the books of the Treasurer of the Town Committee.

Section 8. Executive Committee - The Executive Committee of the Town Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, Registrar of Voters, and the Chair of any Standing or Special Committees of the Town Committee. The Executive Committee shall meet on call of the Chair of the Town Committee. The Executive Committee may transact routine business of the Town Committee between Town Committee meetings subject to ratification of its actions by the full Town Committee at its next regular meeting. The Executive Committee may not act for the Town Committee in making endorsements of individuals for office or other public positions. The Executive Committee shall keep minutes of its meetings, which shall be approved by the Town Committee at its next regular meeting.

Section 9. Special Committees - The Town Committee may vote to establish special committees of the Town Committee and to determine their duties and size. Members of these special committees and their Chair, shall be approved by the majority of the Town Committee present and voting, or appointed by the Chair. The terms of these committees shall not exceed six months.

Section 10. Members of Standing & Special Committees - Any person eighteen (18) years of age or more who is an enrolled Democratic voter in the Town of Tolland may be elected to any standing or special committee.

Section 11. Chair as Ex-Officio Member - Except for the Executive Committee and the Nominating Committee, the Chair of the Town Committee shall serve as an ex-officio member without vote on all committees.

Article V Participation

Section 1. Attendance - Each duly elected Town Committee member is expected to attend a minimum of **four (4)** Town Committee meetings each calendar year. After they have missed **four (4)** regular meetings in a calendar year, they will receive a letter requesting attendance or consideration of a letter of resignation.

Section 2. Committees - Each Town Committee member is expected to serve on at least one (1) standing or special committee. The Chair of standing and special committees shall keep records of each member's attendance and participation.

Section 3. Authority - The Executive Committee and the Nominating Committee shall have the authority to review the record of each member of the Town Committee and report to the Town Committee membership for action accordingly.

Article VI Parliamentary Authority

Section 1. Appointment -The Chair of the Town Committee shall appoint a Parliamentary advisor who shall advise at the Town Committee meetings and Executive Committee members on correct Parliamentary procedure when necessary.

Section 2. The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all cases to which they are applicable and do not conflict with these by-laws.

Article VII Endorsement of Candidates, Nomination of Municipal Officers, and Election of Town Committee Members and Convention Delegates

PART A. Endorsements

Section 1. Selection of Party-endorsed Candidates - The enrolled members of the Democratic Party in the Town of Tolland, at a caucus called for the purpose, shall by a majority vote of such enrolled members present and voting, select party-endorsed candidates for each municipal office, for Town Committee members, and for delegates to conventions.

The time and place of such caucus shall be determined by the Town Committee, and notice of the time, place, and purpose of such caucus shall be given to all enrolled Democratic voters of the Town at least five (5) days in advance of the caucus by publication of a legal notice of the same in a newspaper having a general circulation in the town. The time of such caucus shall be fixed so as to permit compliance with the provisions of Title 9 of the General Statutes of Connecticut, Revision of 1969, as the same may be amended from time to time.

The Chair of the Town Committee shall be the temporary Chair of such caucus and shall preside until the meeting has selected its permanent Chair. In like manner, the Secretary of the Town Committee shall act as secretary until the meeting has selected its permanent secretary. The caucus shall be conducted in conformity with Title 9 of the General Statutes of Connecticut, Revision of 1969, as the same may be amended from time to time.

Section 2. Slate Endorsement - The party endorsement of candidates for delegates to any convention shall be by full slate, composed of a number of persons equal to the number of delegates to which the town is entitled under the State rules of the Democratic Party, and such slate shall be endorsed as a unit.

Section 3. Party endorsed candidates for municipal office - Candidates for municipal office chosen as provided in Section 1 of this Article shall run in the primary as party-endorsed candidates; provided that any such candidate shall be the nominee of the Democratic Party for the office for which he is a candidate if no opposing valid candidacies have been filed by 4 o'clock p.m. on the twenty-first day preceding the day of the primary of the Democratic Party for such office.

Section 4. Party endorsed candidates for Town Committee - Candidates for Town Committee memberships chosen as provided in Section 1 of this Article shall run in the primary for Town Committee members as party-endorsed candidates; provided such candidates shall be deemed elected as members of the Town Committee if no valid opposing candidates have been filed for the Town Committee membership by 4 o'clock p.m. of the twenty-first day preceding the day of the primary of the Democratic Party for Town Committee members.

Section 5. Party endorsed candidates for convention delegates - The slate of candidates for delegates to a convention chosen as provided in Section 1 of this Article shall run in the primary for delegates to such convention as a party-endorsed slate; provided such slate of candidates shall be deemed elected as the delegates to such convention if no valid opposing candidacies have been filed by 4 o'clock p.m. of the twenty-first day preceding the day of the primary of the Democratic Party for election of delegates to a convention.

Any person seeking endorsement at a caucus as a delegate to any convention may make a brief oral statement to the caucus at which he seeks endorsement, declaring his preference, if any, at the time, among the then-declared or potential candidates for the office or offices for which the convention to which he wishes to be a delegate is to nominate.

Nothing in this section shall affect the procedure to be followed in case of insufficient endorsements, specified in Section 6 of this Article, or the rights or procedures for determining alternates or proxies to conventions set forth in Section 13 of this Article.

Section 6. Insufficient Endorsements - If for any reason sufficient endorsements of candidates for

municipal office, Town Committee members, or delegates to a convention are not made, the provisions of Sections 9-418, 9-419, and 9-420 of the General Statutes of Connecticut Revision of 1969, as the same shall be amended, shall govern.

Section 7. Certification of party endorsed candidates - The Secretary and presiding officer of the caucus shall certify to the Town Clerk the names and addresses of the party-endorsed candidates selected as provided in Section 1 of this Article, the title of the office or position for which each person is endorsed, and the date upon which the primary is to be held.

Section 8. Date of Party Endorsement - Each party endorsement of a candidate to run in a primary for the nomination of candidates for municipal office or for the election of Town Committee members or delegates to conventions, shall be made not earlier than the forty-ninth (49) day nor later than the thirty-fifth (35) day preceding the date of the primary, and shall be certified to the Town Clerk not later than the thirty-fourth (34) day preceding the day of the primary by the presiding officer and secretary of the caucus.

Section 9. Tie Vote - In the event that a vote taken on the selection of party-endorsed candidate results in a tie, such tie votes shall be dissolved by the vote of the permanent Chair of the caucus.

Section 10. Vacancies in party-endorsed candidacies - If a party-endorsed candidate for nomination to a municipal office or for election as a town committee member or delegate to a convention, prior to twenty-four (24) hours before the opening of the polls at the primary, dies, or prior to ten (10) days before the day of the primary, withdraws his name from nomination, or for any reason becomes disqualified to hold the office or position for which he is a candidate, an endorsement may be made to fill such vacancy by the Town Committee, by a majority vote of the members present and voting at a meeting called for that purpose. The Chair of the Town Committee may cast a vote on such endorsement to break a tie. The Secretary of the Town Committee shall immediately certify the endorsement to fill such vacancy to the Democratic registrar of voters. No candidate shall be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the Town Clerk.

PART B. Nominations

Section 11. Plurality vote to determine nomination - The nominations of the Democratic Party to all offices and the election of members of the Town Committee and delegates to conventions shall be made in all respects as provided by the State Primary Law, as amended. Whenever a primary for nomination to a municipal office or for election of Town Committee members or delegates to conventions is to be held under the provisions of the said law, the nominee of the Democratic Party for such office, and the members of the Town Committee and the delegates to conventions shall be determined by a plurality of votes cast.

Section 12. Vacancy in nomination - If a nomination has been made for a municipal office and the nominee thereafter, but prior to twenty-four (24) hours before the opening of the polls on the day of election for which such nomination has been made, dies, withdraws his name, or for any reason becomes disqualified to hold the office for which he has just been nominated, a nomination to fill such vacancy may be made by the Town Committee, by a majority vote of the members present and voting, at a meeting called for that purpose. The Chair of the Town Committee may cast a vote on such nomination to break a tie.

The Secretary of the Town Committee shall immediately certify the nomination to fill such vacancy to the Secretary of the State, and shall file a copy with the Town Clerk. In the case of a withdrawal, said nomination shall not be valid until the candidate who has withdrawn has filed a letter of withdrawal signed by such candidate with the Secretary of the State and also has filed a copy with the Town Clerk.

Section 13. Alternate or Proxy - Each delegate to a convention elected in conformity with law and with these rules, may in writing designate an alternate delegate or proxy to act for him in his absence. If a party-endorsed delegate does not attend such convention and has not designed in writing an alternate or proxy, the Town Chair may appoint an alternate for such delegate.

Article VIII Caucuses

Section 1. Regular Caucuses - Regular caucuses for the purpose of making party endorsements of candidates, convention delegates, and Town Committee members shall be called and held as provided in Section 1 of Article VII of these rules.

Section 2. Special Caucuses - Special caucuses may be called for amending these rules, or for any lawful purpose by a majority vote of the Town Committee by a petition signed by not less than ten (10) percent of the registered Democrats in the town. The call for any such special caucus shall be in writing and shall state the purpose for which the caucus is to be called.

If a special caucus is called by the Town Committee, such call shall be signed by the Town Chair. If such caucus is called by not less than ten (10) percent of the registered Democrats in the town, the date, time, and place of such caucus shall be established by the Town Committee, but shall be no more than twenty (20) days from the receipt of such petition.

Section 3. Notice of Caucuses - Notice of the date, time, place and purpose of any caucus shall be given to all registered Democratic voters of the town at least seven days in advance of such caucus by publishing notice in a newspaper having general circulation in the town.

Section 4. Temporary Chair - The Town Chair shall be the temporary Chair of all caucuses, and shall preside until the meeting has selected its permanent Chair. In a like manner, the Secretary of the Town Committee shall act as secretary to such caucuses until a permanent secretary has been selected. In the absence of the Town Chair, any officer of the Town Committee may open any caucus. In the absence of all officers, any member of the Town Committee may open the caucus. In either case, the caucus shall select its permanent Chair and secretary.

Section 5. Procedure - Unless other provision is specifically made in these rules, caucuses shall be conducted in accordance with "Robert's Rules of Order, Revised", latest edition.

Article IX Filing of Local Rules

Section 1. Filing of Local Rules - Within seven (7) days after these party rules, or any amendments to them, are adopted by the Democratic Party of the Town of Tolland, a copy of the same shall be filed with the Secretary of the State, with the Secretary of the Democratic State Central Committee, and with the Tolland Town Clerk.

Article X Amendments

Section 1. Amendment by Caucus - These rules may be amended by any caucus held under the provisions of these rules, by a majority vote of these registered Democrats present and voting, provided that due notice of such amendment is included in the call for such Caucus.

Section 2. Amendment by Town Committee - These rules may be amended by the Democratic Town Committee by a two-thirds (2/3) vote of those present and voting provided such changes appear on the agenda. Any such amendments made by the Town Committee shall be in force only until the next succeeding caucus, at which time they must be submitted for ratification or rejection.

Article XI Conflict with Law

Section 1. Conflicts - If any provision of these rules is found to be in conflict with the provisions of any law,

the provisions of such law shall govern.

Article XII Definitions

Section 1. Definitions - As used in these rules, the term "election law" means the Election Laws of the State of Connecticut, as may be amended from time to time. "Municipal Office" means any office for which only the electors of the Town of Tolland may vote, and includes each elective official of the town, justices of the peace and Judge of Probate. The other terms used in these rules shall have the same meaning as in the election laws.

Article XIII Ratification

Section 1. Ratification by Majority These rules shall take effect upon ratification by a majority of registered Democrats present and voting at a caucus called for that purpose.

AMMENDED: April, 2005