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Rules of the Democratic Party of the Town of North Haven, Connecticut

The following rules shall govern the activities of the Democratic Party in North Haven, Connecticut.

Preamble

In order to stimulate in the voting public an active interest in government affairs, to increase the efficiency of popular government, to foster and perpetuate the ideals and principles of the Democratic Party, and to provide for our people through its administration the highest degree of justice and social welfare, we, the Democratic Town Committee of North Haven, Connecticut, do associate ourselves together, and establish an organization to direct the affairs of the Democratic Party of North Haven, Connecticut.

Article 1: Town Committee Membership and Election

Section 1. Composition

The Town Committee shall consist of members from each of the voting districts of the town. The members shall be elected from their respective districts. The number of Town Committee members to be elected from each district shall be determined by the allocation seven members to each district plus one member for each one hundred of persons on the last completed list of the Democratic Party as certified to the committee by the Democratic Registrar of Voters. No person shall be elected to or hold the position of Town Committee member unless his/her name appears on the last completed list of the Democratic Party.

Section 2. Selection of Town Committee Members

- a.) Party-endorsed candidates for membership on the Democratic Town Committee shall be selected at a caucus of the enrolled members of the Party within each district at a time and place designated by the Town Chairperson in accordance with the General Statutes of the State of Connecticut. Party endorsed candidates shall be elected from their respective voting district, and need to be present at the caucus or present a letter of intent to serve stating their reason for absence to be elected. Only those persons whose names appear on the last completed list of the Democratic Party as certified to the committee by the Democratic Registrar of Voters shall be eligible to vote at the caucus. Each person so eligible must vote in the district in which he or she resides on the date of the caucus, notwithstanding the fact that his or her name appears on the enrollment list in a district other than that in which he or she resides.
- b.) All district caucuses shall be held on the same day and notice of the hour and the date of said caucuses shall be given to all enrolled members of the party by publication in a newspaper having general circulation within the Town of North Haven on one occasion, not less than five nor more than thirty days preceding the date of the caucus.
- c.) The district caucus shall be presided over by the Captain of the district or, in his or her absence, by a member of the Town Committee from that district appointed by the Chairperson. In the event that the captain of the district is absent, and the Chairperson has failed to appoint an alternate presiding officer, then the members of the Town Committee then and there present shall elect one of their members to preside.

Section 3. Caucus to Elect Committee Members

- a.) Each person shall be entitled to cast that number of votes which equals the number of seats to be filled from the Town Committee for that district. No person shall vote more than once during each round of balloting for any person nominated for a Town Committee seat.
- b.) Paper ballots shall be used and each person eligible to vote shall be entitled to only one ballot at the commencement of each round of balloting upon which he or she shall write the names of those for whom he or she wishes to vote. Voting shall not commence until the names of all persons nominated shall have been posted in the front of the caucus room so that said names are reasonably visible to all in attendance.
- c.) At the commencement of the balloting procedure the presiding officers shall appoint at least two checkers whose responsibility it is to distribute the paper ballots and to collect them when complete. At the conclusion of a round of balloting, the checkers with the assistance of the presiding officers shall count the votes. Upon the advice of the checkers, the Chairperson shall declare elected those persons having the majority of votes for the number of seats to be filled for the district. In the case of a tie between two or more individuals having the fewest number of votes which but for the tie would have been sufficient for election to the Town Committee, one or more additional rounds of balloting shall take place until such time as the tie is broken and all Town Committee seats are filled. At successive rounds of balloting each person shall be entitled to cast that number of votes which equals the number of seats remaining to be filled.

Section 4. Certification

The Chairperson and the Secretary, shall certify to the Town Clerk, the names and street addresses of the party endorsed candidates selected for the Town Committee membership, and shall further specify the date on which the primary is to be held. In the case of the endorsement of a person as committee member for whom only the electors of a political subdivision of the municipality may vote, the Secretary shall certify to the Town Clerk the number of such political subdivision.

Section 5. Primary

Candidates for Town Committee membership chosen as provided in Section 3 above 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 Town Committee members by four o'clock on the thirty-fourth (34th) day preceding the date of Democratic primary for Town Committee members.

Beginning in 1972, and every two years thereafter, each Town Committee shall fix the first Tuesday in March for the holding of a primary for the election of Town Committee members, and shall publish the same in a newspaper having a general circulation in the town at least fifty-six days before such primary is to be held.

Section 6. Terms of Members

Members of the Town Committee shall serve for a term of two (2) years, commencing on the day following the day established for holding a primary for the election of said Town Committee members

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and ending on the day established for the holding of a primary for the election of the members of the succeeding Town Committee.

Section 7. Vacancy

Any vacancy on the Town Committee, arising from any cause including failure to elect, may be filled by the Town Committee, by a majority vote of those present and voting, at a meeting called for that purpose. *Announcement of potential members will occur at a meeting prior to their election.*

Section 8. Increased Membership

The Town Committee, at a meeting called for the purpose may, by a majority vote of those present and voting, increase its membership provided that all new members shall be duly elected.

Article 2: Officers

Section 1. Election

Within one month after the election, the members-elect of the Town Committee shall meet for organization and shall elect a Chairperson, Vice-Chairperson, Secretaries, Treasurer and such other officers as may be deemed advisable.

Section 2. Qualification

The officers of the Town Committee shall be elected from within the membership of the Town Committee.

Section 3. Terms of Office

Officers so elected shall hold office for the term of the Town Committee electing them and until their successors have been elected.

Section 4. Duties and Responsibilities

A. Chairperson:

It shall be the duty of the Chairperson to preside at all meetings of the Committee; call special meetings when deemed necessary; have general supervision over all matters connected with the Town Committee; to see that party harmony is preserved; that the bylaws of the Committee and the general rules and regulations of the Democratic Party are enforced and to perform such other duties as may be required of him or her. The Chairperson shall be an ex-officio voting member of all committees.

B. Vice Chairperson:

It shall be the duty of the Vice-Chairperson to assist the Chairperson in the performance of his or her duties and to act for him/her in their absence and to perform such other duties as may be imposed upon him.

C. Secretary:

1) It shall be the duty of the Recording Secretary to keep correct minutes, (including roll calls) of all meetings of the Committee; to send notices whenever necessary to the members of said Committee.

2) It shall be the duty of the Corresponding Secretary to attend to all the correspondence of said Committee; to file all records and literature of the Committee, and to perform such other duties as may be necessary for the efficient administration of his or her office.

D. Treasurer:

It shall be the duty of the Treasurer to receive all money donated to the Committee; to have custody of the same during his term of office; to pay all bills against the Committee as ordered paid by the Committee; to keep a correct account under proper dates of the amounts and sources of receipts and the amounts and purposes of disbursements. The Treasurer shall make a report at the regular meetings of the Committee and shall file a copy of said report with the Secretary, and shall perform such other duties as are necessary and required by the Committee. The Treasurer shall be responsible for all Committee filings with the State Elections Enforcement Commission. The Committee shall have the power to require an audit at any time. A copy of said audit shall be placed in file with the Secretary. The Treasurer can appoint Deputy Treasurers.

Section 5. Filing List of Officers and Members to the State Central Committee

Within one week after organization of the Town Committee, the recording 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 6. Vacancy in Town Committee Office

If there shall be a vacancy in any office of the Town Committee, arising from any cause, the Town Committee may fill the same by a majority vote of the Town Committee members present and voting, at a meeting called for that purpose or any regular democratic town committee meeting. In the event that the Town Committee determines a need for an additional office or officer, the Town Committee may create the position by a majority vote of the Town Committee members present and voting, at a meeting called for that purpose or any regular democratic town committee meeting.

Article 3: Committees

Section 1. Executive Committee

- a. The Executive Committee shall be comprised of the officers of the Town Committee, the District Captains, and the highest elected Democratic Official in town government.
- b. The Chairperson of the Town Committee shall be the Chairperson of the Executive Committee.
- c. The Executive Committee shall be responsible for formulating policies and outlining procedures to be followed in matters concerning the progress and general welfare of the Democratic Party.

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- d. The Executive Committee shall be responsible for selecting and recommending appointees to boards, commissions, or offices, to fill vacancies among Democratic membership therein when and as such vacancies occur based on the advice of districts for appointments. Said Executive Committee shall submit its recommendations in writing to the Town Committee for its consideration and action.
- e. In case of an emergency the Chairperson of the Executive Committee shall call a meeting of the Executive Board who will recommend the name to the proper authority.

Section 2. Nominating Committee

The Nominating Committee shall recommend prospective annual election candidates for Committee endorsement.

Section 3: Standing Committees

- A) Fundraising
- B) Outreach and events
- C) Communication and social welfare

A standing committee can be added by a majority vote of the Town Committee at any regular meeting. Each standing committee will have a chair person who is a member of the Town Committee. The chair persons for the standing committees shall be selected by the Town Committee Chairperson. Committee members can be any registered democrat in the Town of North Haven and does not have to be an elected member of the Town Committee.

Section 4: Ad hoc committees such as campaigns, current local, state and national issues, etc.

Article 4: District captains and meetings

Section 1: Election

The Town Committee members from each voting district of the town shall from among their number name a captain for each of the voting districts. The captain so appointed shall be directly responsible to the Town Committee for such district.

Section 2: Meetings

District meetings may be held as often as the District Captain or District Membership may desire but not less than twice a year

Article 5 Town Committee Meetings

Section 1: Frequency of meetings: The Town Committee shall meet at least once every month on a date agreed upon by the majority of the Town Committee members. Other meetings may be called upon the discretion of the Chairperson or in accordance with state law.

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Section 2: Agenda

The normal order of business at all regular meeting of said Town Committee shall be as follows:

- a. Meetings called to order by the Chairperson or Vice-Chairperson
- b. The Pledge of Allegiance
- c. Roll Call
- d. Approval of minutes of previous meeting
- e. Communications
- f. Reports
 1. Secretary's
 2. Treasurer's
 3. Board's and commission's update
 4. Standing Committee
 5. Special Committee
 6. Captain's report
- g. Unfinished business
- h. New business

Section 3: Quorum

Two-fifths of the membership of the Town Committee shall constitute a quorum at any Town Committee meeting.

Section 4. Robert's Rules Governing

Robert's Rules of Order (newly revised) shall be construed as applicable, controlling and conclusive on all parliamentary issues, except as herein otherwise provided.

Section 5: Special Meetings

Special meetings of the Town Committee may be called upon written request signed by twenty percent (20 %) of the members of the Committee, presented to the Chairperson. Upon receipt of such request, the Chairperson shall instruct the Secretary to give reasonable notice of the time and place and purpose of such meeting to all members of the committee.

Section 6 Special Caucus

Special caucuses may be called for any lawful purpose by a majority of the Town Committee or by not less than ten percent of the registered Democratic Voters in the town. The call for any such special caucus shall be in writing and signed by each of the persons issuing the same, and notice of the time, place and purpose of said special caucus shall be given to all registered Democratic Voters in the town, at least five days in advance of such caucus, by publication in a newspaper having a circulation in said town and by posting a notice on the public sign post.

Article 6: Process of Party Endorsed Delegates and Candidates

Section 1. Endorsement

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The Town Committee, at a meeting called for the purpose, shall, by a majority vote of the Town Committee members present and voting, select party-endorsed candidates for each municipal office and for delegates to conventions other than Town Committee Conventions. In the endorsement of any person for an office or delegate for whom only the electors of a political subdivision of the municipality vote, only the members of the Town Committee elected from said political subdivision may participate.

Section 2. Slate Endorsement

At any Caucus or Town Committee meeting duly called for the endorsement of candidates for delegates to any convention, nominations for said delegates may be made by (1) presentation to the Caucus or Town Committee of a slate composed of a number of persons not exceeding the number of such delegates to which the town is entitled under the state rules of the Democratic Party and or (2) by nomination of individual candidate. In the endorsement of such candidates, the vote of each member of the caucus or town committee member present and voting shall be for a number of candidates not to exceed the number of a full slate as defined above. The voting for endorsement of delegates to each convention shall be done by individual convention.

Section 3. Party Endorsed Candidates for Municipal Office

Candidates for municipal office chosen as provided in Section 1 above shall run in the primary for such office as party-endorsed candidates; provided any such candidate shall be the nominee of the Democratic Party for the office for which he or she is a candidate if no valid opposing candidacy has been filed for nomination to such office by four o'clock p.m. on the thirty-fourth (34) day preceding the day of the Democratic Primary for delegates to conventions.

Section 4. Party Endorsed Candidate for Convention Delegates

The slate of candidates for delegates to a convention chosen as provided in Section 1 and 2 above shall run in the primary for delegates to such convention as party-endorsed slate; provided that such slate of candidates shall be deemed elected as the delegates to such convention if no valid opposing candidacy by a complete slate of persons other than party-endorsed candidates have been filed by four o'clock p.m. on the thirty-fourth (34) day preceding the day of the Democratic Primary for delegates to conventions.

Section 5. Insufficient Endorsement

If for any reason sufficient endorsements of candidates for Municipal Office, Town Committee members or delegates to conventions are not made, the provisions of the General Statutes shall govern.

Section 6. Certification of Party Endorsed Candidates

The Secretary and Chairperson or presiding officer of the Town Committee, caucus or convention as the case may be shall certify to the Municipal Clerk the names and street addresses of the party-endorsed candidates selected as provided in Sections 3 and 4 above, the title of the office or delegate for which each such person is endorsed, and the date upon which the primary is to be held. In the case of the endorsement of a person for an office or delegate for whom only the electors of a political sub-division of the municipality or of a senatorial district located entirely within the municipality may vote, the

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Secretary of the Town Committee shall certify to the Municipal Clerk the name or number of such political sub-division or senatorial district.

Section 7. Date of Endorsement of Candidates

Each party endorsement of a candidate to run in a primary for nomination of candidates for Municipal Office, or as delegates to conventions shall be made within the time frame established by the Connecticut General Statutes. Said endorsement shall be certified to the Clerk of the Municipality by the Chairperson or presiding officer and Secretary of the Town Committee, caucus or convention, as the case may be, in accordance with the Connecticut General Statutes.

Section 8. Tie Vote

In the event that a vote taken on the selection of a party-endorsed candidate results in a tie, such tie vote shall be dissolved by the vote of the Chairperson of the caucus, but this provision shall not affect his right to cast any vote as a member of the caucus to which he is otherwise entitled.

Section 9. Vacancies in Party-Endorsed Candidacy

If a party endorsed candidate for nomination to a Municipal Office or for election as 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 or her name from nomination, or for any reason becomes disqualified to hold the office or position for which he or she is a candidate, an endorsement may be made to fill such vacancy by the Town Committee, by a majority vote of those present and voting, at a meeting called for that purpose; provided, if the original endorsement was made by the members of the Town Committee elected from only one political subdivision of the municipality, only such members shall participate in the endorsement to fill such vacancy. The Chairperson of the Town Committee may cast a vote on such endorsement to break a tie, but this provision shall not affect his or her right to cast any vote, as a member of the Town Committee, to which he or she is otherwise entitled. 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 Municipal Clerk.

Section 10. Finance Committee for Party endorsed candidates

The candidates on the town ticket of the Democratic Party at any local election shall meet within five days of their nomination, the meeting to be called by the Democratic Chairperson. They shall elect a Finance Committee of Democrats. Said Finance Committee shall collect all monies necessary for election purposes, the funds so collected shall be disbursed in such manner as is provided by law. In state election years, the Finance Committee shall be selected by the Town Committee.

Article 7: Nominations

Section 1. Plurality Vote Determination of 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 in the State Primary

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Law, as the same may be amended from time to time. Whenever a primary for a nomination to a municipal office or for election of Town Committee members or delegates to conventions is to be held under the provisions of said law, the nominee of the Democratic Party for such office, and the members of the Town Committee and delegates to conventions shall be determined by a plurality of votes cast.

Section 2. Vacancy in Nomination

If a nomination has been made for a municipal office and the nominee thereafter, but prior to twenty-four hours before the opening of the polls on the day of the election for which such nomination has been made, dies, withdraws his or her name, or for any reason becomes disqualified to hold the office for which he or she has been nominated, a nomination to fill such vacancy may be made by the Town Committee by a majority vote of the Town Committee members present and voting at a meeting called for that purpose. The Chairperson of the Town Committee may cast a vote on such nomination to break a tie, but this provision shall not affect his or her right to cast any vote as a member of the Town Committee. In the case of a withdrawal, a vacancy shall not occur 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 Municipal Clerk. Such certification of a nomination to fill a vacancy due to death or disqualification shall include a statement setting forth the reason for such vacancy.

Section 3. Alternates

Each delegate to a convention elected in conformity with law and with these rules may in writing designate an alternate delegate to act for him or her in his or her absence. In the absence of such alternate delegate, the Town Chairperson shall fill any vacancy arising for any cause in delegations to conventions.

Article 8: Finances

Section 1. Financial obligation

No financial obligation may be incurred by or on behalf of the Town Committee unless it has been authorized by the Committee; but the Committee may appropriate any given sum to be expended at the discretion of the Finance Committee authorized in the next section (38).

Section 2. Assessments

It is expected that each member of the Town Committee, in addition to doing what they can to elect Democrats, will also voluntarily contribute a suggested amount of \$50.00 per year or an amount to be determined by the Town Committee which will be used towards expenses.

Article 9: Party Rules

Section 1. Filing of Local Rules

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Within seven (7) days after party rules or any amendments to party rules are adopted by the Democratic Party in any town, a copy of the same shall be filed with the Secretary of the State of Connecticut, and with the town clerk, and with the Secretary of the State Central Committee.

Section 2. Amendments to Local Party Rules

Local party rules may be amended by one of the three following methods:

1. By a caucus of the enrolled Democratic electors of the municipality called in the same manner as a caucus for selecting party endorsed candidates as provided in Article 6 section 1 of these rules.
2. By a convention of delegates chosen by the enrolled Democratic electors of the municipality in a manner prescribed in the local party rules of each municipality.
3. By the Democratic Town Committee at a meeting called in the same manner as a Town Committee meeting for selecting party endorsed candidates as provided in Article 6, section 1, or as provided in local party rules.

Whenever the third method is used, local party rules shall be adopted to conform to the provisions of the Connecticut General Statutes.

Section 3. Coverage

Copy of these rules shall be filed with the clerk of each municipality and shall be deemed to cover the operations of the Democratic Party in that municipality until such time as the party within such municipality adopts a rule or amendment on the same subject matter consistent with these rules and the Connecticut General Statutes, and files same with the clerk of the municipality and the Secretary of the State.

Section 4. Definitions

As used in these rules, "Municipal Office" means any elective office of a town, city or borough and the officers of Justice of The Peace, State Representative in an Assembly district composed of a single town or part of a single town, State Senator in a Senatorial District composed of a single town or part of a single town and Judge of Probate in a Probate District composed of a multiple towns. The other terms used in these rules shall have the same meanings as in the State Primary Laws, as the same may be amended from time to time.

Section 5. Conflict with Law

If any provision of these rules is found to be in conflict with the provisions of any federal or state law or any rules of the Democratic National Committee or the Connecticut Democratic State Central Committee, the provision of such law or rule shall govern.

Chairperson Democratic Town Committee
