

GLASTONBURY
DEMOCRATIC TOWN COMMITTEE
RULES

BY-LAWS

(Revision Adopted – November 29, 2017)

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PREAMBLE

1. All meetings of the Democratic Party of the Town of Glastonbury shall be open to all members of the public, unless the meeting is a caucus open only to Registered Glastonbury Democrats.
2. No test for membership in, or any oaths of loyalty to, the Democratic Town Committee shall be required or used which has the effect of requiring prospective or current members of the Democratic Town Committee to acquiesce in, condone or support discrimination.
3. The time and place for all meetings of the Democratic Town Committee shall be publicized fully and in such manner as to ensure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons.
4. The Democratic Town Committee shall support the broadest possible registration without regard to race, color, creed, gender, national origin, physical or mental disability, or sexual orientation.
5. The Democratic Town Committee shall publicize fully and in such manner as to ensure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Town Committee officers and representatives. Publication of these procedures shall be done in such fashion that all prospective and current members of the Democratic Town Committee will be fully and adequately informed of the pertinent procedures of the Democratic Town Committee organization.
6. The Democratic Town Committee shall publicize fully and in such manner as to ensure notice to all interested parties a complete description of the legal and practical qualifications for all officers and representatives of the Democratic Town Committee. Such publication shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within this Democratic Town Committee will have full and adequate opportunity to compete for office.
7. The Democratic Town Committee shall encourage full participation by all Democrats in the delegate selection process and in all party affairs.

ARTICLE I - POLICIES

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

ARTICLE II - ELECTION OF TOWN COMMITTEE

SECTION 1: MEMBERSHIP. The Town Committee shall consist of not more than eighty-five (85) members who shall be elected at large. Candidates for membership to the town committee may seek the party endorsement of the Democratic Party at a caucus called for that purpose in even numbered years in accordance with the rules of the Democratic Party of the State of Connecticut, as amended from time to time.

SECTION 2: ELECTION. In the event no party endorsement is made, election of the Town Committee shall be made by direct primary in accordance with the rules of the Democratic Party of the State of Connecticut. No person shall be elected to or shall hold the position of Town Committee Member unless the candidate's name appears on the current enrollment list of the Democratic Party, and unless a resident of the Town of Glastonbury.

SECTION 3: FUNCTION. The policies and principles of the Democratic Party of the Town of Glastonbury shall be formed, directed and executed by the Democratic Town Committee.

SECTION 4: PRIMARY. In each even-numbered year, the town committee shall fix the first Tuesday in March for the holding of a primary for the election of Town Committee members. The primary shall be conducted in accordance with the Connecticut General Statutes.

SECTION 5: TOWN COMMITTEE CANDIDATES. Members, chosen as provided in Section 1 above, shall run in the primary for town committee as party-endorsed candidates provided such candidates shall be elected as members of the town committee if no valid opposing candidacy has been filed.

SECTION 6: TERM. Members of the town committee shall serve for a term of two (2) years, commencing on the day following the day established for holding the primary for election of said Town Committee Members and ending on the day established for the holding of the 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 chair of the Town Committee.

SECTION 8: INCREASED MEMBERSHIP. The Town Committee, at a meeting called for that purpose, may, by a majority vote of those present and voting, increase its membership, provided that all new members shall be duly elected and begin their term on the day following the day established for the holding of the primary for the election of the members of the succeeding Town Committee.

SECTION 9: HONORARY MEMBERSHIP. By majority vote of the membership at any Town Committee meeting, individuals who formerly held membership on the committee may be designated as Honorary or Emeritus members for that term, but such members shall be without power of vote at Town Committee meetings. The president of the Glastonbury Democratic Federated Women's Club, provided she is not otherwise an elected member, shall be an Honorary member of the town committee for the duration of her term of office.

SECTION 10: TIE VOTE. In the event that any vote is taken that shall result in a tie, such tie vote shall be resolved by the vote of the chair of the town committee, 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.

ARTICLE III - OFFICERS

SECTION 1: OFFICERS. Within thirty days after the day fixed for the holding of a primary election, the Members-elect of the Town Committee shall meet for organization and shall elect a chair, vice chair, secretary, and treasurer. The chair of the town committee in office immediately prior to the day of said primary shall call said organizational meeting. If such chair fails, for any reason, to call such organizational meeting within the period prescribed, it shall be the duty of the vice chair serving concurrently with said chair to do so with 48 hours. If such vice chair fails, for any reason, to call such organizational meeting, it shall be the duty of the State Central Committee members who represent Glastonbury to call such organizational meeting within 48 hours.

SECTION 2: CHAIR TIE-BREAKER. The officers of the town committee, other than the chair, must be elected from within the membership of the town committee. In the event that a vote is taken that shall result in a tie, such tie vote shall be resolved by the vote of the chair of the town committee, 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 chair of the town committee shall be elected from within or without the membership of the town committee.

SECTION 3: TERM OF OFFICE. Officers so elected shall hold office for the term of the town committee electing them or until their successors have been elected.

SECTION 4: CONSECUTIVE TERMS. Town committee officers shall serve no more than four (4) consecutive terms in the same office. This rule may be waived in specific instances by a two-thirds (2/3) vote of the membership of the town committee present and voting at a meeting called for that purpose.

SECTION 5: DUTIES. Each officer shall have the duties usually incident to his or her office and such other duties as the town committee may from time to time prescribe.

SECTION 6: REPORT TO DEMOCRATIC STATE CENTRAL COMMITTEE. 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 names and address of the Democratic Registrar of Voters.

SECTION 7: OFFICER VACANCY. If there shall be a vacancy in any office of the town committee arising from any cause, the town committee shall fill the same by a majority vote of the town committee members present and voting at a meeting called for that purpose. In the event that a vote is taken that shall result in a tie, such tie vote shall be dissolved by the vote of the chair of the town committee, or the acting chair as the case may be, 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.

SECTION 8: TREASURER. The treasurer shall be bonded for an amount to be determined by the executive board, and shall report to the town committee at least annually concerning the financial status of the town committee.

SECTION 9: OFFICER REMOVAL. Officers of the Town Committee may be removed for just cause from their official position by a two-thirds vote of the members present and voting at a meeting called for that purpose.

ARTICLE IV – MEETINGS

SECTION 1: FREQUENCY. The town committee shall meet at least six (6) times a year.

SECTION 2: SPECIAL MEETINGS OF THE TOWN COMMITTEE. Special meetings may be called by the chair or upon written request, signed by one third (1/3) of the members of the committee presented to the chair. Upon the decision of the chair to call a special meeting or upon receipt of such written request the chair shall instruct the secretary to give immediate notice of the time, place and purpose of such meeting to all members of the committee. The meeting shall be held not less than five (5) nor more than fifteen days (15) from receipt of the request, and the agenda shall be restricted to the specific items for which the meeting has been called. E-mail notice shall be given to those members who have provided an e mail address. Other members shall be notified by telephone.

SECTION 3: QUORUM. Two-fifths (2/5ths) of the membership of the town committee shall constitute a quorum.

SECTION 4: ROBERT'S RULES OF ORDER: Robert's Rules of Order shall be construed as applicable, controlling and conclusive on parliamentary issues, except as herein otherwise provided.

SECTION 5: SECRET BALLOTS. The use of secret ballots, or any form of secret voting is prohibited for any vote being held at a town committee meeting.

SECTION 6: PROXY. A member of the town committee may give a written proxy when such town committee member is absent from any regular or special meeting or caucus of the town

committee due to illness, illness of family member, if out of town, or if on other required town or state official business. The proxy shall be filed with the secretary of the meeting. No person shall be qualified as a proxy unless his or her name appears on the last completed enrollment list of the Democratic party of the town of Glastonbury, and unless he or she is a resident of the town of Glastonbury. The holder of the proxy shall vote as he or she wishes. If a proxy is given to a member of the Glastonbury Democratic Town Committee, then said member may cast his or her own vote and may also cast the proxy vote.

ARTICLE V - COMMITTEES

SECTION 1: STANDING OR AD HOC COMMITTEES. The chair of the town committee shall appoint all members of standing or ad hoc committees. The chair shall be ex-officio member of all committees. The chair shall be able to create additional ad hoc committees, provided that such ad hoc committees shall not usurp the duties of the standing committees established herein. Standing committees shall include:

(A) EXECUTIVE BOARD: THE Executive Board shall consist of the chair, vice-chair, secretary, treasurer and other such officers elected by the town committee. The executive board shall meet at least four (4) times a year.

(B) SLATE COMMITTEE: The slate committee shall be composed of five (5) voting members appointed by the town chair, all selected from within the membership of the town committee. The chair shall designate one of the slate committee members as chair of that committee. The slate committee shall recruit, screen and select from among Democratic candidates to fill vacancies in town councils, boards, commissions and the town committee. The committee may invite other Democratic members of the boards or commissions on which a vacancy exists to participate in its activities. E- mail notice of a vacancy in a town council, board, commissions and committees shall be given to all town committee members who have provided an e- mail address. The slate committee shall present the name of each candidate selected to fill a vacancy to the town committee. The town committee may approve the selection of the slate committee by a majority vote of the town committee members present and voting at a meeting called for that purpose. The chair of the town committee shall recommend in writing the name of the Democratic candidate selected to fill such vacancy to the appointing authority. In the event of a vacancy which occurs during a term of office, the slate committee shall recruit, screen, select and present the name to the executive board for a final decision.

(C) MEMBERSHIP COMMITTEE. The membership committee shall be composed of at least five (5) voting members appointed by the town chair, all selected from within the membership of the town committee. The chair shall designate one of the membership committee members as chair of that committee. Duties of the membership committee shall be to recruit new members and other tasks as assigned by the chair.

ARTICLE VI - DUTIES AND OBLIGATIONS

SECTION 1. MEMBERSHIP. Membership in the town committee constitutes a firm commitment to the Democratic Party. This commitment shall be fulfilled by:

- A. Attendance at regularly scheduled town committee meetings;
- B. Attendance at special town committee meetings;
- C. Attendance at fundraising events; and
- D. Attendance and participation in election activities.

SECTION 2. ATTENDANCE. It is mandatory that each town committee member attend at least one-half (1/2) of the town committee meetings. Extenuating circumstances will be recognized by the executive board.

SECTION 3. RE-ENDORSEMENT. At the end of each calendar year, the Executive Board, in conjunction with the membership committee, shall advise any member who has not fulfilled his or her commitment as set forth in Section 1 of this Article that he or she will have to meet those requirements in the following year to remain eligible for re-endorsement by the Glastonbury Town Committee. At the end of the term, the Executive Board may recommend that any member who has not fulfilled his or her requirements not be endorsed by the Glastonbury Town Committee for re-election.

SECTION 4. PUBLIC ENDORSEMENTS. No member of the town committee shall publicly endorse or take any public action which may be construed as an endorsement of any candidate who is not a member of the Democratic Party. Any member of the town committee who violates this section will be subject to a vote of censure by a majority of the town committee present and voting at a meeting properly called for that purpose. If censured, the member shall not receive endorsement for election by the Glastonbury Town Committee at the next party caucus.

ARTICLE VII - ENDORSEMENT OF CANDIDATES, NOMINATION OF TOWN OFFICERS, AND SELECTION OF DELEGATES

SECTION 1. SLATE COMMITTEE. The slate committee shall: screen and select candidates for all elections (including but not limited to - elections to municipal offices, for Town Committee membership and for delegates to conventions), present these candidates to the Democratic Town Committee and present the candidates recommended by the town committee to the Democratic caucus. Any person receiving party endorsement as a candidate for municipal office must be a duly enrolled Democratic party member.

SECTION 2. ENDORSED SLATE. The town committee, at a meeting called for that purpose shall, by a majority vote of the members present and voting, endorse a town committee-endorsed slate to be presented at the Democratic caucus.

SECTION 3. CAUCUS. The enrolled members of the Democratic Party in the town at a caucus called for the purpose shall, by a majority vote of those present and voting, select party-endorsed candidates for the town committee. Notice of the time, place and purpose of said caucus shall be given to all enrolled Democratic voters of the town at least five (5) days, but not more than fifteen (15) days in advance of the caucus by publication of the same in a newspaper having general circulation in the town of Glastonbury

SECTION 4. BALLOT. The secretary shall prepare a printed ballot with the names of the town committee-endorsed candidates, so designated, in alphabetical order. In a separate section of the ballot, the secretary shall list, also in alphabetical order, any other names of duly enrolled Democrats presented for nomination that are submitted to him or her at least forty-eight (48) hours prior to the caucus. Nominations may also be made from the floor at the caucus, and the secretary shall leave enough space on the ballot to write in said nominations.

SECTION 5. CAUCUS RULES. For town committee membership, a maximum of eighty-five (85) persons receiving the highest number of votes cast shall be party-endorsed candidates. For any particular category of office, the persons receiving the highest number of votes cast shall be party-endorsed candidates for town office. Voting shall be by category only. "Category" shall be defined as a grouping of offices, such as positions on the town Council, the Board of Education, or the Zoning Board of Appeals. At any caucus duly called for the endorsement of members of a town committee, nominations for such town committee member may be made by (1) presentation to the caucus of a full slate composed of a number of persons equal to the number of town committee members prescribed by these rules and (2) by nomination of individual candidates. In the endorsement of such candidates, voting shall be in accordance with these rules, but in no event shall a member of the caucus vote for a greater number of candidates than those to be elected. In the event no endorsement is made, then there shall be no endorsement and election to such town committee shall be made by direct primary as provided by law.

SECTION 6. CONDUCTING CAUCUS. The chair of the town committee shall be the temporary chair of all such caucuses and shall preside until the meeting has selected its permanent chair. In like manner the secretary of the town committee shall act as secretary to all such caucuses until the meeting has selected its permanent secretary. The caucus shall be conducted in conformity with the provisions of the State primary law, as it may be amended from time to time.

SECTION 7. CONVENTION DELEGATES. The enrolled members of the Democratic Party in the town of Glastonbury at a caucus called for that purpose shall, by a majority vote of those present and voting, select delegates to conventions. The selection of delegates to any convention shall be by nomination of a slate equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party. All nominees must be a duly enrolled Democratic Party member. In the endorsement of such candidates, the vote of each member of the caucus 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 separately for the convention of each candidate.

SECTION 8. CAUCUS TIE-BREAKER. In the event that a vote on the selection of a party-endorsed candidate results in a tie, such tie vote shall be resolved by the vote of the permanent chair of the caucus, but this provision shall not affect his or her right to cast any vote as a member of the caucus to which he or she is otherwise entitled.

SECTION 9. ENDORSED TOWN OFFICE CANDIDATES. Candidates for town office, chosen as provided in Section 1 above, shall run in the primary for such office as party-endorsed candidates. 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 on the twenty-first day preceding the day of the Democratic primary for such office.

SECTION 10. ENDORSED TOWN COMMITTEE CANDIDATES. Candidates for town committee members, chosen as provided in Section 3 above, shall run in the primary for town committee members as party-endorsed candidates. Such candidates shall be deemed elected as members of the town committee if no valid opposing candidacy has been filed for town committee member by four o'clock on the twenty-first day preceding the day of the Democratic primary for town committee members.

SECTION 11. INSUFFICIENT ENDORSEMENTS. If for any reason the town committee fails to make sufficient endorsements of candidates for municipal office or selection of delegates to conventions, State party rules should be used.

SECTION 12. CERTIFY TO TOWN CLERK. The secretary and the chair or presiding officer of the town committee or caucus, as the case may be, shall certify to the Town Clerk the names and street addresses of the party-endorsed candidates and delegates selected as provided in sections 1 through 11 above, the title of the office or position as delegate for which each person is endorsed or selected, and where appropriate, the date upon which the primary is to be held.

SECTION 13. STATE PRIMARY LAW. 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 law, as the same may be amended from time to time.

SECTION 14. TIE VOTE. In the event that a vote taken on the selection of a party-endorsed candidate or delegate results in a tie, such tie vote shall be resolved by the vote of the chair of the town committee. This provision shall not affect the chair's right to cast any vote as a member of the town committee to which he or she is otherwise entitled.

SECTION 15. PARTY-ENDORSED CANDIDATE VACANCY. If a party-endorsed candidate for nomination to a municipal office 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 of the town committee 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, 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 Town Clerk, except in the event of death of the candidate.

SECTION 16. VACANCY IN ELECTIVE TOWN OFFICE. Whenever the town committee is officially notified that a Democratic Party vacancy exists in an elective town office, the town committee shall, by a majority vote of members present at a meeting called for that purpose, endorse a single candidate to fill that town office, and certify that endorsement to the proper town official in timely fashion.

SECTION 17. DELEGATE ALTERNATE. Each delegate to a convention elected in conformity with law and with these rules shall provide a proxy to the chair to act for him or her in his or her absence. In the absence of such delegate the town chair shall fill any vacancy arising from any cause in delegations to conventions from a list of alternates. The holder of the proxy shall vote as he or she wishes.

ARTICLE VIII - SPECIAL CAUCUSES

SECTION 1: SPECIAL CAUCUSES. Special caucuses may be called for any lawful purpose by a majority of the town committee or by not less than ten percent (10%) of the registered Democratic voters in the town. The call for any such special caucus shall be in writing. If it is called by vote of the town committee, it shall be signed by the chair of the town committee. If it is called by not less than ten percent (10%) of the registered Democratic voters, it shall be signed by each of the persons issuing the same.

SECTION 2: NOTICE. Notice of time, place and purpose of any such special caucus shall be given to all registered Democratic voters of the town at least five (5) days in advance of any such special caucus by publishing such notice at least once in a newspaper of general circulation in the town and by posting such notice in town hall.

SECTION 3: CHAIR. The town Committee chair shall be the chair of all special caucuses, unless he or she requests that he or she be temporarily excused to take the floor, in which event he or she may appoint a temporary chair. The secretary of the town committee shall act as secretary at all special caucuses, unless he or she requests that he or she be temporarily excused to take the floor, in which event he or she may appoint a temporary secretary.

ARTICLE IX - PRIMARIES: NOMINATIONS TO OFFICE AND ELECTION OF COMMITTEE MEMBERS AND DELEGATES

SECTION 1. STATE PARTY RULES. The nominations of the Democratic Party to all offices and the election of members of the town committee shall be made in all respects as provided in the State party rules, as the same may be amended from time to time.

SECTION 2. VOTES. Whenever a primary for nomination to a municipal office or election of town committee members is to be held, the nominee of the Democratic Party for such office and the members of the town committee shall be determined by a plurality of votes cast.

SECTION 3. VACANCY. If a nomination has been made for a municipal office and the nominee thereafter but prior to twenty-four (24) hours before such 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 or position for which he or she has been nominated, a nomination to fill such vacancy may be made by the town committee, by a majority of the town committee 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, 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. 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 municipal clerk. The chair of the town committee shall certify the nomination to fill such vacancy to the Secretary of the State, and shall file a copy with the town clerk. Such certifications of a nomination to fill a vacancy due to death or disqualification shall include a statement setting forth the reason for such vacancy.

ARTICLE X - AMENDMENTS

SECTION 1: AMENDMENTS. The town committee may amend these rules by a majority vote of its entire membership at a regular or special meeting called that purpose. These rules may also be amended by a caucus of enrolled party members called by the chair of the town committee upon the filing of a petition signed by at least five (5) percent, or not more than five hundred (500) enrolled party members with the Democratic Registrar of Voters. The chair, or in the event of his or her failure to act, the vice chair, shall call such caucus to take action on said petition within twenty (20) days upon filing of said petition with the Democratic Registrar of Voters.

Glastonbury Democratic Town Committee By-laws

ARTICLE XI - FILING OF LOCAL RULES

SECTION 1. FILING. A copy of these rules, or any amendments thereof, shall be filed with the Town Clerk, the Secretary of the State and the secretary of the Democratic State Central Committee within seven (7) days after adoption by the Democratic Town Committee in Glastonbury. These rules or any amendments to these rules shall not be effective until sixty (60) days after the filing of the same with the Secretary of the State, and shall be deemed to cover the operations of the Democratic town committee in Glastonbury until such time as the party adopts a rule or amendment on the same subject matter, consistent with these rules and the State party rules.

ARTICLE XII – MISCELLANEOUS PROVISIONS

SECTION 1. LAW GOVERNS RULES. If any provision of these rules is found to be in conflict with the provisions of the State party rules, the provisions of the State party rules shall govern. The nominations of the Democratic Party to all public offices and the election of town committee members and delegates to conventions shall be made in all respects as provided in the State party rules, as amended.

SECTION 2. MUNICIPAL OFFICE DEFINED/DEFINITIONS. As used in these rules, "town office" means any office for which only the electors of the town may vote and includes the office of each elective public official of the town, justice of the peace, and Judge of Probate. The other terms used in these rules shall have the same meanings as in the State primary law, as the same may be amended from time to time.

SECTION 3. OFFICIAL TOWN COMMITTEE RESOLUTIONS. Resolutions concerning official Town Committee positions on public-oriented issues shall require an approving vote by a minimum of two-thirds of the town committee members present and voting, but in no case shall such a vote be cast by less than two-fifths of the total town committee membership. Due notice must be given to all members concerning such upcoming vote at least 24 hours before such town committee meeting.

CONCLUSION

The above revised and amended Rules governing the Democratic Party of the Glastonbury Town Committee were approved at a duly warned meeting of the Democratic Town Committee on November 29, 2017.

Change Control Record

State of Change – Description	Rev # or Change #	Date Passed by GDTC	Entered by
<p>Article II - Election of Town Committee Section 1: Membership. The Town Committee shall consist of not more than seventy-five (75) members who shall be elected at large. Modified section: Article II - Election of Town Committee Section 1: Membership. The Town Committee shall consist of not more than eighty-five (85) members who shall be elected at large. ARTICLE VII – ENDORSEMENT OF CANDIDATES, NOMINATION OF TOWN OFFICERS, AND SELECTION OF DELEGATES SECTION 5. CAUCUS RULES. For town committee membership, a maximum of seventy-five (75) persons receiving the highest number of votes cast shall be party-endorsed candidates. Modified section: SECTION 5. CAUCUS RULES. For town committee membership, a maximum of eighty-five (85) persons receiving the highest number of votes cast shall be party-endorsed candidates.</p>	1	11.29.2017	C. Murray