

ROCKY HILL DEMOCRATIC TOWN COMMITTEE

BY-LAWS

PREAMBLE

All public meetings of the Rocky Hill Democratic Town Committee ("Town Committee") shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability (hereinafter collectively referred to as "status").

The Town Committee shall strive to reasonably reflect the diversity of its town in its recruitment for participation and representation in the Town Committee and democratic process.

No test for membership in, nor any oaths of loyalty to the Town Committee should be required or used which as the effect of requiring prospective or current members of the Town committee to acquiesce in, condone or support discrimination based on status.

Meetings of the Town Committee must be held in places accessible to all members of the Town Committee and large enough to accommodate all interested persons.

ARTICLE 1

DEMOCRATIC TOWN COMMITTEE

Section 1. The Town Committee shall consist of sixty (60) members who shall be elected at large and who shall be enrolled members of the Democratic Party in the Town of Rocky Hill.

Section 2. In each even numbered year the Town Committee shall fix the first Tuesday of March as the day for holding of a primary for the election of Town Committee members in accordance with the Connecticut General Statutes and notice of same shall be published in a newspaper or by electronic communication having general visibility in the Town at least five (5) days and not more than fifteen (15) days before such primary is to be held.

Section 3. Unless otherwise provided herein, members of the Town Committee shall serve for a term of two (2) years, commencing on the Wednesday after the first Tuesday in March in each even-numbered year

and ending on the first Tuesday in March of the next even-numbered year.

Section 4. Any vacancy on the Town Committee, arising from any cause including failure to elect, may be filled by the Town Committee, by a majority of votes of those present and voting, at a meeting called for that purpose, subject to the procedures established by the Executive Committee. The term of such elected member shall commence from the day such member is elected and shall continue in office only until the next date for election of town committee members.

Section 5. The Town Committee, at a meeting called for the purpose, may, by a majority vote of those present and voting, increase or decrease its membership, provided that all new members shall be duly elected by the time of the next primary date in the state election calendar, shall begin in office the next day, and shall continue in office only until the next date for election of town committee members.

Section 6. Duties of members. Responsibilities of membership on the Town Committee. It shall be the duty of the Town Committee members to be considered in good standing to:

- Regularly attend all Town Committee meetings and have no more than three unexcused absences from Town Committee meetings during each year of a two-year term;
- Participate in Town Committee activities and/or subcommittees and/or assist with campaign, fundraising and/or community outreach activities; and
- Support Town, state and national democratic candidates and party organizational functions.

Section 7. Compliance / Noncompliance.

- a. If the requirements of section six of this article are not met by any member, the Chair or his or her designee shall first advise such noncompliant member in writing of the lack of compliance and encourage the member to come into compliance. The noncompliant member shall be given reasonable opportunity to correct any noncompliance.

- b. If any noncompliant member fails to timely correct the noncompliance, the Chair may annually, no later than the last scheduled meeting of the calendar year, and may at other times, report such noncompliance to the Town Committee and request that the noncompliant member resign from the Town Committee. If such noncompliant member does not resign, such member shall then be designated as a member not in good standing in the records held by the Secretary.

Section 8. Remedies for Members Not in Good Standing

- a. Any member not in good standing who was not elected in the Town Committee caucus held in each even numbered year but was elected by the Town Committee as provided in Section 4 of this Article I, may be removed from the Town Committee by a majority of Town Committee members present and voting, at a meeting called for that purpose.
- b. As provided in Article III Section 4, all appointees of the Chair under Article III serve at the pleasure of the Chair and the Chair may remove any such appointee, including without limitation any appointee not in good standing.
- c. Those members not in good standing of the Nominating committee, Executive Committee or any ad hoc committee who were elected by the Town Committee may be removed from those positions by a majority of the Town Committee members present and voting at a meeting called for that purpose.

ARTICLE II

OFFICERS

Section 1. Not more than thirty (30) days following the day fixed for the holding of a primary for the election of Town Committee members, an organizational meeting of the newly elected Town Committee shall be called for the purpose of electing a chair (the "Chair") and vice-chair (the "Vice-chair"), a secretary, treasurer and such other officers as may be deemed advisable. Said organizational meeting shall be called by the incumbent chair of the Town Committee at the time of said primary and, in the event he or she fails timely to do so, the vice-chair in the office at the time of the primary shall call the meeting within forty-eight (48) hours of the end of the prescribed thirty (30) day period. If, for any reason, the vice chair does not call the meeting within the prescribed forty-eight (48) hour period, the State Central Committee members in the Town shall call the meeting within the next forty-eight (48) hours. When the meeting must be called by the vice chair or a state central committee member, the call of the meeting will be valid notwithstanding any otherwise applicable rule concerning time and notification of town committee meetings.

Section 2. The officers of the Town Committee must be enrolled members of the Democratic Party in the Town of Rocky Hill and members of the Town Committee.

Section 3. Officers so elected shall hold office for the term of the Town Committee electing them.

Section 4. Each of such officers shall have the duties usually incident to the office as follows:

- a. *Chair.* The Chair shall preside at each meeting of the Town Committee and shall have such powers and duties as usually pertain to such office and shall perform such other duties as may from time to time be assigned to him or her, or specifically required to be performed by him or her, by these bylaws, by a majority vote of the members of the Town Committee or by law.
- b. *Vice-chair.* In the absence of the Chair or in the event of his or her inability or failure to perform his or her duties, the Vice-chair shall perform the duties of the Chair, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-chair shall perform such other duties as the Chair may from time to time provide, subject to the powers and the supervision of the Town Committee and may have such other powers as the members of the

Town Committee may from time to time prescribe by a majority vote of the Town Committee.

- c. *Secretary.* The secretary shall be responsible for performing the duties set forth in these bylaws, preparing and maintaining custody of minutes of all meetings of the Town Committee and for maintaining the records of the Town Committee, and shall give or cause to be given all notices in accordance with these bylaws or as required by law, and, in general shall perform all duties customary to the office of the secretary. The secretary shall perform such other duties as the Chair may from time to time provide, subject to the powers and the supervision of the Town Committee and may have such other powers as the members of the Town Committee may from time to time prescribe by a majority vote of the Town Committee.
- d. *Treasurer.* The treasurer shall have the custody of, and be responsible for, all funds and property of the Town Committee. He or she shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the Town Committee, and shall deposit all monies and other valuable property of the Town Committee in the name and to the credit of the Town Committee in such banks, trust companies or other depositories as the treasurer may designate subject to approval of the Town Committee. Whenever required by the Chair or by a majority of the Town Committee the treasurer shall render a statement of accounts. He or she shall at all reasonable times exhibit the books and accounts to any officer or member of the Town Committee. The treasurer shall ensure compliance with all state and federal laws regarding campaign finance, including any reporting, tax compliance and filing requirements. The treasurer shall perform all duties incident to the office of treasurer, subject to the supervision of the Town Committee, and such other duties as the Chair may from time to time provide, subject to the powers and the supervision of the Town Committee and may have such other powers as the members of the Town Committee may from time to time prescribe by a majority vote of the Town Committee.

Section 5. Within one (1) 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 6. Officers of the Town Committee may be removed for cause from their official position by a two-thirds (2/3) vote of the entire membership of the Town Committee at a meeting called for that purpose.

Section. 7. 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 those present and voting, at a meeting called for that purpose for the remainder of the original term.

ARTICLE III

COMMITTEES

Section 1. There shall be an Executive Committee consisting of the Chair and Vice-chair and six (6) members from the Town Committee, two (2) of whom shall be elected by the Town Committee, and the remainder appointed by the Chair. The Executive Committee shall have the duty of recommending general policy of the committee, make periodic reports on the state of the party and perform all other duties which may from time to time be delegated to it by the Chair or the Town Committee.

Section 2. There shall be a Nominating Committee consisting of seven (7) members, three (3) of whom shall be elected by the Town Committee and the remainder appointed by the Chair. The Nominating Committee shall have the duty of recommending, to the Town Committee, candidates for public office and appointments to public office.

Section 3. The Town Committee, by majority vote, and/or the Chair, may from time to time establish such other committees as they may deem advisable. The membership of such committees shall be appointed by the Chair with the advice of the Town Committee.

Section 4. All appointees of the Chair under this Article shall serve at the pleasure of the Chair. All appointments made by the Town Committee under this Article shall hold office for the term of

the Town Committee electing them, unless the member is no longer a member in good standing, in which case the member may be subject to removal in accordance with the process established in Section 6 of Article II.

Section 5. All such appointments and elections required by this Article shall take place at a meeting of the Town Committee called for that purpose. The Chair shall be an ex-officio member of all committees created under this article.

ARTICLE IV

MEETINGS

Section 1. Meetings of the Town Committee shall be held no less than eight (8) times yearly and may be held at any time upon call of the Chair.

Section 2. The Chair, or in the event of his or her absence, the Vice-chair, may, of their own initiative, or upon request of any town committee member, call Special Town Committee meetings provided that at least three (3) days' notice by mail or electronic means stating the time, place and purpose of such meeting be given to all members of the Town Committee.

Section 3. Special Town Committee meetings shall be called upon receipt by the Chair, or in the event of his or her absence the Vice-chair, of a written petition signed by twenty (20%) percent of the Town Committee. Upon receipt of such request, the Chair shall instruct the secretary to give five (5) days' notice, by mail or electronic means of the time, place and purpose of such meeting to all members of the Town Committee, which meeting shall take place at a reasonable time from receipt of the request.

Section 4. The secretary of the Town Committee shall provide all notices, required by this Article, including at least three (3) days' notice, by mail or electronic means, to all members of the Town Committee stating the time and place of each regular or postponed regular meeting.

Section 5. Two-fifths (2/5) of the membership of the Town Committee shall constitute a quorum at any meeting.

Section 6. All meetings of the Rocky Hill Democratic Town Committee shall be open to all members of the Democratic Party and votes shall not be taken by secret ballot.

Section 7. The secretary or his/her designee shall post notices in advance of their meetings and caucuses on its website or social media webpage or similar electronic communication and shall deliver such notice to the Connecticut Democratic State Party for posting on its website.

Section 8. The secretary shall keep accurate records of those in attendance, those with excused absences and those with unexcused absences at all meetings which shall be a public record.

ARTICLE V

ENDORSEMENT OF CANDIDATES FOR MUNICIPAL OFFICE, MEMBERS AND DELEGATES TO CONVENTIONS

Section 1. The Town Committee, at a meeting called for the purpose, shall, by a majority vote of those present and voting, select party-endorsed candidates for delegates to conventions and all other offices. In the endorsement of any person for an office or delegate for whom only the electors of a political subdivision of the municipality may vote, only the members of the Town Committee elected from said political subdivision may participate.

Section 2. 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. 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 twenty-first day preceding the day of the Democratic primary for such office.

Section 4. The slate of candidates for delegates to a convention chosen as provided in Sections 1 and 2 above shall run in the primary for delegates to such convention as the party-endorsed slate; provided 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 has been filed by four o'clock p.m. on the twenty-first day preceding the day of the Democratic primary for delegates to conventions.

Section 5. If for any reason sufficient endorsements of candidates for municipal office, or delegates to conventions are not made, the provisions of the Connecticut General Statutes, as the same may be amended from time to time will apply.

Section 6. The secretary and the Chair or presiding officer of the Town Committee, shall certify to the municipal clerk the names and street addresses of the party-endorsed candidates selected as provided in Sections 1 and 2 above, the title of the office or delegate for whom only the electors of a political subdivision in the municipality may vote, the secretary of the Town Committee shall additionally certify to the municipal clerk the name or number of such political subdivision.

Section 7. Each party endorsement of a candidate to run in a caucus for the nomination of candidates for municipal office or delegates to conventions shall be made not earlier than the forty-ninth day nor later than the thirty-fifth day preceding the day of the primary, and shall be certified to the clerk of the municipality by the Chair or presiding officer and secretary of the Town Committee, not later than the thirty-fourth day preceding the day of the primary.

Section 8. If a party-endorsed candidate for nomination to a municipal office 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 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 and the Secretary of State.

ARTICLE VI

ENDORSEMENT OF CANDIDATES
FOR TOWN COMMITTEE

Section 1. The enrolled members of the Democratic Party in the Town of Rocky Hill at a caucus called for the purpose shall select party-endorsed candidates for Town Committee.

Section 2. The time and place of holding all caucuses required hereunder shall be determined by the Town Committee. Notice of the time, place and purpose of any such caucus shall be given to all enrolled Democratic voters of the municipality, 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 or by electronic communication having general visibility in the Town. The time of any such caucus shall be fixed so as to permit compliance with the provisions of the Connecticut General Statutes.

Section 3. No less than 130 days prior to the day set for the primary, the Chair shall designate a temporary chair and a temporary secretary for all such caucuses. The said temporary chair shall supervise all prior arrangements for the caucuses and shall preside until the meeting has elected its permanent chair. In like manner the temporary secretary shall act as secretary until the meeting has elected its permanent secretary. The said temporary chair, the said temporary secretary and the Democratic Registrar of Voters shall meet not later than October 31, to establish the time, place and method of balloting for the Town Committee caucus. The caucus shall be conducted in conformity with the provisions of the general statutes as may be amended from time to time.

Section 4. The caucuses held under this article shall be held not earlier than the forty-third day nor later than the fortieth day preceding the day of the primary. All endorsements of candidates for Town Committee members shall be certified to the Town Clerk of Rocky Hill and the Secretary of the State by the chair or presiding officer and secretary of the caucus not later than the thirty-ninth day preceding the day of the primary. Such certification shall include the names and addresses of the party endorsed candidates herein selected and the date upon which the primary is to be held. The dates specified in this section shall be deemed to coincide with the general statutes as may be amended from time to time.

Section 5. Any notice published in accordance with Section 2 of this article shall contain the following statement:

"Any resident of Rocky Hill whose name appears on the Democratic enrollment list may have his or her name placed on the ballot at the said caucus by filing or causing to be filed, with the Democratic Registrar of Voters, not less than seven (7) nor more than thirteen (13) days prior to the said caucus, a signed statement that he or she desires his or her name to appear on such ballot. Forms for this statement may be obtained from the Democratic Registrar of Voters.

Section 6. Any resident of Rocky Hill whose name appears on the Democratic Enrollment List shall be entitled to participate in the caucus required by this article.

Section 7. (a) Any person desiring to become a party-endorsed candidate for the position of Town Committee should file, or cause to be filed, with the Democratic Registrar of Voters, not more than twenty-five (25) days and not less than seven (7) days prior to the date fixed for such caucus, a signed statement in the following form and receiving a receipt:

I desire to have my name placed on the ballot at the caucus to be held on ____ (date) ____ for the purpose of selecting party endorsed candidates for the position of Town Committee member. I reside at ____ (street address) ____.

Signed _____

Section 7. (b) Any person may withdraw by properly filing with the Democratic Registrar of Voters a signed statement requesting that their names be withdrawn from the ballot not less than five (5) days fixed for such caucus.

Section 8. The Democratic Registrar of Voters shall prepare and have available at the time of the caucus ballots which shall be identical and shall list the persons desiring to become party endorsed candidates for the positions of Town Committee members in alphabetical order.

Section 9. The Democratic Registrar of Voters shall retain all ballots after the caucus for a period of time not to exceed seven (7) weeks.

Section 10. The number of persons whose names appear on the ballot at any caucus which is equal to the number of Town Committee members to be elected from the Town of Rocky Hill who receive the highest numbers of votes shall become the party-endorsed candidates for the position of Town Committee members.

Section 11. Candidates for Town Committee members chosen as provided in this article shall run in the caucus 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 candidacies have been filed for Town Committee members by four o'clock p.m. on the thirty-second day preceding the day of the Democratic primary for Town Committee members.

Section 12. If for any reason sufficient endorsements of candidates for Town Committee members are not made, the provisions of the general statutes as the same maybe amended from time to time, shall govern.

Section 13. In the event that a vote taken on the selection of a party endorsed candidate results in more than one candidate receiving the same number of votes for the last position or positions for party endorsement and the number of such candidates exceeds the number of party endorsements remaining to be filled then no such candidate shall be deemed endorsed.

Section 14. If a party-endorsed candidate for election as a Town Committee member 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 position of Town Committee member 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. 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.

ARTICLE VII

NOMINATION OF CANDIDATES FOR MUNICIPAL OFFICE,
ELECTION OF TOWN COMMITTEE MEMBERS AND
DELEGATES TO CONVENTIONS

Section 1. 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 Title 9 of the Connecticut General Statutes, as the same may be amended from time to time. 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 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 2. 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 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 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 as a meeting called for that purpose. 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 State and also has filed a copy with the municipal clerk. The Chair shall certify the nomination to fill such vacancy to the Secretary of the State, and shall file 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. 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.

Section 4. As used-in these rules, "municipal office" means any elective office of the Town of Rocky Hill and the Office of Justice of the Peace. The term "municipal office" shall also mean State Representative in an assembly district, State Senator in a senatorial district, or Judge of Probate in a probate district at such time any such district shall be located entirely within the

Town of Rocky Hill. The other terms used in these rules shall have the same meaning as in the State Primary Law, as the same may be amended from time to time.

Section 5. Special caucuses may be called for any lawful purpose by a majority of the Town Committee or by not less than ten (10%) 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 (5) days in advance of such caucus, by publication in a newspaper or by electronic communication having general visibility in the Town.

ARTICLE VIII

AMENDMENT TO LOCAL PARTY RULES

Section 1. These party rules may be amended by one of the two following methods:

- a. By a caucus of the enrolled Democratic electors of the Town of Rocky Hill called in the same manner as provided in Section 2 of Article VI of these rules or as provided for in Section 5 of Article VII of these rules.
- b. 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 Section 1 of Article V of these rules.
- c. Whenever (b) method is used, local party rules shall be adopted to conform with provisions of Section 9-375 of the general statutes, as the same shall be amended from time to time.

Section 2. Within seven (7) days after party rules or any amendments to party rules are adopted by the Democratic Party in Rocky Hill, a copy of the same shall be filed with the Secretary of

the State, and with the Town Clerk, and with the secretary of the State Central Committee.

ARTICLE IX

PARTICIPATION

Section 1. Any person eighteen (18) years of age or more, who is an enrolled Democratic elector may participate in any and all party meetings, caucuses and conventions and may be elected to any party office except where specifically prohibited by law.

Section 2. No person who is an enrolled Democratic elector shall be inhibited in participation in any and all party meetings, caucuses and conventions nor shall be denied election to any party office because of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability.

ARTICLE X

Section 1. Robert's Rules of Order (newly revised) shall be construed as applicable, controlling and conclusive on all parliamentary issues, excepted as herein otherwise provided.

As AMENDED NOVEMBER 15, 2020

ROCKY HILL DEMOCRATIC TOWN COMMITTEE

By: /S/ Tejal Vallam
Tejal Vallam
Town Committee Chair