



RULES OF THE WEST HARTFORD DEMOCRATIC TOWN COMMITTEE

Preamble

The West Hartford Democratic Party shall (1) be open to all voters enrolled as Democrats in the Town of West Hartford; (2) strive to reflect the diversity of the community and party membership; and (3) exclusively promote the principles and candidates of the Democratic Party.

Article I: TOWN COMMITTEE

- Section 1.** The policies and principles of the Democratic Party of the Town of West Hartford shall be developed and directed by the Democratic Town Committee. All members of the Town Committee shall be currently enrolled Democratic Party voters of the Town of West Hartford.
- Section 2.** The Town Committee shall consist of members elected from the Town voting districts in which they are currently enrolled Democratic voters. Each district shall be entitled to one (1) member of the Town Committee for every three hundred twenty five (325) Democratic voters, or any part thereof, on the last completed enrollment list prepared by the West Hartford Registrars of Voters next preceding the election of the Town Committee. Each district shall be entitled to not less than two (2) members of the Town Committee. Each District Chairperson may designate one or more Democratic voters currently enrolled within the district to serve as an alternate member of the Town Committee. The District Chairperson shall immediately notify the Town Committee Chairperson and the Town Committee Secretary of any such designations.
- Section 3.** In each even numbered year, the Town Committee shall endorse Town Committee members in accordance with Chapter 9 of the Connecticut General Statutes, the rules of the Democratic State Central Committee and these rules. Following the biennial election of the Town Committee and at any other time due to vacancy, Town Committee members from each Town Committee district shall meet and elect a District Chairperson and District Vice Chairperson.
- Section 4.** The terms of Town Committee members shall start on the first Monday following the date of the Town Committee primary in accordance with Chapter 9 of the Connecticut General Statutes and shall end twenty-six (26) months later or when successors are qualified, whichever event occurs first; provided that if no valid opposing candidacy is filed for election to the Town Committee and no primary is required, the terms of all incumbent members shall end on the last day for filing opposing candidacies and the terms of those deemed elected shall begin on the next following day.

Section 5.

(a) A vacancy on the Town Committee shall be deemed to exist when any member shall resign, die, no longer legally reside within the Town Committee district, or no longer be a registered voter whose name appears on the most recently completed list of enrolled Democrats maintained by the Office of the West Hartford Registrars of Voters. A vacancy shall also be deemed to exist when less than the full number of members of the Town Committee allotted to a District is elected. Upon written request to the Town Committee Chairperson by any member of the Town Committee or by action of the Town Committee Chairperson, the Town Committee Chairperson shall appoint a committee to investigate whether a vacancy exists. The committee shall report in writing to the Town Committee with its findings of fact and recommendation. The Town Committee shall accept or reject such recommendation.

(b) Within forty-five (45) days after a vacancy occurs in the membership of the Town Committee from any Town Committee district, the District Chairperson shall call a meeting of the remaining members of the Town Committee in such district for the purpose of filling the vacancy. If the District Chairperson does not call such meeting within such forty-five (45) days, the Town Committee Chairperson shall call such meeting within fifteen (15) days thereafter. No such meeting need be held if the vacancy occurs within ninety (90) days prior to the regularly scheduled biennial Town Committee election as provided in Article I, Section 3 of these rules. The day, hour and place fixed for such meeting shall be no more than thirty (30) days subsequent to the call. The District Chairperson or Town Committee Chairperson shall give notice of the meeting to each member of the Town Committee in the district not less than seven (7) days prior to the meeting. Such notice shall include the name or names of any person to be recommended by the District Chairperson for election to fill any vacancy at the meeting. A Town Committee member may designate, by signed written proxy, a currently enrolled Democratic voter within the district for purposes of such meeting. The District Chairperson, or the Vice Chairperson in the absence of the Chairperson, shall serve as Chairperson of the meeting called for the purpose of filling any vacancy. Any member of the Town Committee for the Town Committee district who is in attendance at the meeting may nominate any person who is a currently enrolled Democratic voter in the Town Committee district. Prior to voting, the Chairperson of the meeting shall compare the current enrollment list of registered Democratic voters in the district to confirm that each person nominated is eligible to be elected. The Chairperson of the meeting shall declare any nominee or slate of nominees receiving a plurality of the votes cast by those present and voting to be elected to fill the vacancy or vacancies, provided such vote shall also constitute a majority of those present and voting. The District Chairperson shall give immediate notice to the Town Chairperson and the Town Clerk of the name and address of each person elected to fill a vacancy.

(c) In the event that no person is elected to fill a vacancy, the Town Committee Chairperson may appoint a person to fill such vacancy for the balance of the term, provided any such person is a currently enrolled Democratic voter within the Town Committee district.

(d) Any person elected to fill a Town Committee vacancy shall serve for the remainder of the term of such vacancy.

Article II: TOWN COMMITTEE ORGANIZATION

- Section 1. Officers:** The members of the Town Committee shall meet, within thirty (30) days after the members are elected, for the purpose of electing a Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary by a simple majority of the Town Committee members present and voting. Such Town Committee officers shall be currently enrolled members of the Democratic Party of West Hartford but need not be members of the Town Committee. Town Committee officers who are not members of the Town Committee shall be entitled to all the privileges of membership except voting. Any vacancy in the position of any of the Town Committee officers shall be filled by vote of the Town Committee at a meeting called for such purpose upon one (1) week prior notice to the members of the Town Committee. No more than two (2) officers of the Town Committee shall be currently enrolled Democratic voters in any one Town Committee district.
- Section 2. Chairperson:** The Town Committee Chairperson shall call all meetings of the Town Committee; set the agenda and chair such meetings; designate a parliamentarian to advise the Town Committee on matters of procedure; and be the sole spokesperson for the Town Committee or designate another Town Committee member to be the sole spokesperson.
- Section 3. Vice Chairperson:** The Town Committee Vice Chairperson shall chair any Town Committee meeting in the absence of the Town Committee Chairperson and shall act as Chairperson in the event of a vacancy until a new Town Chairperson is duly elected.
- Section 4. Secretary:** The Town Committee Secretary shall keep written summary minutes of all meetings of the Town Committee and, within fifteen (15) days following each such meeting, circulate the minutes to all members of the Town Committee for formal acceptance; maintain a current list of the names, addresses and telephone numbers or email addresses of all members and officers of the Town Committee as well as circulate the list to such members, file such list with the Secretary of the Democratic State Central Committee, and file such list with the West Hartford Democratic Registrar of Voters; provide due notice of all meetings of the Town Committee and such other notice as may be required by these rules, the rules of the Democratic State Central Committee and state law; and otherwise provide such communication as may be required by the Town Committee or the Town Committee Chairperson. The Assistant Secretary shall assist the Secretary, at the Secretary's direction, and act as Secretary in the absence or other unavailability of the Secretary.
- Section 5. Treasurer.** The Town Committee Treasurer shall receive, hold, keep a written record and provide for timely deposit of all funds as may be legally donated to the Town Committee; disburse such funds at the direction of the Town Committee Chairperson or the Town Committee and keep a written record of such disbursements; maintain a current and accurate account of all Town Committee receipts and expenditures in

order to provide a monthly report to the Town Committee; and provide all reports relative to Town Committee receipts and expenditures in accordance with Chapter 9 of the Connecticut General Statutes. The Assistant Treasurer shall assist the Treasurer, at the Treasurer's direction, and act as Treasurer in the absence or other unavailability of the Treasurer.

Section 6. Voting. One half (1/2) of the current membership of the Town Committee shall constitute a quorum at any Town Committee meeting and, unless otherwise provided in these rules, any matter brought to vote shall require a simple majority of those members present and voting. Any Town Committee member unable to attend a meeting of the Town Committee shall (1) give prior notice to the District Chairperson who shall provide for attendance by a designated alternate Town Committee member, if any, from the same Town Committee district; or (2) if there is no designated alternate, give prior notice to the District Chairperson and designate, by signed written proxy, a currently enrolled Democratic voter from the same Town Committee District to act in the absence of such member, provided the proxy shall be filed with the Secretary of the Town Committee before the start of the meeting.

Section 7. Meetings. The Town Committee shall meet upon the call of the Town Committee Chairperson not less than bimonthly. All meetings shall be open to the public unless closed by majority vote of the Town Committee members present and voting.

Section 8. Special Meetings. Special meetings of the Town Committee may be called by the Town Committee Chairperson or upon written petition to the Secretary of the Town Committee signed by not less than twenty-five (25) per cent of the full membership of the Town Committee. The Secretary of the Town Committee shall certify any such petition in writing to the Town Committee Chairperson and the Town Committee Chairperson shall call a special meeting of the Town Committee to be held within fifteen (15) days of receipt of such petition certification.

Section 9. Standing Committees. The Town Committee Chairperson shall appoint the chairperson, vice chairperson and other members of any standing committees within fourteen (14) days following the biennial organizing meeting of the Town Committee. Such committees shall meet at the call of the Town Committee Chairperson or the call of the committee chairperson. The Town Committee Chairperson and Vice Chairperson shall serve as ex officio voting members of all standing committees on which their membership is not otherwise required by these rules. The Town Committee Chairperson shall appoint the following standing committees:

- (1) Executive Committee consisting of the Town Committee officers and each District Chairperson. The committee shall advise on the functions of the Town Committee as well as interviewing and recommending prospective candidates for election to town-wide office.
- (2) Budget and Finance Committee consisting of the Town Committee Chairperson, Town Committee Vice Chairperson, Town Committee Treasurer, Town Committee Assistant Treasurer and one currently enrolled Democratic voter from each Town Committee district who need not be a member of the Town Committee. The

committee shall advise on all matters relating to Town Committee expenditures, including Town Committee donations to candidate committees and other political committees, and shall be responsible for overseeing all Town Committee fundraising activities.

- Section 10.** Ad Hoc Committees. The Town Committee Chairperson may appoint or the Town Committee may by majority vote of the current membership establish ad hoc committees at any time and for any specific purpose not included in the jurisdiction of a Town Committee standing committee. The Town Committee Chairperson shall appoint the chairperson, vice chairperson and members of such committees. Ad hoc committees shall meet at the call of the Town Committee Chairperson or the call of the committee chairperson. The Town Committee Chairperson and Vice Chairperson shall serve as ex officio voting members of all ad hoc committees. Members of any ad hoc committee shall be currently enrolled members of the Democratic Party of West Hartford but need not be members of the Town Committee. No ad hoc committee shall extend beyond the biennial term of a Town Committee.

ARTICLE III: TOWN COMMITTEE MEMBERS

- Section 1.** Each Town Committee member shall have an active duty to promote the Democratic Party and its candidates through attendance at Town Committee meetings and committees, contributing to Democratic Party and Democratic candidate fundraising, participating in voter registration, election activities and other Town Committee activities; and supporting the election of Democratic Party candidates.
- Section 2.** Each Town Committee member shall annually attend at least two-thirds (2/3) of all Town Committee meetings, unless excused by the Town Committee Chairperson for extenuating circumstances, provided that such Town Committee member shall have made reasonable efforts to provide for designation of a permanent alternate Town Committee member or proxy.
- Section 3.** At the end of each calendar year, the Town Committee Chairperson shall advise any Town Committee member who has not fulfilled the duties of membership. The Town Committee Chairperson may recommend that any such member not be endorsed for re-election to the Town Committee. The Town Committee chairperson shall give notice of any such recommendation to the Town Committee.
- Section 4.** No Town Committee member shall endorse or otherwise take any action to promote any candidate who is not a Democratic candidate. A Town Committee member may be removed, by majority vote of the Town Committee members present and voting at a Town Committee meeting duly called for such purpose, for failure to comply with this section.

ARTICLE IV: NOMINATION AND ENDORSEMENT

- Section 1.** Town Committee. Endorsement of Town Committee members shall be conducted in accordance with the provisions of Chapter 9 of the Connecticut General Statutes, the rules of the Democratic State Central Committee and these rules.
- Section 2.** Other Offices. Endorsement of convention delegates and candidates for state legislative or local offices shall be conducted in accordance with the provisions of Chapter 9 of the Connecticut General Statutes, the rules of the Democratic State Central Committee and these rules. The Town Committee's Executive Committee may recommend endorsement of specific candidates or a slate of candidates. Endorsement of delegates shall be by a single slate composed of the number of persons equal to the whole number of delegates to be chosen and no person shall vote for less than the whole number of delegates to be chosen. Endorsement of candidates for legislative office from a district wholly within the town, shall be by members of the Town Committee who are Democratic electors residing within the district. Endorsement of candidates for Town Council and Board of Education shall be by the Town Committee, provided that no Town Committee member shall vote for less than the whole number of candidates to be endorsed. Unless uncontested, voting shall be by individual roll call; and endorsement shall be by plurality vote of those present and voting, provided such vote shall also constitute a majority of those present and voting.
- Section 3.** Voting. For purposes of this article, each delegate or each Town Committee member unable to attend a convention or meeting of the Town Committee for the purpose of endorsing candidates may designate, by signed written proxy, a currently enrolled Democratic voter from the same Town Committee District to act in the absence of such member, provided the proxy shall be filed with the secretary of the convention or the Secretary of the Town Committee, as may be appropriate, before the start of the convention or Town Committee meeting. In the event that any Town Committee vote taken for endorsement of Town Committee members, convention delegates or candidates for town office results in a tie, the Chairperson of the Town Committee may cast an additional vote to break the tie.
- Section 4.** Certification. Endorsements for Town Committee member, convention delegate or town office shall be made and certified to the Secretary of the State or the Town Clerk, as appropriate, in accordance with Chapter 9 of the Connecticut General Statutes.

ARTICLE V: AMENDMENT

The Rules of the West Hartford Democratic Town Committee may be amended by two-thirds (2/3) vote of the Town Committee members present and voting at a Town Committee meeting specially called by the Chairperson of the Town Committee for such purpose, provided the Secretary shall give notice to each Town Committee member not less than ten (10) days prior to the date of such meeting.

ARTICLE VI: PROCEDURES

Section 1. Robert's Rules of Order, as most recently revised, shall be conclusive on all questions of parliamentary procedure.

Section 2. In the event these rules conflict with any provisions of Connecticut state election law, Connecticut state election law shall prevail. In the event that these rules conflict with any provisions of the rules of the Democratic State Central Committee, the rules of the Connecticut Democratic State Central shall prevail.

Section 3. Whenever notice is required under these rules, such notice may be given in writing or by electronic means if a valid email or other comparable electronic address has been provided to the Town Committee Secretary by the intended recipient.

