

RULES OF THE WEST HARTFORD DEMOCRATIC TOWN COMMITTEE

(As amended May 23, 2024)

PREAMBLE

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

Article I: TOWN COMMITTEE

Section 1. The activities, 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 in accordance with Chapter 9 of the Connecticut General Statutes, the rules of the Connecticut Democratic State Central Committee and these rules from the Town voting districts in which they are enrolled Democratic voters. Each district shall be entitled to one (1) member of the Town Committee for every three hundred twenty-five (325) enrolled Democratic voters, or any part thereof, on the last completed enrollment list prepared and provided by the West Hartford Registrars of Voters. Each district shall be entitled to not less than two (2) members of the Town Committee. Each District Chairperson may appoint one or more Democratic voters currently enrolled within the district to serve as a designated alternate member of the Town Committee-, provided the District Chairperson shall immediately notify the Town Committee Chairperson and the Town Committee Recording Secretary of any such designations. A Town Committee member may designate, by written and signed proxy, any Democratic voter currently enrolled within the member's district to vote at a meeting of the Town Committee, Town Committee, District Committee, convention or caucus in the absence of the member, provided the proxy is filed with the event chair or secretary prior to commencement of the meeting.

Section 3. In each even numbered year, Town Committee members shall be nominated, endorsed and elected 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. Members of the Town Committee shall serve for a term of two years. The terms of Town Committee members shall commence on the Wednesday after the first Tuesday in March in each even-numbered year and shall end on the first Tuesday in March of the next even-numbered year.

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 and provided 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 recommendations. The Town Committee shall vote to accept or reject any 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 the meeting within forty-five (45) days, the Town Committee Chairperson shall call the 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 the meeting shall be no more than thirty (30) days subsequent to the call. The District Chairperson or Town Committee Chairperson shall give written notice of the meeting to each member of the Town Committee in the district not less than seven (7) days prior to the meeting. The 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. The District Chairperson, or the District Vice Chairperson in the absence of the District Chairperson, shall serve as Chairperson of the meeting called for the purpose of filling any vacancy. 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 that any nominee or slate of nominees receiving a majority of the votes cast by those present and voting is recommended by the District Chairperson to fill the vacancy or vacancies. The District Chairperson shall give immediate notice to the Town Chairperson and the Town Clerk of the name and address of each person recommended to fill a vacancy. The Town Committee shall vote to accept or reject any such recommendation at the next Town Committee meeting.

(c) In the event that no person is recommended to fill a vacancy, the Town Committee Chairperson may appoint a currently enrolled Democratic voter within the Town Committee district to fill such vacancy for the balance of the term. The Town Committee shall vote to accept or reject the recommendation at the next Town Committee meeting.

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

Article II: TOWN COMMITTEE ORGANIZATION

Section 1. Officers: The Chairperson of the Town Committee in office at such time shall call a meeting of the newly elected members of the Town Committee ~~shall to~~ meet, within thirty (30) days after the members are elected, for the purpose of electing a Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Recording Secretary and Communications Secretary by majority vote of the Town Committee members. If such Chairperson fails, for any reason, to call the meeting, the Vice Chairperson in office at such time shall call the meeting within forty-eight (48) hours. If, for any reason, the Vice Chairperson fails to call the meeting within the prescribed period, the State Central Committee members from the district shall jointly call the meeting within the next forty-eight (48) hours. 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: Except as may otherwise be directed by vote of the Town Committee, the Town Committee Chairperson shall (a) call all meetings of the Town Committee; (b) set the agenda and chair such meetings in consultation with the Town Committee Vice Chairperson; (c) designate a parliamentarian to advise the Town Committee on matters of procedure; and (d) 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 Town Committee meetings 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 Recording 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 acceptance; maintain a current list of the names, addresses, telephone numbers and email addresses of all members and officers of the Town Committee, circulate the list to all Town Committee members not less than quarterly each year, file the current list with the Secretary of the Democratic State Central Committee; and the West Hartford Democratic Registrar of Voters; and maintain a current record of each member's excused and unexcused Town Committee meeting absences. Not less than quarterly each year, the Recording Secretary shall also notify the Town Committee Chair and Vice Chair in writing of the cumulative unexcused absences of each Town Committee member. The Corresponding Secretary shall 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 Connecticut Democratic State Central Committee and state law; provide such communication as may be required by the Town Committee or by the Town Committee Chairperson; assist the Recording Secretary; and act as Recording Secretary in the absence of the Recording 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 report at each meeting of the Town Committee; provide all reports relative to Town Committee receipts and expenditures in accordance with Chapter 9 of the Connecticut General Statutes; and at least annually, on or before January fifteenth, provide to each Town Committee member a written report identifying donors of contributions received and expenditures made on behalf of the Town Committee during the prior period of twelve (12) consecutive months. 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 majority of the current members present and voting. Any Town Committee member unable to attend a meeting of the Town Committee shall 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 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 Recording Secretary before the start of the meeting.

Section 7. Meetings. The Town Committee shall meet at the call of the Town Committee Chairperson or, in the absence or incapacity of the Chairperson, at the call of the Town Committee Vice Chairperson. The Town Committee shall meet not less than monthly except during August and December when no meeting is required. All meetings shall be open to the public unless a majority of the Town Committee members present and voting to meet in executive session in accordance with state law and the rules of the Connecticut Democratic State Central Committee.

Section 8. Special Meetings. Special meetings of the Town Committee may be called by the Town Committee Chairperson or upon written petition to the Corresponding Secretary of the Town Committee signed by not less than twenty-five (25) per cent of the membership of the Town Committee. The Corresponding Secretary of the Town Committee shall certify the sufficiency of any such petition in writing to the Town Committee Chairperson and the Town Committee Chairperson shall call a special meeting to be held within fifteen (15) days of receipt of 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 standing committee chairperson. The Town Committee Chairperson and Vice Chairperson shall serve as *ex officio* voting members of all standing committees. The Town Committee Chairperson shall appoint the following standing committees:

(1) Executive Committee consisting of the Town Committee officers and each District Chairperson. Members of the Democratic State Central Committee who are enrolled West Hartford Democrats but not otherwise members of the Town Committee shall be *ex officio* non-voting members of the Executive Committee. 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 at least one currently enrolled Democratic voter from each Town Committee district recommended by the District Chairperson but 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 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 within 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.

Section 11. Notice of Town Committee meetings. For regular Town Committee meetings, the Town Chairperson, Town Vice Chairperson or Corresponding Secretary shall give not less than five (5) days prior written notice to each Town Committee member by mail, electronic mail or courier. Such notice shall include the time, place and purpose or agenda for the meeting. For special Town Committee meetings, the Town Chairperson, Town Vice Chairperson or Corresponding Secretary shall give forty-eight (48) prior written notice to each Town Committee member by electronic mail or courier. Such notice shall include the time, place and purpose or agenda for the meeting. Notice of regular or special meetings shall be posted on the Town Committee's website at least forty-eight (48) hours prior to the meeting.

Section 12. Conduct of Town Committee meetings. Except as otherwise provided in this section, all meetings of the Town Committee, not including committees, shall be open to the public for observation and no votes may be taken by secret ballot. In person meetings shall be held at accessible locations and conducted pursuant to a publicly available agenda. The Town Committee and its committees may meet in executive session for the following purposes: Discussion of the performance, evaluation, health, dismissal or removal of a public officer or employee, candidate or potential candidate for election or appointment to a public position, officer or member of the Town Committee, or any person holding a position within the Democratic Party and any candidate or potential candidate for such position; discussion of strategy and negotiations with respect to pending or threatened legal claims or litigation; discussion of strategy with respect to financial matters, including fundraising strategy; and discussion of security strategy; and discussion of matters deemed confidential by federal or Connecticut state law. When a Town Committee meeting is held virtually by telephonic, video or other electronic means, measures shall be in place so that individuals eligible to participate are identifiable and able to participate fully.

Section 13. Conduct of caucuses. Notice of the time, place and purpose of a caucus to endorse Town Committee members shall be given at least five (5) days but not more than fifteen (15) days prior to the caucus by publication in a newspaper of having general circulation in the municipality. At caucus meetings for the endorsement of Town Committee members, any eligible person may be nominated from the floor. Nominations may be made by a slate of nominees equal to or less than the number of candidates to be elected or by nomination of individual candidates, provided that voting by slate is only permitted when the election is between two or more slates of equal number. In the event of no endorsement, Town Committee members shall be elected by petition and primary in accordance with Chapter 9 of the Connecticut General Statutes, the rules of the Democratic State Central Committee and these rules. When no primary is required, candidates for Town Committee endorsed at the caucus shall be deemed elected as of the primary date.

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 simple majority vote of the current Town Committee members present and voting at a Town Committee meeting duly called for such purpose, for failure to comply with this section.

Section 5. A Town Committee member may be removed for failure to comply with this article by majority vote of the current Town Committee members at a Town Committee meeting duly called for such purpose.

ARTICLE IV: NOMINATION, ENDORSEMENT AND ELECTION

Section 1. Town Committee. Nomination, endorsement and election 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 individual candidates or a slate of candidates. Voting for delegates may be by a single slate when the election is between two or more slates of equal number, provided that no person shall vote for a number of delegates that exceeds the number on a slate. Voting for 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. When voting for candidates for Town Council and Board of Education, no Town Committee member shall vote for less than the whole number of candidates to be nominated. Unless uncontested, voting shall be by roll call; and endorsement shall be by a majority of those present and voting.

Section 3. Voting. For purposes of this article, a Town Committee member unable to attend a 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 meeting the Recording 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 results in a tie, the Chairperson of the Town Committee may cast an additional vote to break the tie.

Section 4. Certification. Endorsements and elections 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 majority vote of the Town Committee membership 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 Committee 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.

Section 4. Within one week following the swearing in of a new Town Committee and the election of officers, the Town Committee Chairperson shall file with the Secretary of the Connecticut Democratic State Central Committee, in such form as may be designated by the Democratic State Central Committee, a copy of the Town Committee's current rules; and a list of the names, addresses and other pertinent information identifying the members and officers of the Town Committee. Not less than quarterly in any calendar year, the Town Committee Chairperson shall inform the Democratic State Central Committee of any changes in such information.

Signed this 23rd day of May, 2024: John M. Bailey, Chair