

**RULES GOVERNING THE DEMOCRATIC PARTY
OF THE CITY OF TORRINGTON, CONNECTICUT**

PREAMBLE

1. All public meetings of the Democratic Party of the City of Torrington shall be open to all members of the Democratic Party.
2. The time and place for all public meetings of the Democratic Town Committee shall be noticed in such manner as to assure 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.
3. The Democratic Town Committee shall support the broadest possible registration without discrimination of race, color, creed, sex, national origin, or physical or mental disability.
4. The Democratic Town Committee shall publicize fully and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures and qualifications for all Democratic Town Committee officers and representatives. Publication of these procedures shall be done in such fashion that all prospective, applicants and current members of the Democratic Town Committee will be fully and adequately informed of the pertinent procedures of the Democratic Town Committee organization and in order to compete for office.
5. The Democratic Town Committee shall encourage full participation by all Democrats in the delegate selection process and in all party affairs.

ARTICLE I

DEMOCRATIC TOWN COMMITTEE

Section 1. The policies and principles of the Democratic Party of the City of Torrington shall be formed, directed and executed by the Democratic Town Committee.

Section 2. The Town Committee shall consist of fifty members, who shall be elected at large.

Section 3. 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 the Town Committee Members and shall publish the same in a newspaper having a general circulation in the town at least fifty-six days before such primary is held.

Section 4. Members of the Town Committee elected at a town committee meeting or in a primary shall hold office for a term of two (2) years, commencing on the day following the day established for holding a primary for the election of said town committee members and ending on the day established for the holding of a primary for the election of the members of the succeeding town committee.

Section 5. Any vacancy on the Town Committee, arising from any cause including failure to elect, may be filled by the town committee, by a majority vote of the town committee members present and voting, at a meeting called for that purpose.

Section 6: Notwithstanding the above, there shall be also be a category of “Honorary Town Committee Member” which membership shall be unlimited in number. Individuals elected as a Honorary Members shall not be members of the town committee pursuant to the election laws of the State of Connecticut and, thus, shall have no voting rights on the town committee. Honorary Members shall be entitled to notice of and attendance at all town committee meetings, events, functions or activities. Individuals may only be elected to the position of Honorary Member by first being nominated by a member of the town committee and then elected by a simple majority vote. Nomination and election as an Honorary Member shall be based on the individual’s past service to the town committee or such other reasons as the town committee deems satisfactory. Once elected an Honorary Member, the status is held for life. It shall be responsibility of each Honorary Member to provide the secretary of the town committee with his or her current address, phone number or other information needed as to receive notices.

ARTICLE II

OFFICERS

Section 1. Within one month after election, the new members of the town committee shall meet for organization and shall elect a chairperson, vice-chairperson, a recording secretary, a corresponding secretary, a treasurer, a deputy treasurer and such other officers as may be deemed advisable.

It shall be the same duty of the chairperson of the town committee, in office prior to the holding of said election, to call said organizational meeting. If such town chairperson fails, for any reason, to call such meeting within the prescribed period, it shall be the duty of the vice chairperson serving concurrently with said town chairperson to do so.

Section 2. The officers of the town committee may be elected from within or without the membership 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 his or her office and the following specified duties and such other duties as the town committee may from time to time prescribe. The chairman’s duties shall include all duties usually incident to his or her office; the vice chairman’s duties shall include all duties usually incident to his or her office; duties pertaining to good and welfare and duties pertaining to the town committee’s communications with the press; the treasurer’s and deputy treasurer’s duties shall include all duties usually incident to his or her office; the recording secretary’s duties shall include all duties usually incident to his or her office including the prompt delivery of town committee minutes within three weeks of the previous town committee meetings; and the corresponding secretary’s duties shall include all duties usually incident to his or her office.

Section 5. Within seven (7) days after organization of the town committee, the corresponding secretary shall file with the Secretary of State and the secretary of the Democratic State Central Committee a list of the names, addresses and other contact information of the officers and members of the town committee.

Section 6. 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.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be chaired by the town chairperson or, in the chair's absence, by the vice chairperson. It shall consist of the chairperson, vice-chairperson, recording secretary, corresponding secretary, and treasurer and deputy treasurer of the town committee.

Section 2. The committee shall assist as the chairperson requires in preparing town committee documents for the approval of the town committee, and shall perform as other duties delegated to it by the town committee. The committee shall maintain minutes and make them available to town committee members if requested by any member of the town committee.

Section 3. Meetings of the executive committee may be called by the town chairperson, by a majority of the executive committee, or by the majority of the town committee.

Section 4. The executive committee is authorized to enforce the attendance provisions of Article VI, section 1a.

ARTICLE IV

COMMITTEES

Section 1. There shall be two (2) standing committees, the Fundraising Committee, which shall be responsible for the town committee's fundraising efforts; and the Volunteer and Recruitment Committee, which shall be responsible for organizing volunteers and recruiting the same for town committee activities and Democratic events

Section 2. The town chairperson of the town committee shall make fundraising committee appointments within two months of election and shall designate a committee chairperson.

Section 3. The town chairperson of the town committee shall make volunteer and recruitment committee appointments within two months of election and shall designate a committee chairperson.

Section 4. The fundraising committee shall serve for two years.

Section 5. The voluntary and recruitment committee shall serve for two years.

Section 6. The town chairperson shall create temporary committees on an as-needed basis.

Section 7. The town chairperson shall make appointments to the temporary committee(s) and the chairperson shall designate a committee chairperson(s).

Section 8. The chairperson shall fill vacancies on any of the committees prior to the end of the two-year term.

ARTICLE V.

MEETINGS

Section 1. The Town Committee shall meet at least six (6) times a year.

Section 2. Special meetings of the town committee may be upon written request, signed by a majority of the members of the committee and presented to the chairperson. Upon receipt of such request, the chairperson shall instruct the corresponding secretary to give reasonable notice of the time, place and purpose of such meeting to all members of the committee.

Section 3. Robert's Rules of Order (newly revised) shall be applicable, controlling and conclusive on all parliamentary issues, except as herein otherwise provided.

Section 4. Forty percent of the existing membership of the town committee shall constitute a quorum at any meeting or special meeting of the town committee.

ARTICLE VI

DUTIES AND OBLGATIONS

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

- a. Attendance at the regularly scheduled town committee meetings;
- b. Attendance at the special town committee meeting;
- c. Attendance at meet-ups and fundraisers that may be held from time to time, and;
- d. Attendance and participation in election and headquarters activities during various campaigns.

Section 1a. It is mandatory that each town committee member attend at least two-thirds (2/3) of the town committee meetings. The executive committee on a case-by-case basis will address extenuating circumstances surrounding absences.

At the end of each calendar year, the executive committee shall report to the membership of the town committee the names of those town committee members who are not in compliance with Article VI of the rules of the town committee. that he or she will have to meet those requirements in the following year to remain eligible for re-endorsement by the town committee. Near the end of the two-year term, the executive committee may recommend that any members who have not fulfilled their commitments under Article VI of these rules not be endorsed for re-election.

Section 2. 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 may be subject to a vote of censure by a majority of the town committee present and voting at a meeting properly called for the purpose. If censured, the member shall not receive endorsement by the town committee for the next term of the town committee or another political office as a candidate for the Democratic Party.

ARTICLE VII

ENDORSEMENT OF CANDIDATES FOR MUNICIPAL OFFICE, TOWN COMMITTEE MEMBERSHIP, AND DELEGATES TO CONVENTIONS

Section 1. The town committee, at a meeting called for the purpose, shall, by a majority vote of the town committee members present and voting, select party-endorsed candidates for each municipal office, town committee membership, and for delegates to conventions. Any person receiving party endorsement as a candidate for municipal office or appointment to office or delegate to a party convention must be a duly enrolled party member.

Section 1a. The recording secretary shall prepare a printed ballot with the names of the committee-endorsed candidates. In a separate section of the ballot, the recording secretary shall list 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 meeting. Nominations may also be made from the floor at the town committee meeting.

Section 2. The party endorsement of candidates for delegates to any convention shall be by nomination of a full slate of candidates equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party. Nominations resulting in less than a full slate of candidates equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party shall not be accepted for party endorsement.

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

Section 4. Candidates for town committee members chosen as provided in Section 1a above shall run in the primary for town committee members 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 on the twenty-first day preceding the day of the Democratic primary for town committee members.

Section 5. The slate for delegates to a convention chosen as provided in Sections 1 and 2 above shall run in the primary for delegates to such conventions as 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 has been by four o'clock on the twenty-first day preceding the day of the Democratic primary for delegates to conventions.

Section 6. If for any reason the town committee fails to make sufficient endorsements of candidates for municipal office or delegates to conventions, the provisions of Sections 9-418, 9-419 and 9-420 of the Connecticut General Statutes as the same may be amended from time to time, shall govern.

Section 7. The secretary or the chairperson 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 selected as provided in Sections 1a and 2 above, the title of the office or position as delegate for which each person is endorsed, and the date upon which the primary is to be held. In the case of the endorsement of a person for an office or delegate for whom only the electors of a political sub-division of the municipality may vote, the secretary of the town committee shall certify to the Town Clerk the name or number of such political sub-division.

Section 8. Each party endorsement of a candidate to run in a primary for the nomination of candidates for municipal office or for the election of delegates to conventions shall be made not earlier than the forty-ninth (49th) day nor later than the thirty-fifth (35th) day preceding the day of the primary and shall be certified to the clerk of the municipality, by the chairperson and secretary of the town committee not later than the thirty-fourth (34th) day preceding the day of the primary.

Section 9. In the event that a vote taken on the selection of a party-endorsed candidate results in a tie, such tie vote shall be dissolved by the vote of the chairperson of the town committee, but this provision shall not affect the chairperson's right to cast any vote as a member of the town committee to which he or she is otherwise entitled. The chairperson cannot, however, after voting as a member of the town committee/participant of the caucus, vote again to create a tie.

Section 10. If a party-endorsed candidate for nomination to a municipal office or for election as a 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 of the town committee members present and voting, at a meeting called for that purpose. The chairperson of the town committee may cast a vote on such 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 corresponding secretary of the town committee shall immediately certify the endorsement to fill such vacancy to the Democratic Registrar of Voters. No candidate shall be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the municipal clerk.

Section 11. Whenever the town committee is officially notified that a Democratic Party vacancy exists in an elective Town office, the executive 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.

ARTICLE VIII

PRIMARIES, NOMINATIONS TO OFFICE AND ELECTION OF COMMITTEE MEMBERS AND DELEGATES

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 the State Party Rules, as the same may be amended from time to time.

Whenever a primary for nomination to a municipal office, election of town committee members or delegates to conventions is to be held under the provisions of said law, the nominee of the Democratic Party for such office and the members of the town committee and delegates to conventions shall be determined by a plurality of votes cast.

Section 2. 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 chairperson of the town committee may cast a vote on such endorsement to break a tie, but this provision shall not affect his or her right to cast any vote as a member of the town committee to which he or she is otherwise entitled.

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 chairperson 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 municipal 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.

Section 3. Each delegate to a convention selected in conformity with these rules may in writing designate an alternate delegate or a proxy to act for he or she in his or her absence.

Section 4. If any provision of these rules is found to be in conflict with the provisions of any applicable state or federal law, the provisions of such law shall govern.

Section 5. As used in these rules, “municipal office” means any office for which only the electors of the town or service district may vote and includes the office of each elective public official of the town or service district, justice of the peace and state representative. 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.

ARTICLE IX

FILING OF LOCAL RULES

Section 1. Within seven (7) days after local party rules or any amendments to local party rules are by the Democratic Party, a copy of the same shall be filed with the Secretary of the State, with the municipal clerk, and with the secretary of the Democratic State Central Committee.

ARTICLE X

AMENDMENTS TO LOCAL PARTY RULES

Section 1. Local party rules may be amended as follows:

1. By a Democratic Town Committee at a meeting called the purpose of amending said rules.
2. Said party rules may also be amended by a caucus of enrolled party members of the municipality called in the same manner as provided for in Article IX, Section 12 of the rules of the State Democratic Party.

These amendments shall be effective sixty (60) days after the date of filing with the office of the Secretary of State.

CERTIFICATION

The above revised and amended Rules governing the Democratic Party of the City of Torrington were approved at a duly warned meeting of the Democratic Town Committee on July 23, 2015.