

## **RULES GOVERNING THE SIMSBURY DEMOCRATIC TOWN COMMITTEE**

### ***Section 1***

If any provision of these Rules is found to be in conflict with the provisions of the current Connecticut General Statutes or the State Party Rules of the Democratic Party, the C.G.S or the State Party Rules shall govern, in such order of authority. Roberts Rules of Order, latest revised version, and interpretive decisions published by The Official Robert's Rules of Order Web Site, as found at <https://robertsrules.com/default.html>, shall be conclusive on all procedural issues, and shall provide additional rules on issues of substance where each of the C.G.S., the State Party Rules and these Rules are silent. All such authorities, hereinafter, The Rules. The term "shall" when used herein shall be construed as mandatory.

### ***Section 2***

Throughout these Rules, words signifying the masculine gender may be applied to the female gender and/or non-binary gender; words signifying the feminine gender may be applied to the male gender and/or non-binary gender; and words signifying the non-binary gender may be applied to the female and male gender.

### ***Section 3***

The Simsbury Democratic Town Committee, hereinafter referred to as "the Town Committee," shall consist of no more than forty members who shall be elected at large. No person shall be eligible to serve on the Town Committee unless they are a registered member of the Democratic Party and a resident of Simsbury.

### ***Section 4***

Town Committee member elections shall be held in even-numbered years. Such election may be conducted by a caucus of the registered Democrats, as set forth in Section 19 below, at a time designated by the then sitting Town Committee, within the Month of January of such even numbered year, or via direct primary held in accordance with the election laws of the Connecticut General Statutes, and set forth in Sections 5 and 19, below. If there is no Primary, as set forth in Section 5 below, the endorsed candidates shall be sworn in, by any authority duly empowered to administer oaths, and seated as full members of the Town Committee, holding office from the first Wednesday following the date set for Primaries by the State Central Committee of the Democratic Party (currently the First Tuesday of March), and they shall serve for two years, or until the date set forth for any primary of the next even numbered year.

### ***Section 5***

In the event of a Primary, the membership of the Town Committee shall be determined by the results thereof, as set forth in Section 19, below. As provided for in the Connecticut General Statutes, the first Tuesday of March shall be the date for holding a primary for the election of the Town Committee members and the Town Committee shall publish a notice of the

same in a newspaper having a general circulation in the town at least fifty-six (56) days before such a primary is held. Said Primary shall be governed and controlled by the Election Laws of the State of Connecticut, as found in Connecticut General Statutes Sections 9-418, 9-419 and 9-420, as they may be amended. The term of office for the Town Committee members shall commence the first Monday after said Primary, and they shall be sworn in and seated, as set forth below in Section 19.

### ***Section 6***

Any vacancy on the Town Committee arising from any cause, including but not limited to resignation and/or 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, in the manner set forth in the notice therefor. The Chair will inform the Town Committee of any confirmed vacancy, either by publication to the Town Committee within thirty (30) days or announcement at the next regular meeting. Any person wishing to be a candidate to fill any vacancy on the Town Committee may notify any member of the Town Committee, who will assure notification of the Chair and the Nominations and Search Committee. The Nominations and Search Committee will complete review and interview of any such candidate, within two months of any such submission. If the Nominations and Search Committee presents an endorsed candidate to the Town Committee, then the Chair of the Town Committee shall notice a meeting for the purpose of such candidacy. At such meeting, the Nominations and Search Committee will submit their report to the Town Committee, with either an endorsement or no endorsement, and nominations to fill the vacancy can be taken from the floor at such meeting. In the event that a vacancy remains unfilled for three or more months, then nominations may be made from the floor at any subsequent Town Committee meeting, with such nomination to be approved only by majority vote of those Town Committee members present, assuming an appropriate quorum.

### ***Section 7***

A member of the Town Committee may resign from the Town Committee, or may resign as an Officer of the Town Committee, at any time, by submitting a written resignation (either in paper or electronic form) to the Town Chair, provided such resignation will not be effective until the Town Committee is notified in one of the following manners: 1) The member/officer publishes the written resignation to the entire Town Committee; and/or 2.) The member/officer submits the same to the Chair of the Town Committee; and the Chair formally notifies the Town Committee of the resignation pursuant to Section 6 above. Once either 1.) or 2.) is accomplished, the resignation cannot be rescinded.

## **Officers**

### ***Section 8***

Within thirty days following the day fixed for the holding of a primary for the election of Town Committee members, the members of the Town Committee shall meet for organization and shall elect from within the membership: a Chair; a Vice Chair; a Secretary; a Treasurer; and any other such officers as the Town Committee may deem advisable. Said organizational

meeting shall be called by the incumbent Chair of the Town Committee and, if the Chair fails timely to do so, within 48-hours the incumbent Vice Chair shall call the organizational meeting. In for any reasons the incumbent Vice Chair fails to call the organizational meeting within 48-hours, the State Central Committee Members shall call the meeting within the next 48 hours. In the event of a tie vote, the Officer acting as Chair shall break the tie.

### ***Section 9***

Officers so elected shall hold office for the term of the Town Committee electing them. Each officer shall have the duties usually incident to their office and such other duties as the Town Committee may from time to time prescribe.

### ***Section 10***

The Chair shall, among other duties, determine the implementation of The Rules at the various meetings, and may seek advice concerning the same from the Rules Committee. Any member of the Town Committee aggrieved by a Rules determination by the Chair may appeal the ruling of the Chair by Motion to the Town Committee. Any appeal of a Chair's decision regarding The Rules shall be made no later than the next regular Town Committee meeting. In the event that a member of the Town Committee or the Chair is aggrieved by the decision of the Town Committee on such motion, they shall follow the provisions set forth in the State Party Rules for further dispute resolution.

### ***Section 11***

Within one week after organization of the Town Committee, the Secretary shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of the officers and the members of the Town Committee, and the name and address of the Democratic Registrar of Voters.

### ***Section 12***

Any officer of the Town Committee may be removed from their position by a three-quarter vote of the entire Town Committee upon proof of neglect of office, failure to comply with The Rules, and/or for "Good Cause." Good Cause shall include, but shall not be limited to: failure to attend three consecutive meetings without a satisfactory excuse; failure to perform duties assigned by vote of the Town Committee; or, failure, upon proper proof (evidence showing the fact proven more likely than not), to support the policies and regularly nominated candidates of the Democratic Party. Activities on behalf of certain candidates for party nomination shall not be considered as Good Cause for removal. The Town Committee shall fill such created vacancies at the next regular meeting or at a special Town Committee meeting called for that purpose.

### ***Section 13***

When any officer of the Town Committee is charged with neglect of office or failure to

observe properly The Rules, those charges shall be set forth in writing and served upon such officer at least seven days prior to the meeting at which removal action will be sought. The officer charged shall have the right to answer such charges in writing, by deposition, or in person. No individuals outside of the Town Committee or State Central Committee shall take part in such proceedings, other than as a witness to sustain statements concerned in the action.

#### ***Section 14***

In cases where charges are brought against the Town Committee Chair, the Vice Chair shall make a request to the Chairperson of the State Central Committee to designate a disinterested member of the State Central Committee to act as Chair of the meeting. The Chair appointed by the Chairperson of the State Central Committee shall have no vote in the removal proceedings except in the case of a tie, when the designated Chair shall have the power to break the tie vote.

### **Meetings**

#### ***Section 15***

To the extent reasonably feasible, full town committee meetings shall be held in places accessible to all Simsbury Democratic Party members and shall be conducted pursuant to publicly available agendas. Meetings of the Town Committee may be conducted in person or virtually or both, at the discretion of the Town Chair. If the meeting is to be held virtually, measures will be put in place to ensure that individuals who participate in the meeting are identifiable and are able to participate fully in the process. Virtual meetings may be conducted through telephonic, video, or other technological means that provide for a virtual presence for Town Committee members and other participants. A person whose participation and ability to communicate through any such means has been verified by the Chair, Secretary or other duly appointed person taking role, shall be deemed present, and may vote and otherwise participate in such meeting, caucus or election. Notwithstanding the foregoing, a town committee may enter executive session in appropriate circumstances as allowed by the State Party Rules of the Democratic Party.

#### ***Section 16***

Regular meetings of the Town Committee shall be held in accordance with a schedule established by a vote of the majority of the members present and voting or, if such a schedule has not been established, on the third Wednesday of the month for which a meeting is called, unless the meeting date would fall upon a legal or religious holiday or otherwise conflict with a major town function, in which case the Chair will fix an alternate date within one week of such scheduled date. The Chair shall instruct the Secretary to give reasonable notice of the time, place, manner and purpose or agenda of such meeting to all members of the Town Committee. Such notice will be given five (5) days in advance by mail, facsimile, electronic mail or courier and will also be posted electronically not less than twenty-four (24) hours prior to said meetings.

#### ***Section 17***

Special meetings of the Town Committee may be held at any time on the call of the Chair, or upon written request, signed by twenty percent of the members of the Committee, presented to the Chair. The Chair shall instruct the Secretary to give forty-eight (48) hours prior written notice by mail or electronic mail or courier of the time, place, purpose and manner of such meetings to all members of the Committee. Special meetings will address only the purpose(s) for which notice was given.

### ***Section 18***

Forty percent of the membership of the Town Committee shall constitute a quorum at any meeting, as determined by a call of the roll by the Secretary. A quorum shall be required for conduct of all Town Committee business, with the exception of votes on recommendations to the Board of Selectmen for the filling of vacancies on any town board or commission. Such vote or recommendation may be made by less than a quorum of the Town Committee members, provided that the vacancy was announced at the immediately preceding Town Committee meeting or written notice was sent to all Town Committee members, such sending is either date-stamped, and/or postmarked not less than ten days prior to the meeting at which such vote is taken.

## **Nominating Procedure**

### ***Section 19***

The enrolled members of the Democratic Party in the Town of Simsbury, at a caucus called for the purpose shall, by majority vote of such enrolled members present and voting, select party-endorsed candidates for each municipal office, for Town Committee members and for delegates to conventions. The time and place and manner of holding all such caucuses shall be determined by the Town Committee; or, if the Town Committee shall fail to act, then by the Chair; and the Chair shall instruct the Secretary to give proper notice of the time, place, manner and purpose of any such caucus to all enrolled Democratic voters of the municipality at least five days in advance of the caucus by publication of a notice of caucus in a newspaper having a general circulation in the municipality, or such other method as may be permitted by law. The time of any caucus shall be fixed so as to permit compliance with the provisions of the Election Laws of the State of Connecticut, particularly Sections 9-418, 9- 419 and 9-420, as the same may be amended from time to time. The Chair of the Town Committee shall be the Temporary Chair of all such Caucuses and shall preside until the Caucus has elected its Permanent Chair. In like manner, the secretary of the Town Committee shall act as Secretary of all such Caucuses until the Caucus has selected its Permanent Secretary. The Caucus shall be conducted in conformity with the provisions of Section 9-396 of said Election Laws of the State of Connecticut, as it may be amended from time to time. If the election is by caucus, such caucus shall endorse the candidates, who must be registered members of the Democratic Party of the Town of Simsbury. At any such caucus meetings, any eligible person may be nominated from the floor, notwithstanding any notice requirements set forth herein. Notice of the time, place and purpose of said Caucus shall be given to all enrolled members of the Democratic Party of the Town of Simsbury at least five (5) days, but not more than fifteen (15) days in advance of said Caucus by

publication of the same in a newspaper having general circulation in the Town of Simsbury. At any Caucus duly called for the endorsement of members to the Town Committee may be made by (1) presentation to the Caucus of a full slate composed of a number of persons equal to the number of Town Committee members prescribed by these rules or (2) by nomination of individual candidates. Voting by slate is only permissible when the election is between two or more full slates. In the event no endorsement is made by the above stated method, then there shall be no endorsement and election to the Town Committee shall be made by direct primary as set forth in Section 5 above.

### ***Section 20***

The Town Committee may endorse candidates for delegates to any convention by full slate. Such slate shall be composed of a number of delegates equal to the number of delegates to which the Town of Simsbury is entitled under the state rules of the Democratic Party.

### ***Section 21***

Candidates for municipal office endorsed pursuant to Section 19 above shall be the nominee of the Democratic Party for such office unless a valid opposing candidacy has been timely filed. In the event a valid opposing candidacy is filed, the nominee of the Democratic Party shall be determined by a primary held in accordance with the Election Laws of the State of Connecticut.

### ***Section 22***

Candidates for Town Committee members endorsed pursuant to Section 19 above shall be deemed elected members of the Town Committee if no valid opposing candidacies have been timely filed by persons other than the party-endorsed candidates numbering at least twenty-five percent of the number of the Town Committee members to be elected.

### ***Section 23***

The slate of candidates for delegates to a convention, chosen as provided in Sections 20 and 21 above, shall be the delegates to such convention if no valid challenge has been timely filed.

### ***Section 24***

If for any reason a Caucus fails to make sufficient endorsements of candidates for municipal office or Town Committee members and convention delegates, the provisions of Sections 9-418 and 9-419, of said Election Laws of the State of Connecticut, as may be amended from time to time, shall apply.

### ***Section 25***

The Secretary and Chair of the Town Committee, or the Secretary and Presiding Officer

of the Caucus or Convention, as the case may be, shall timely certify to the town clerk the names and street addresses of the party-endorsed candidates and convention delegates selected as provided in Sections 19 and 20 above, the title of the office or position for which each person is endorsed, and the date upon which the primary is to be held.

### ***Section 26***

In the event that a vote for the selection of a party-endorsed candidate results in a tie, such tie vote shall be dissolved by the vote of the Permanent Chair of the Caucus or Convention, but this provision shall not affect the Chair's right to cast any vote as a member of the caucus to which the Chair is otherwise entitled.

### ***Section 27***

If a party-endorsed candidate for nomination to a municipal office or for election as Town Committee member and/or a nominee for election to the same, prior to twenty-four hours before the opening of the polls at the primary or election, dies, or prior to ten days before the date of the primary or election, withdraws their name from consideration, or for any reason becomes disqualified to hold the office or position for which they are a candidate, an endorsement and/or nomination may be made to fill such vacancy by the Town Committee members present and voting at a meeting called for that purpose. The Chair of the Town Committee may cast a vote on such an endorsement to break a tie, but this provision shall not affect the Chair's right to cast any vote as a member of the Town Committee to which the Chair is otherwise entitled. The Secretary of the Town Committee shall immediately certify the, endorsement to fill such vacancy to the Simsbury Democratic Registrar of Voters and to the Town Clerk.

### ***Section 28***

The nominations of the Democratic Party to all offices and the elections of members of the Town Committee shall be made in all respects as provided by the Election Laws of the State of Connecticut. Whenever a primary for nomination to a municipal office or for election of Town Committee members is to be held, the nominee of the Democratic Party for such office and the members of the Town Committee shall be determined by a plurality of the votes cast.

### ***Section 29***

Each delegate to a convention elected in conformity with the Election Laws of the State of Connecticut and these Rules, may designate an alternate or a proxy to act in their absence by executing such form as prescribed by the credentialing authority for such convention. In the absence of such alternate delegate, the Town Committee Chair shall fill any vacancy arising for any cause in delegations to conventions.

### ***Section 30***

As used in these Rules, "municipal office" means any office for which only the electors of

the Town of Simsbury may vote and includes the office of each elective public official of the Town of Simsbury, Justice of the Peace, and/or State Representative. The other terms used in these rules shall have the same meanings as in the Election Laws of the State of Connecticut, as the same may be amended from time to time.

## **Special Caucuses**

### ***Section 31***

Special Caucuses may be called for any lawful purpose by a majority of the Town Committee or by not less than ten percent of the registered Democratic voters in the Town of Simsbury. 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, manner and purpose of said Special Caucus shall be given to all registered Democratic voters in the town at least five days in advance of such caucus by publication in a newspaper having a circulation in said town.

## **Filing of Rules**

### ***Section 32***

Within seven days after party rules or any amendments to party rules are adopted a Simsbury Democratic Party caucus, the Secretary of the Caucus and the Chair of the Caucus shall file a “clean” copy of the new party rules, and a copy showing all of the revisions made from the prior rules, with the Secretary of State, with the Town Clerk and with the Secretary of the State Central Committee. Matters that are omitted or repealed shall be surrounded by brackets, and new matters shall be indicated by underscoring.

## **Amendments**

### ***Section 33***

These rules may be amended in any town Caucus by a majority vote of those present and voting provided that the Democratic Town Committee gives due notice of the date, time, place, manner of meeting and the proposed change in the call for said Caucus.

## **Standing Committees**

### ***Section 34***

Within one month after their election as provided for in Section 8 above, the Town Committee officers shall, by majority vote of those officers present, at a meeting called by the Chair for that purpose, appoint a Chairs and/or Co-Chairs to each of the following Standing Committees of the Town Committee: Fundraising, Nominating and Search, Rules,



Communications, Elections, and Voter Development. Each Chair, or co-Chair, so appointed shall, within one month of such appointment, appoint up to five other people to the Chair's respective standing committee (striving for an odd number of members), and any member of a Standing Committee does not have to be a member of the Town Committee, but does have to be a registered Democrat in the Town of Simsbury. The standing committees shall have no powers independent of the Town Committee.

### ***Section 35***

A Steering Committee consisting of the Officers of the Town Committee, as set forth in Section 9 above, and the Chairs of the Standing Committees, as set forth in Section 34 above, shall develop policies for recommendation to the Town Committee. The Steering Committee shall have no power independent of the Town Committee.

### ***Section 36***

The Town Committee Chair shall have authority on behalf of the Town Committee, to authorize expenditures of up to \$500.00 provided, however, that such expenditures be limited to, fund-raising activities, promotion of or for the Town Committee, recognition of members, honorary members, or past members of the Town Committee and/or their family members, or voter development purposes. All such expenditures shall be reported to the Town Committee at its next regular meeting (in person, telephonic, electronic and/or virtual) and shall not exceed \$500.00 in any one reporting period.

## **Honorary Membership**

### ***Section 37***

In addition to the regular membership, as authorized in Section 3 above, there shall be a non-voting category of membership. Such membership shall be called "honorary members" and shall be elected by a majority of the Town Committee officers present at a meeting called by the chair for that purpose.

Dated the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
,Chair of the Democratic Caucus

\_\_\_\_\_  
,Secretary of the Democratic Caucus