

RULES GOVERNING
THE EAST HARTFORD DEMOCRATIC TOWN COMMITTEE

AS AMENDED ON

October 17, 2019

ARTICLE I
DEMOCRATIC TOWN COMMITTEE

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

Section 2. For the purposes of these party rules, the Town of East Hartford shall be divided into seven (7) Districts. Said Districts shall be those as described in the Town Charter, Special Act 501 of the 1929 Session of the General Assembly, as amended and in effect on March 6, 2002, more particularly known as Districts #1, #2, #3, #4, #5, #6, #7. Whenever a lawful change or changes occur in said District lines, said change or changes shall apply in these rules wherever applicable. (As amended by amendment dated 03/26/2002).

Section 3. The Town Committee shall consist of members chosen on the following basis: Each of the seven (7) Districts as described in Section 2 shall be entitled to one (1) member on the Town Committee for each one hundred twenty five (125) enrolled members of the Democratic Party in the respective District.

The enrollment figures as contained in the records of the office of the Registrar of Voters on the day of the Town election preceding the election of the Town Committee members shall be the basis for the determination of the number of Town Committee members to which a District is entitled. All the members of the

Town Committee shall be chosen from their respective voting District. (As amended by amendment dated 03/26/2002).

Section 4. In 1972 only, the date for the holding of a direct primary for election of members of the Town Committee shall be April 11, and a legal notice of same shall be published in a newspaper having a general circulation in the town at least fifty-six (56) days before such direct primary is to be held and by mailing, at the same time, a copy of such legal notice to the office of the Town Clerk. Biennially thereafter, said date shall be prescribed in the rules of the State Central Committee, and notice of same shall be as prescribed above.

Section 5. The members of the Town Committee so elected shall hold office from the day next succeeding such primary day until the day next preceding the next primary day for the election of Town Committee members.

Section 6. A vacancy of the Town Committee shall be deemed to exist when any member shall resign, die, move from within the district in which he resided when becoming a member, or whose name is removed, for any cause whatsoever, from the enrollment list.

Section 7. Any vacancy on the Town Committee shall be filled for the balance of the term in the following manner:

- a) Within thirty (30) days after said vacancy occurs in a particular district, by a majority vote of the remaining members of the Town Committee in said district at a meeting duly called for that purpose at which meeting a quorum shall consist of a majority of all the Town Committee members in said District. A written resignation of any member shall be directed to the respective District Chairman with a copy of the same directed to the Town Chairman. In any event, it shall be the responsibility of the District Chairman to notify the Town Chairman forthwith of any vacancy within his District.

- b) If the vacancy is not filled within thirty (30) days in the above prescribed manner, it shall be filled by the Town Chairman.

ARTICLE II

Officers

Section 1. Within thirty (30) days after its election, the Town Committee shall meet for organization and shall elect a Chairman and a Vice-Chairman who shall be of the opposite sex, a Secretary, Treasurer, and such other officers as may be deemed advisable. (As amended by amendment dated 03/28/2000).

Section 2. The Chairman of the Town Committee may be elected from within or without the membership of the Town Committee. In addition to his other duties, the Chairman shall administer and enforce these rules. He shall be a registered member of the Democratic Party in the Town of East Hartford at the time of his election. He shall be eligible to hold such office so long as he or she shall reside in the Town of East Hartford and remain a registered Democrat. The retiring Chairman shall preside until his successor is elected. In the failure, neglect or refusal of the Town Chairman to perform the duties of his office, such responsibility shall be incumbent on the Vice-Chairman.

Section 3. It shall be the duty of the Treasurer to receive such money as may be collected and hold and disburse the same as directed by the Committee or its duly authorized agent, and to keep accurate accounts showing all receipts and expenditures, as provided in the Connecticut General Statutes, Sec. 9-348, as the same may be amended from time to time. The Chairman of the Town Committee shall have authority also to act as Treasurer, if it is necessary to do so.

Section 4. The Town Committee shall prescribe such rules and regulations concerning the duties of the Secretary as will best serve the interests of the Party.

Section 5. The officers of the Town Committee other than the Chairman shall be elected from within the membership of the Town Committee.

Section 6. Officers so elected shall hold office for the term of the Town Committee electing them, provided they continue to remain as members of the Town Committee.

Section 7. The Town Chairman shall appoint a finance committee from the membership of the Town Committee, whose duty it shall be to solicit and collect funds. The treasurer of the Town Committee shall be chairman of the finance committee.

Section 8. 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 to the Town Committee members present and voting at a meeting called for that purpose.

Section 9. The Town Chairman may appoint sub-committees, as he may deem advisable. Members of said sub-committees may be chosen from within or without the membership of the Town Committee, but shall not be entitled to vote at meetings of the Town Committee unless they are members thereof.

ARTICLE III

Meetings

Section 1. The Town Committee shall meet upon the call of the Chairman. The Town Committee shall meet no less than quarterly in any calendar year.

Section 2. Special meetings of the Town Committee may be called by the Town Chairman or, on written request, signed by at least 30% of the members of the Town Committee, presented to the Chairman. Upon receipt of such request, which must include the purpose of such special meeting, the Chairman shall call such meeting. In the event that the Chairman fails, neglects or refuses to issue a call for such meeting within seven (7) days after the filing of such request, then said 30% of the members of the Town Committee may unite in issuing a call for said meeting.

Section 3. At least 51% of the membership of the Town Committee shall constitute a quorum at any meeting.

Section 4. Notice of any meeting Town Committee shall be given in such manner as to provide to each member the date, hour, place and purpose of said meeting. Notice of any quarterly meeting shall be submitted in Writing to the membership at least seven (7) days in advance of said meeting. Special meetings shall require not less than forty-eight (48) hours notice to the membership.

ARTICLE IV

ENDORSEMENT OF CANDIDATES-NOMINATION OF MUNICIPAL OFFICERS SELECTION OF COMMITTEE MEMBERS AND DELEGATES

Section 1. The Town Committee, at a meeting called for that purpose shall by a majority vote of the Town Committee members present and voting select party-endorsed candidates for each municipal office and for delegates to conventions, including conventions for amendment of party rules. In the endorsement of any person for municipal office or as a delegate for whom only the electors of a

political sub-division of the Town may vote, only the members of the Town Committee elected from said political sub-division may participate. Party endorsed candidates for town committee members shall be selected by the enrolled members of such party in caucus or via a direct primary held in accordance with the Connecticut General Statutes. The determination of whether Town Committee Members shall be selected and endorsed via caucus or elected in a direct primary shall be made by a majority vote of the Town Committee Members present and voting, at a meeting held at least sixty (60) days prior to the date set for the caucus. At caucus meetings, any eligible person may be nominated from the floor, notwithstanding any notice or pre-registration requirements in the local rules. Notice of the time, place and purpose of said 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 having general circulation in the municipality.

(as amended on 10/17/19)

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 single slate.

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 candidates shall be the nominee Democratic Party for the office for which he is a candidate if no valid opposing candidacy has been filed for nomination to such office by four (4) o'clock P.M. on the twenty-first (21st) day preceding the day of the Democratic Primary for such office.

Section 4. If the total number of candidates for election to the Town Committee for whom a valid petition or petitions is filed is not greater than the number of members to be elected to the Town Committee, in a respective district, then no primary election shall be held and said candidate shall be determined to have been elected.

Section 5. 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, excepting the slate of delegates selected to a convention to amend Party rules, such slate of candidates shall be deemed elected as the delegates to such convention if no valid opposing candidacy by a complete slate including persons other than party endorsed candidates has been filed by four (4) o'clock on the twenty-first (21st) day preceding the day of the Democratic Primary for delegates to conventions. Provisions of this section do not apply to those who are selected as delegates to a convention to amend party rules.

Section 6. If for any reason the Town Committee fails to make sufficient endorsement of candidates for municipal office, or delegates to conventions, the provisions of Section 9-418, 9-419, and 9420 of Chapter 153 of the General Statutes, as the same may be amended from time to time, shall govern.

Section 7. The Secretary Town Committee shall certify to the Town 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 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 who only the electors of a political sub-division of the Town 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 delegates to conventions shall be made and certified to the Town Clerk 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 shall be dissolved by the vote of the Chairman of the Town Committee, but this provision shall not affect his right to cast any vote as a member of the Town Committee to which he is otherwise entitled.

Section 10. 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 name from nomination, or for any reason becomes disqualified to hold office or position for which he is a candidate, the power to fill such vacancy is vested in the Town Chairman. The Secretary of the Town Committee shall immediately certify the person named to fill such vacancy to the Democratic Registrar of Voters.

Section 11. 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 Chapter 153 of the General Statutes, as the same may be amended from time to time. Whenever a primary for nomination to municipal office or for election of Town Committee members or delegates to conventions is held under provisions of said Statute, 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 12. On the day of any primary held in conformity with said General Statutes and these rules, the polls shall remain open from twelve (12) o'clock noon until eight (8) o'clock P.M.

Section 13. 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, or for any reason becomes disqualified to hold the office for which he has been nominated, the power to fill such vacancy is vested in the Town Chairman.

Section 14. Each delegate to a convention elected in conformity with law and these rules may, in writing, designate an alternate delegate or proxy to act for him in his absence.

ARTICLE V

DISTRICT COMMITTEES

Section 1. Membership:

- a) There shall be a District Committee in each District. Said District Committee shall be composed of persons selected as prescribed in sub-section (b) of this article.
- b) Members of the Town Committee in the District shall form the basis of the District Committee, in addition any registered Democrat residing in the District shall become a member of the District Committee and expressing his intention to join. His voting rights as a member shall mature thirty (30) days after his joining.
- c) Within three (3) weeks after the election of a District Chairman, as hereinafter prescribed, the District Chairman shall call a meeting for the purpose of creating a District Committee.
- d) Not later than one (1) week after the organization of the District Committee, a complete list of the names and addresses of each member shall be filed with the Secretary of the Town Committee. The names and addresses of additional members shall be similarly filed within one (1) week after said additions occur.
- e) For the calendar year 1969, the requirements of sub-sections (c) and (d) of this article shall be effective within four (4) weeks after adoption of these rules.
- f) A District Committee may, by a two-thirds vote of the membership, drop any member, except members of the Town Committee, who has missed three or more consecutive regular meetings.

- g) Members of a District Committee not serving on the Town Committee, shall have equal voice and vote in district affairs with the District Committee members who are also members of the Town Committee with the exception of those voting rights exclusively conferred upon Town Committee members by the Connecticut General Statutes and Section 2 of this article.

Section 2. Officers:

Within thirty (30) days after their election, the Town Committee members in each district shall, at a meeting called for this purpose, by a majority vote of all such members, elect one (1) member as District Chairman and one (1) member as Vice-Chairman. Additional district officers as may be deemed necessary shall be elected by the District Committee at a meeting called for that purpose by the District Chairman. Election of such additional officers shall be by ballot. Any vacancy in either office shall be filled within thirty (30) days after such vacancy occurs in the same manner. (As amended by amendment dated 03/28/2000).

Section 3. Meetings:

- a) Each District Committee shall meet at least once every sixty (60) days. It shall be the responsibility of each District Chairman to notify the members of the District Committee in such manner as to permit them to know at least one (1) week in advance the time, date and place of such meeting.
- b) At District Committee meetings a quorum shall consist of at least twenty-five percent (25%) of the members of the District Committee.
- c) Special meetings of the District Committee may be called by the District Chairman or by twenty percent (20%) of the membership of the District Committee with not less than forty-eight (48) hours

notice to the members of the District of the time, date and place of such meeting, provided that such special meeting does not substitute for the regularly scheduled monthly meeting of the Committee.

- d) In the event the District Chairman fails to call two successive District Committee meetings, he shall be deemed to have resigned as District Chairman, and his office shall be declared vacant and shall be filled as provided in these rules.

Section 4. Responsibilities:

- a) It shall be the responsibility of the District Chairmen to discuss all matters of policy and procedure concerning his District and the welfare of the Democratic Party with District Committee members in a manner as may be prescribed by vote of said District Committee.
- b) It shall be the responsibility of the District Committee to make recommendations by vote to the Town Committee members in the District on matters of policy, endorsement of candidates, appointments, membership of the Town Committee in that District, and the filling of vacancies including that of District Chairman.
- c) In any matter wherein a recommendation of a majority of the members of the District Committee is rejected by the members of the Town Committee in said District, it shall be the responsibility of the District Chairman to notify the Town Chairman (in writing) of this action and advise the District Committee of this action at the next meeting. If said action concerns the endorsement of a candidate for elective office, the Town Committee shall submit to the membership of the Town Committee a complete report of the majority recommendation of the District Committee.

- d) In any manner wherein both the District Chairman and Vice Chairman fail, neglect or refuse to act as prescribed in these rules, such responsibility shall be incumbent on the Town Chairman.

ARTICLE VI

Section 1. Roberts Rules of Order, Revised, shall be considered as conclusive as to Parliamentary issues.

ARTICLE VII

AMENDMENTS

Section 1. These rules may be amended, modified or changed by a majority vote of the members of the Town Committee present and voting, provided, however, that notice of any amendment, modification or change shall be given in the Call by the Chairman for said meeting, and said CALL must be made and published no later than seven (7) days preceding said meeting.

Section 2. These rules may also be amended, modified or changed as follows:

- a) Whenever a petition signed by at least five (5) percent or five hundred (500), whichever is less, Registered Democrats of the Town of East Hartford requesting a specific change or changes in said Party Rules has been filed with the Democratic Registrar of Voters of the Town of East Hartford, the Chairman of the Town Committee shall call a convention of delegates within thirty-five (35) days to vote upon the acceptance or rejection of said proposed change or changes in said Party Rule.
- b) Nominations of a slate of delegates from any district to said convention, opposing the slate of delegates endorsed by the Town Committee, in said District, shall be filed with the Chairman of the Town Committee not later than 6:00 P.M. on the fifteenth (15th) day preceding said convention at a time and place to be advertised in a newspaper having a general

circulation in the Town of East Hartford at least five (5) days prior thereto. On receipt of an opposing slate, from any District, the Town Chairman shall hold an election at least five (5) days prior to said convention in said District. If no opposing slate is filed in conformity with this section, the slate endorsed by the Town Committee shall be deemed elected and no election in such District shall be necessary.

- c) Each District shall be entitled to one (1) delegate for each five hundred (500) Registered Democrats in the District, based on the most recent enrollment list. It shall be the duty of the Chairman of the Town Committee to insert in his general call for the election of delegates the location of the polling place in each District and the number of delegates to which each District is entitled.
- d) The polling places at all such elections for the purpose of change of party rules shall be open at 12:00 Noon and remain open until 8:00 p.m.
- e) All ballots presented at the polling places as provided herein shall be uniform in size, eight (8) inches by four (4) inches, and be printed on plain white forty-pound machine finished book paper. At the top of ballots in ten (10) point boldface type, the number of the District and the words "Official Ballot of the Democratic Party" shall be printed. There shall then follow in ten-point lightface type, the names of the delegates on said slate to said convention. No color tinted or tissue ballot, nor any ballot that has any distinguishing cut designs (except union label), or any other mark upon it, shall be used except as herein provided. The check list to be used for said election shall be the most recent enrollment list on file in the office of the Democratic Registrar of Voters.
- f) Each slate in the election shall be entitled to one (1) checker and one (1) box tender. In each District where an election for delegates is to be held, the names and addresses of the persons to act as box tenders and checkers shall be filed with the Town Chairman at least five (5) days prior to the day of the election by the District Chairman for the party-endorsed slate and by the first named delegate on an opposing slate. If said names

and addressed are not filed as herein prescribed, they shall be appointed by the Town Chairman.

- g) No slate of delegates, other than those nominated in accordance with these rules shall be voted for at said election and there shall be no split-ticket voting for delegates to said convention.
- h) No slate of delegates shall be voted for at said election unless and until the same has been duly presented to the Town Chairman as aforesaid and accompanied by a deposit in the sum of ten dollars (\$10.00) for each member of a slate so presented, in cash or certified check payable to the Treasurer of the Democratic Town Committee, which sum shall be used towards defraying the expenses of said election held in each District. Any surplus funds after all election expenses have been paid shall be returned in equal amounts to those persons filing the deposit as required above. The responsibility for any and all unpaid obligations resulting from the election over and above the total funds deposited as required in this section shall be divided equally among those filing said deposit.
- i) Whenever a slate of delegates so presented to the Town Committee in accordance with paragraph (b) hereof shall contain the name, or names, or persons as delegates therein, and said persons so presented as delegates to the number of fifty (50%) percent of said delegation shall file with the Chairman of the Town Committee within two (2) days of the date set for said election an affidavit, or affidavits, in writing setting forth that they, or each of them do not desire their names to be affiliated with said slate of delegates so presented, said names shall thereupon be removed, and in case fifty (50) percent of the delegation so named in either case as aforesaid, said slate of delegates shall be declared null and void by said Chairman and the person, or persons, presenting said slate of delegates shall be notified by the Town Chairman in writing that said slate of delegates has, by reason of the filing of the affidavits aforesaid, become null and void and will not be voted or counted at the election called as aforesaid.

- j) The check list shall be counted immediately after the close of the election, and before the ballots are counted, and the Moderator shall publicly announce the result of the total vote as appears on the check list. The ballots shall then be counted by the box tenders and checkers, a complete tally of all the ballots being kept. The Moderator shall immediately announce the result of the count in open meeting. The check list shall be deposited in the box with the ballots when counted. The box shall then be sealed by the counters, each counter and Moderator to affix his signature to said seal and be retained by the Moderator until after the holding of said convention, to which delegates were voted for at such election.

- k) If at said election there shall be a tie vote, the Chairman of the Town Committee shall cause a second election to be held on the following day, at the same place, and during the same hours as the first election. Or, if the difference between the whole number of ballots found in the box and the number of names checked on the list be greater than fifty (50) percent of the majority or plurality found for any one ticket, the Moderator, after announcing the result, if a protest be made in writing, shall immediately forward the same to the Chairman of the Town Committee, who shall cause a second election to be held on the following day, at the same place, and during the same hours as the first election, and if, at such second election there should be a like discrepancy between the ballots and the check list, then the District shall not be entitled to representation in said convention under that call, but in the case of a tie vote, at the second election, the right of delegates to a seat in the convention shall be determined by the convention.

- l) Before voting the voter shall have his name verified by the official checker on the Democratic Registration List and when the same is duly crossed off, his ballot must be deposited by him in the ballot box. The official box tender may ascertain whether the voter is casting a single ballot or not, but for that purpose he cannot in any way unfold a ballot as folded by the voter or hold it in any way up to the light or to do anything that might in any way appraise him of the slate of delegates said voter is voting. The

ballot boxes shall be so placed as to permit the voter to readily see the manner in which his ballot is deposited.

- m) The Chairman of the Town Committee shall issue a call for said convention. He shall also call the convention to order and in case of a tie vote, in the selection of a chairman of the convention, he shall dissolve the tie. Said convention shall be the judge of its own membership. No person other than regularly elected delegates, and accredited members of the press, shall be admitted to the floor of said convention except by consent of the convention. The committee on credentials shall consist of the delegate whose name appears first on the slate of delegates elected from each district. The Chairman of said convention shall appoint two (2) tellers. All persons whose right to a seat in the convention is in question, shall have no voice in the organization of the convention, nor in any matter that may arise, until the right to do so shall have been accorded to him by a majority vote of the convention.