

**BYLAWS OF THE DEMOCRATIC TOWN COMMITTEE
of WOODBURY, CONNECTICUT**

**These revised ByLaws Adopted
May 3, 2007**

Article I
Name and Objectives

NAME

The name of the organization shall be the Democratic Town Committee.

OBJECTIVE

The objective of the Town Committee is to serve as the Democratic Party organization for the town of Woodbury, Connecticut; to identify and support qualified Democratic candidates for office; to promote and support the Democratic Party on the local, state and national levels; to broaden the base of the Democratic Town Committee; to increase the number of registered Democrats in the town of Woodbury; to improve communications regarding matters of importance to Democrats in the Town of Woodbury; to increase community involvement and to provide a forum for the constructive exchange of ideas, opinions and information.

DUTIES OF TOWN COMMITTEE

The Town Committee shall hold caucuses or take such other actions as are required by local, state and national rules and regulations, and the regulations of the Democratic Party for the State of Connecticut to select party endorsed candidates for office and Town Committee membership and delegates for conventions, and shall propose a slate of candidates for such endorsement.

Article II
Membership

COMPOSITION

The Town Committee shall consist of eighteen members who shall be elected at large. In addition, there shall be four alternate members who shall be elected at the same time and in the same manner as regular Town Committee members. The Secretary of the Town Committee shall file with the Town Clerk a list of names and addresses of members and officers of the Town Committee within one week after organization of the Town Committee.

QUALIFICATIONS FOR MEMBERSHIP

All registered Democrats in the Town of Woodbury shall be eligible for membership in the Town Committee, regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status or physical disability. No person shall be elected to or shall hold the position of Town Committee member unless his or her name appears on the last completed enrollment list of the Democratic Party.

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ELECTION OF MEMBERS

Town Committee members shall be elected by majority vote of those present at a caucus called for that purpose. Nominations for candidates may be made at such caucus 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 the rules or (2) by nomination of individual candidates. In the event no endorsement is made, election to the Town Committee shall be made by direct primary as provided by law.

OBLIGATIONS OF MEMBERSHIP

All members, including alternate members, are expected to attend Town Committee meetings on a regular basis, to participate in election campaigns and fund raisers, to welcome newly registered Democrats to town, and otherwise to further the objectives of the committee.

VOTING

Each member of the Town Committee shall have one vote. Tie votes shall be resolved by the vote of the Chair of the Town Committee, 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.

EX-OFFICIO MEMBERS

All Democrats who have been elected or appointed to Town offices, boards and commissions shall be ex-officio, non-voting, members of the Town Committee. In the absence of a regular or alternate committee member, ex-officio members may be considered alternate members for the purpose of being seated by the Town Chair. Ex-officio members shall be bound by all the Party rules that apply to regular and alternate members.

ALTERNATE MEMBERS

Any regular member unable to attend a meeting of the Town Committee may designate an Alternate Member to vote at that meeting on all matters by so advising the Chair in advance of the meeting. In the absence of such a designation, the Chair (or other presiding officer) may designate an Alternate Member to vote at that meeting in place of an absent regular member. Alternate members shall be bound by all rules that apply to regular members.

TERMS OF MEMBERS

Except as provided below, members of the Town Committee, including alternates, shall serve for a term of two years beginning on the day following the day established for holding a primary for the election of said Town Committee members (even if no primary is, in fact, required) and ending on the day established for the holding of a primary for the election of the members of the succeeding Town Committee members or on such other dates as may in future be established by the Democratic Party of Connecticut. Regular attendance is expected of all Members.

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TERMS OF EX-OFFICIO MEMBERS

The terms of ex-officio members shall be coterminous with their tenure in office.

VACANCY

Any vacancy on the Town Committee may be filled by the Town Committee by a majority vote of those present and voting, at a meeting called for that purpose.

**Article III
Officers**

OFFICERS

The officers of the Town Committee shall consist of a Chair, two Vice-Chairs, a Secretary, a Treasurer and such other officers, including assistants to the Secretary and/or Treasurer, as from time to time may be deemed advisable.

ORGANIZATIONAL MEETING

Not later than fourteen (14) days following the day fixed for holding a primary for the election of Town Committee Members, or such other date as the Democratic Party of Connecticut may in future specify, the Chair who was in office on the day before said primary shall call a meeting of the newly elected Town Committee for the purpose of electing Officers of the Town Committee. Such meeting shall be held not later than sixty (60) days following the day fixed for the primary and shall be called by the incumbent Co-Vice Chairs, or either of them, if the incumbent Chair fails to call the meeting within thirty (30) days.

QUALIFICATIONS FOR OFFICE

No person shall serve as an officer of the Town Committee who has not regularly attended meetings of the Town Committee for at least six months immediately prior to his or her selection as an officer. No person shall serve as Chair who has not regularly attended meetings of the Woodbury Democratic Town Committee for a period of at least one year immediately prior to taking such office.

TERM OF OFFICE

Officers shall hold office during the term of the Town Committee electing them and until their successors have been elected provided, however, that any officer failing to attend meetings regularly or otherwise fulfilling the obligations of his or her office may be removed from office by a two-thirds vote of those present and voting at a meeting called for that purpose.

DUTIES

Each of such officers shall have the duties usually incident to his or her office and such other duties as the Town Committee may from time to time prescribe. These duties shall include:

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Chair: The Chair shall provide guidance and leadership and shall facilitate open communication within the Democratic Town Committee and the Town. The Chair is responsible for the day to day management of the affairs of the Democratic Town Committee; for developing the agenda for meetings, including special meetings; for calling meetings, caucuses (regular and special) and primaries as necessary; for maintaining effective relations with the 32nd District Council of Town Chairs, the 66th and 68th District Councils, and the State Central Committee; for establishing standing committees and subcommittees of the Town Committee as appropriate.

Vice Chairs: When the Chair is absent, one of the Vice Chairs shall act in place of the chair.

Secretary: The secretary shall be responsible for recording and distributing minutes of the meetings within the time prescribed by state regulations; recording attendance at meetings; maintaining a list of officers and members of the Town Committee; reserving a meeting place and notifying all members of the date, time, place and agenda for meetings; handling correspondence as requested by the Chair; arranging for publication of all required public notices; preparing and filing any certifications of other documents required by the Town Clerk, State Democratic Party, State Laws or other applicable rules and regulations (excluding only financial reports); and, in the absence of the Chair and both Vice Chairs, preside at meetings until such time as a chair pro tem is elected.

Treasurer: The treasurer shall be responsible for receiving and banking all monies (including the collection of monies at fund raisers and other Town Committee functions); maintaining records of income and expenses for the Town Committee; disbursing funds in accordance with the directions of the Town Committee, including the payment of bills; providing a written report reflecting income, expenses and the current balance of the Town Committee at each meeting; providing a complete annual financial report; proposing an operating budget each year, and appropriate revisions on a periodic basis during the year; preparing and filing any required financial reports with the appropriate authorities, all in accordance with generally accepted accounting principles, State Party rules and regulations, and other applicable laws or regulations.

Article IV

Meetings

MEETINGS & QUORUM

The Town Committee shall meet at least ten times a year. One member more than half of the current membership shall constitute a quorum at any meeting; any fractions shall be rounded up to the next whole number.

SPECIAL MEETINGS

Special meetings of the Town Committee may be called upon written request, signed by twenty percent (20%) of the members of the committee and presented to the Chair. Upon

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receipt of such request, the Chair shall give reasonable notice of the date, time, place and purpose of such meeting to all members of the committee.

Article V
Committees

COMMITTEES

There shall be an Executive Committee and Standing Committees as set forth below. The Town Committee may establish additional committees as deemed necessary.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice Chairs, Secretary and Treasurer of the Town Committee.

STANDING COMMITTEES

Committee Chairs shall be members of the Democratic Town Committee and shall be appointed by the Town Committee Chair with the advice and consent of the Town Committee. Except as otherwise set forth below, Committee Chairs will select members of their committees, who need not be Members of the Town Committee.

1. Nominating Committee: The Chair of the Town Committee shall be Chair of the Nominating Committee. Members of the Nominating Committee shall include, if possible, a previous Town Committee Chair (preferably the immediate past Chair) and at least one other member of the Town Committee selected by the Chair and previous Chair. The Nominating Committee shall seek out and identify to the Town Committee interested, qualified candidates, preferably Democrats, for appointive or elective office. The Nominating Committee shall also identify interested, qualified Democrats for Town Committee membership.
2. Program/Special Events Committee: The Program/Special Events Committee shall plan, organize and conduct regular programs of interest to the Democrats of Woodbury.
3. Fundraising Committee: The Fundraising Committee shall plan, organize and conduct fund raising activities for the Democratic Town Committee.
4. Election Committee: The Election Committee shall plan, organize and coordinate all campaign and election activities, as requested.
5. Outreach Committee: The Outreach Committee shall encourage all voters to register as Democrats and participate in Party affairs, and shall work with the Democratic Registrar of Voters to maintain an accurate, up-to-date list of names, addresses and telephone numbers of registered Democrats in the Town of Woodbury. As part of these activities, the Outreach Committee shall also be responsible for developing and maintaining the DTC web site.
6. Public Relations Committee: The Public Relations Committee shall promote and enhance a positive image of the Democratic Town Committee and DTC endorsed candidates and establish and maintain a constructive working relationship with the media.

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Article VI
Applicable Law

APPLICABLE LAW

All affairs of the Town Committee shall be conducted in accordance with the rules and regulations of the State Democratic Party, the National Democratic Party, and any applicable Federal, State or Local laws, rules or regulations.

Amendment

These by-laws may be amended by no less than a majority of the members of the Woodbury Democratic Town Committee and/or duly appointed alternates in attendance at a regular monthly meeting of said Town Committee, or at a special meeting called for the expressed purpose of amending the by-laws. Notice of the time, place, and purpose of any such meeting shall be given to all Democratic Town Committee members at least fifteen (15) days in advance of the meeting by mail and/or electronic means.

I hereby certify that the foregoing by-laws were adopted by majority vote of the members of the Democratic Town Committee of Woodbury present and voting at a meeting called for that purpose on May 3, 2007.

Secretary

Prior revisions: January 1986
 April 1991
 October 1998
 January 2006