

PARTY RULES GOVERNING THE DEMOCRATIC PARTY OF THE TOWN OF WOODBURY, CONNECTICUT

**These revised Party Rules Adopted
August 5, 2010**

Article I

Name and Objectives

NAME

The name of the organization shall be the Woodbury 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 THE 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 six 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 or alternate 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

Party endorsed candidates for Town Committee members shall be selected by the enrolled members of the party in caucus in such manner as local party rules may provide. Notice of the time, place and purpose of said caucus shall be given to all enrolled Woodbury Democratic voters 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 serving Woodbury.

At any caucus duly called for the endorsement of members of the Town Committee, nominations for the Town Committee members 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 local party rules, and (2) by nomination of individual candidates. In the endorsement of such candidates, voting shall be in accordance with the local party rules, but in no event shall a member of the caucus vote for a greater number of candidates than those to be elected. In the event no endorsement is made by the above stated method, then there shall be no endorsement and election to the Woodbury Town Committee shall be made by direct primary as provided by law.

PRIMARY DATE (WHEN NO ENDORSEMENT AND ELECTION OF TOWN COMMITTEE MEMBERS)

On the first Tuesday in March in each even-numbered year, each Town Committee, if needed, shall hold a primary for the election of Town Committee members. Said primaries shall be conducted in accordance with the Connecticut General Statutes.

SLATE ENDORSEMENT TO SELECT DELEGATES TO CONVENTIONS

At a caucus or Town Committee meeting duly called for the election of delegates to any Convention, nominations for said delegates may be made (1) by presentation to the caucus or Town Committee meeting of a slate composed of a number of persons not exceeding the number of such delegates to which the town is entitled under the state rules of the Democratic Party, or (2) by nomination of individual candidates.

Each delegate or alternate shall be an enrolled Democratic elector residing in the district that he or she represents.

Any person who has not yet attained the age of 18 years, but who will have attained the age of 18 years on or before the day of a regular election, who is otherwise qualified to be an elector and who has applied for admission as a Democratic Party elector in such manner as may be prescribed by law, may qualify and serve as a delegate for any state, local, or district convention set forth under these rules and as eligible by residency, for the nominations of candidates in said regular election.

In the selection of such delegates, each member of the caucus or Town Committee member present and voting shall vote for a number of delegates not to exceed the number of the full slate as defined above.

The voting for delegates to each convention shall be done by individual convention.

OBLIGATIONS OF MEMBERSHIP

All members, including alternate members, are expected to attend Town Committee meetings on a regular basis, as a minimum, at least 40% of the regularly scheduled meetings. Also, all members are expected to participate in election campaigns and fund raisers, to welcome newly registered Democrats to town, and otherwise to promote the objectives of the Democratic Town Committee and the Democratic Party. Each Town Committee member shall be a member of at least one standing 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 Town Committee rules that apply to regular and alternate members, except for the Town Committee meeting attendance requirements. The terms of ex-officio members shall be coterminous with their tenure in office.

STUDENT REPRESENTATIVES TO THE TOWN COMMITTEE

Two (2) high school students, who are residents of Woodbury, may be selected as Town Committee representatives by the Nominating Committee. The student representatives may participate in Town Committee discussions, but may not vote on matters presented to the Town Committee. The primary duties of the student representatives may include: representing the interests of young Democrats, promoting the Democratic Party in Woodbury, and assisting the Town Committee in carrying out its principal duties and responsibilities. Their term of office shall be the same as that of Town Committee members, or will terminate at the time of their graduation from High School.

TERMS OF MEMBERS

Members of the Town Committee shall serve for a term of two (2) years, commencing on the Wednesday after the first Tuesday in March in each even-numbered year, and ending on the first Tuesday in March of the next even-numbered year.

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. Such appointee shall server for the balance of the regular term.

INCREASING TOWN COMMITTEE MEMBERSHIP

The Town Committee, at a meeting called for that purpose, may, by majority vote of those present and voting, increase its membership, provided that all new members shall

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be duly elected by the time of the next primary date in the state election calendar, shall begin membership the next day, and shall continue as a member only until the next date for election of Town Committee members.

TOWN COMMITTEE MEETINGS

In accordance with the Charter of the Democratic National Committee, all meetings of Democratic Town Committees, standing Committees, and all other Democratic Party Committees shall be open to the public, and votes shall not be taken by secret ballot.

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 more than thirty (30) days following the day fixed for the holding of a primary for the election of Town Committee members, the Chair of the Town Committee in office at the time of said primary shall call a meeting of the newly elected Town Committee for the purpose of electing such officers of the Town Committee.

If such Chair fails, for any reason, to call such a meeting by the end of the prescribed thirty-day period, the Vice-Chair in office at the time of the primary shall call a meeting within 48 hours.

If, for any reason, the Vice-Chair does not call the meeting within the prescribed 48-hour period, the State Central Committee Members in the district shall call the meeting within the next 48 hours. When the meeting must be called by the Vice-Chair or a State Central Committee member, the call of the meeting will be valid notwithstanding any other applicable rule concerning time and notification of Town Committee meetings.

For Town Committee officer elections, paper ballots may be used. If paper ballots are used, Town Committee members shall print and sign their name, so that there may be a record kept of the election.

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 (6) 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.

FILING LIST OF OFFICERS AND MEMBERS

Within one (1) week after organization of the Town Committee, the Secretary shall file with the Secretary of the Democratic State Central Committee and with the Town Democratic Registrar of Voters, a list of the names and addresses of the Officers and members of the Town Committee.

DUTIES OF OFFICERS

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. In the event that a vote is taken that shall result in a tie, such tie vote shall be dissolved by the vote of the Chair of the Town Committee, 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. Specific duties for officers include:

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

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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

RULES

Robert's Rules of Order shall be conclusive on all parliamentary issues.

MEETINGS & QUORUM

The Town Committee shall meet at least ten times a year. Two-fifths (2/5) 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 by the Chair or upon written request, signed by twenty percent (20%) of the members of the committee and presented to the Chair. Upon 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, two (2) Vice Chairs, Secretary, and Treasurer of the Town Committee. Current Democratic Selectmen are ex-officio members of the Executive Committee. Duties and responsibilities of the Executive Committee shall include acting on behalf of the full Town Committee on matters requiring attention between regularly scheduled Town Committee meetings, including approval of expenditures not to exceed \$500.

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.

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1. Nominating Committee: The Chair of the Town Committee or his/her designee 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. The Outreach Committee shall also develop outreach to high school students who are interested in participating in Town Committee activities, including the Washington D.C. interns' trip and volunteer activities with the Town Committee.
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.

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.

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Amendment

These Party Rules 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 Woodbury Democratic Party Rules. 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.

ARTICLE VII

Within seven (7) days after Party Rules or any amendments to Party Rules are adopted by the Town Committee, a copy of the same shall be filed with the Secretary of the State and with the Town Clerk and with the Secretary of the State Central Committee. Any amendments so filed shall set forth in full the section to be amended. Matter to be omitted or repealed shall be surrounded by brackets, and the new matter shall be indicated by capitalization. Adopted Party Rules or amendments shall not be effective until sixty (60) days after the filing with the Secretary of the State.

These Party Rules are governed by the Democratic State Party rules as they exist at the time of adoption.

I hereby certify that the foregoing Party Rules were adopted by majority vote of the members of the Woodbury Democratic Town Committee present and voting at a meeting called for that purpose on August 5, 2010.

Pamela A. Dorgan
8/13/10
Secretary

Prior revisions: January 1986
 April 1991
 October 1998
 January 2006
 May 2007
 August 2010