

North Haven Democratic Town Committee Bylaws

Rules Governing the Democratic Party of the Town of North Haven, Connecticut

Article 1: Purpose

The purpose of the North Haven Democratic Town Committee (NHDTTC) is to elect Democrats to local, state, and federal offices; promote democratic values, awareness, transparency and active citizenship; advocate for positions included in the NHDTTC Platform and have a positive presence within the community.

Article 2: Membership

Section 1. Member Categories

Regular: The NHDTTC will consist of 65 members, who shall be elected at large from the enrolled democratic electors in the Town of North Haven. The NHDTTC shall consist of not less than five members from each of the five voting districts.

Associate: Individuals who are interested in engaging with the NHDTTC but do not wish to fulfill the roles and responsibilities associated with being elected to the NHDTTC. This category includes individuals who currently serve on a board or commission. Associate members are encouraged to participate on committees, elections and events but may not vote at the NHDTTC meetings.

Honorary: Individuals who have given years of distinguished service to the NHDTTC. They have chosen not to continue as a regular member and their years of service are honored by the committee.

Section 2: Eligibility

No person will be elected to or hold the position of NHDTTC member unless his/her name appears on the last completed enrollment list of the Democratic Party as certified by the Democratic Registrar of Voters.

Section 3: Expectations of regular members

- a) Attend at least six meetings per year
- b) Serve on at least one committee or serve as an officer
- c) Vote at NHDTTC meetings
- d) Contribute to the annual campaign to support the NHDTTC mission
- e) Attend NHDTTC fundraising events and town board and commission meetings
- f) Support democratic candidates for local, state, and federal offices. DTC members are expected to assist with campaigns for municipal and state offices. This can include making phone calls, canvassing, postcard campaigns, poll standing, recruiting volunteers, letter writing, etc.

Section 4: Resignation

If any member of the NHDTTC becomes unable or unwilling to perform any of the duties of his/her position, he/she should submit a written resignation letter to the NHDTTC Chair. Regular members who are not fulfilling any duties as defined under Membership will receive a letter from

the NHDTC Chair requesting participation. If the member is unable to participate the member will be asked to consider resigning and participating through an associate membership.

Section 5: Terms of Members

Members of the NHDTC will serve for a term of two (2) years, commencing on the day following the day established for holding a primary for the election of said NHDTC members and ending on the day established for the holding of a primary for the election of the members of the succeeding NHDTC.

Section 6. Vacancy

Any vacancy on the NHDTC, arising from any cause including failure to elect, may be filled by the NHDTC, by a majority vote of those present and voting, at a meeting called for that purpose. The Committee will nominate a member at one meeting and vote on membership at the next month's meeting.

Article 3: Election to Membership

Section 1. Caucus to Elect Regular Committee Members

In even-numbered years, the NHDTC in conformity with the State Election Calendar based on the General Statutes of Connecticut and State Democratic Party Rules, will fix the date for holding a caucus for the election of Town Committee members and will publish said date in a newspaper having a general circulation in the Town not less than five nor more than thirty days preceding the date of the caucus.

Party-endorsed candidates for membership on the NHDTC will be selected at a caucus of the enrolled members of the Party called for that purpose. Candidates to be elected at large. Any eligible persons may be nominated from the floor. Only those persons whose names appear on the last completed enrollment list of the Democratic Party as certified to the Committee by the Democratic Registrar of Voters will be eligible to vote at the caucus. If candidates are unable to attend the caucus and are interested in being elected, they need to present a letter of intent stating their interest in being elected and that they are unable to attend the meeting.

Section 2. Certification

The Chair and Secretary will certify to the Town Clerk the names and street addresses of the party endorsed candidates selected for NHDTC membership and will further specify the date on which the primary is to be held.

Section 3. Primary

Candidates for NHDTC membership chosen as provided in Section 1 above will run in the primary for NHDTC members as party endorsed candidates; if no valid opposing candidates have been filed for NHDTC members by four o'clock on the thirty-fourth (34th) day preceding the date of Democratic primary for NHDTC members, party endorsed candidates will be deemed elected as members of the NHDTC. The NHDTC will fix the first Tuesday in March for holding a primary for the election of NHDTC members and will publish the same in a newspaper having a general circulation in the town.

Article 4: Election and Duties of Officers

Section 1. Election

Within one month after the primary date, the members-elect of the NHDTTC will hold an organizational meeting to elect a Chair, Vice-Chair, Secretary, Treasurer, and Deputy Treasurer.

Section 2: Qualification

The officers of the NHDTTC will be elected from within the membership.

Section 3. Terms of Office

Officers so elected will hold office for the term of the NHDTTC electing them until their successors have been elected.

Section 4. Officers Duties and Responsibilities

Chair: Provides leadership and guidance to the NHDTTC in order to accomplish its stated mission/purpose; ensures that the NHDTTC has an organizational structure and sets priorities that provide a direction to the committee; presides at all meetings of the Committee; calls special meetings when deemed necessary; appoints subcommittee chairs, assigns work to subcommittees as needed; supervises all matters connected with the NHDTTC; works on maintaining party harmony; enforces the bylaws of the Committee and the general rules and regulations of the State Democratic Party; serves as an ex-officio voting member of all committees and performs other duties as may be necessary for the efficient administration of the office.

Vice Chair: Assists the Chair in the performance of his/her duties and acts for the Chair in his/her absence; works closely with the Chair and the subcommittee chairs to develop the party platform; assists with event planning; works on raising funds and recruiting new members and performs such other duties as may be necessary for the efficient administration of the office.

Secretary: Maintains a written record of minutes and roll calls of all meetings of the committee and sends notices whenever necessary to the membership; files all records and literature of the Committee including updated bylaws and performs other duties as may be necessary for the efficient administration of the office.

Treasurer: Receives all funds donated to the Committee and maintains custody of the same during the term of office; pays all invoices against the Committee as determined by the Committee; keeps an updated financial summary; provides each month a spreadsheet showing dates, contributions, payments with beginning and ending balances of the funds to the Secretary for distribution with agenda for upcoming meeting; makes a verbal report at the regular meetings of the NHDTTC; attends all fundraising events; Files all Committee reports with the State Elections Enforcement Commission; and responds at any time to the Committee's request for an audit; provides a copy of said audit to the Secretary and performs other duties as may be necessary for the efficient administration of the office.

Deputy Treasurer: Assists the Treasurer and performs the duties of the Treasurer in the Treasurer's absence. This includes attending committee meetings and fundraising events in the absence of the Treasurer. Performs other duties as may be necessary for the efficient administration of the office.

Executive Board: The Board is composed of the Chair, Vice Chair, Treasurer, Secretary, and Deputy Treasurer and assists in providing organization, guidance, and structure to ensure the NHDTC is working in accordance with its mission, purpose and beliefs. The Board hears and resolves grievances; keeps an up-to-date record of appointed boards and commissions and is responsible for selecting and recommending appointees to boards, commissions, or offices, to fill vacancies. The Board submits its written recommendations to the NHDTC for consideration and action.

Section 5: Filing List of Officers and Members to the State Central Committee

Within one week after swearing in a new town committee and election of officer for any given term, the Chair of the town committee shall file a list of the names and addresses and other pertinent contact information of the officers and members of the town committee (in a format designated by the Democratic State Central Committee) with the Secretary of the Democratic State Central Committee. A copy of updated local rules will be submitted within 2 months of the organizational meeting to the Democratic State Central Committee.

Section 6: Vacancy in NHDTC Office

A vacancy in any office of the NHDTC, arising from any cause, will be filled by the NHDTC by majority vote of the members present and voting, at a meeting called for that purpose or any regular NHDTC meeting. An agenda item for a regular NHDTC meeting will serve as the call announcement. The chair will be able to appoint an interim officer prior to the NHDTC meeting if needed. In the event the chair resigns from NHDTC, the vice chair becomes interim chair until the next membership meeting.

Section 7: Removal from Office

Officers of NHDTC may be removed from office for just cause by two-thirds vote of the NHDTC members present. A notice of intent will be provided in writing to all NHDTC members at least thirty days prior to the meeting called for that purpose. The day after a positive vote for removal, the office will be considered vacant.

Article 5: Subcommittees

Section 1. Executive Committee

The Committee is composed of the officers of the NHDTC, Standing Committee Chairs and the highest elected Democratic Official in town government. NHDTC Chair is the Chair of the Executive Committee. The Committee institutes a strategic plan with goals and monitors the progress, priorities, and action items; formulates policies and outlines procedures to be followed in matters concerning the progress and general welfare of the Democratic Party; reviews the Party Platform, Bylaws and Mission Statements every other year and recommends changes as necessary. The Committee meets monthly prior to NHDTC meetings for planning purposes.

Section 2. Nominating Committee

The Nominating Committee will consist of 9 members of the North Haven Democratic Town Committee and its role is to select candidates for endorsement for municipal elections. The chair and vice chair will **serve as** members of the nominating committee. If more than an additional 7 members volunteer the North Haven DTC will select the nominating committee by a vote at a regular meeting.

Section 3: Standing Committees

Finance: Responsible for overseeing the finances of the NHDTTC; develops an annual budget at the beginning of each fiscal year; oversees all fundraising events to ensure SEEC guidelines are followed. The Treasurer and Deputy Treasurer will serve as members of the Finance Committee. Develops policies and procedures regarding donations, financial expenditures and educates the membership on appropriate financial expenditures and fundraising activities.

Fundraising Committee/Events: sets goals for raising funds; oversees the contribution campaign; Plans and runs fundraising events in conjunction with the finance committee. Plans, runs and advertises educational and other events that supports the mission of the DTC.

Recruitment/Retention: Responsible for attracting new members and retaining current members on the NHDTTC; organizes outreach efforts and events, plans activities, and works to engage democrats within town. Maintains a database of volunteers and assists committees with engaging volunteers, coordinates with issues/activism committee to plan events which will attract potential new members and engage registered democrats .

Activism/Issues: Conducts research on topics that impact local, state, and federal government, addresses misinformation, provides updates on state legislative and elected officials including voting records. Coordinate with communication/messaging to draft resolutions for a vote of the NHDTTC. Plans programs to educate the public on areas of interest; informs the NHDTTC public of local, state, and federal issues, plans activism events,

Communications/Messaging: Provides news media (includes print, television, social media and radio) with coverage of activities and positions of the NHDTTC; works with subcommittee chairs and democratic candidates to provide information on upcoming events and elections; maintains the NHDTTC website, Facebook page and twitter accounts; informs the public of fundraising events and campaigns; encourages participation in the democratic process by informing the community of local/federal/state issues and promoting programs of the NHDTTC. Any specific policy or position statement should be voted on by the NHDTTC or vetted through the Chair before presentation in a public forum.

Election Committee: Formed prior to municipal elections. Responsible for coordinating election events; guides strategy and messaging during the election cycle in collaboration with the communications/messaging committee; collaboration with the Finance/fundraising committee to

raise funds for the campaign and manage expenditures, works with the recruitment/retention committee to coordinate volunteers for canvassing, phone banks and election day activities. The Committee includes individuals running for office, NHDTC members and registered democrats.

Section 4: Ad hoc Committees

The NHDTC may vote to establish Ad Hoc committees as needed. These committees will establish goals and function for the duration of time required to complete the goals established.

Article 6 Meetings

Section 1: Frequency of meetings:

Meetings are held once every month on a date agreed upon by the majority of the NHDTC members. Other meetings may be called at the discretion of the Chair or in accordance with state law.

Section 2: Agenda:

Agendas will be sent out/posted 7 days prior to the meeting. The agenda will include roll call, review of minutes from the previous meeting, chair/treasurer and committee reports as well as old and new business. Other items can be added to the agenda as needed.

Section 3: Meeting reports

All reports including treasurer, DTC committees, as well as commissions and boards will be submitted in writing prior to the meeting. The secretary will distribute links to the reports along with the agenda. The purpose of the reports is to provide NHDTC members with informational items prior to the meeting. This will allow the members to focus on action-based discussion or discussion where further clarification is needed

Section 4: Quorum

Two-fifths of the membership of the NHDTC will constitute a quorum at any NHDTC meeting.

Section 5. Robert's Rules Governing

Robert's Rules of Order are applicable for meetings.

Section 6: Special Meetings

Special meetings of the NHDTC may be called by written request signed by twenty percent (20 %) of the membership or called by chair. Upon receipt of such a request, the Chair will instruct the Secretary to give reasonable notice of the time, place and purpose of such meeting to all members of the committee.

Article 7: Process of Party Endorsed Delegates and Candidates

Section 1: Endorsement

The NHDTC, at a meeting called for the purpose, will, by a majority vote of the NHDTC members present and voting, select party-endorsed candidates for each municipal office and for delegates to conventions other than NHDTC Conventions.

Section 2: Slate Endorsement

At any Caucus or NHDTC meeting duly called for the endorsement of candidates for delegates to any convention, nominations for said delegates may be made by (1) presentation to the Caucus or NHDTC 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 and or (2) by nomination of individual candidates. In the endorsement of such candidates, the vote of each member of the Caucus or NHDTC member present and voting will be for a number not to exceed the number of a full slate as defined above. The voting for endorsement of delegates to each convention will be done by individual convention.

Section 3: Party Endorsed Candidates for Municipal Office

Candidates for municipal office chosen as provided in Section 1 above will run in the primary for such office as party-endorsed candidates; provided any such candidate will 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 p.m. on the twenty-first day preceding the Democratic Primary for such office.

Section 4: Party Endorsed Candidate for Convention Delegates

The slate of candidates for delegates to a convention chosen as provided in Section 1 and 2 above will run in the primary for delegates to such convention as party-endorsed slate; provided that such slate of candidates will be deemed elected as the delegates to such convention if no valid opposing candidacy by a complete slate of persons other than party-endorsed candidates have been filed by four o'clock p.m. on the twenty-first day preceding the Democratic Primary for delegates to conventions.

The role of the delegates is to represent the democrats in North Haven and vote on their behalf. Given the role is to be an elected official, delegates should expect to receive input from the democrats they represent. In addition, delegates should reach out to registered democrats to get input. Delegates are also responsible for attending conventions to vote on candidates for the specific office. If a delegate is unable to attend, they should reach out to the DTC chair to arrange for a proxy or replacement.

Section 5: Insufficient Endorsement

If endorsements of candidates for Municipal Office, NHDTC members or delegates to conventions are not made, the provisions of the General Statutes will govern.

Section 6: Certification of Party Endorsed Candidates

The Secretary and Chair or presiding officer of the NHDTC, Caucus or convention will certify to the Municipal Clerk the names and street addresses of the party-endorsed candidates selected as provided in Sections 3 and 4 above, the title of the office or delegate for which each such 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 subdivision of the municipality or of a senatorial district located entirely within the municipality may

vote, the Secretary of the NHDTC will certify to the Municipal Clerk the name or number of such political sub-division or senatorial district.

Section 7: Date of Endorsement of Candidates

Each party endorsement of a candidate to run in a primary for nomination of candidates for Municipal Office, or as delegates to conventions will be made within the time frame established by the Connecticut General Statutes. Said endorsement will be certified to the town clerk by the Chair or presiding officer and Secretary of the NHDTC, Caucus or convention, in accordance with the Connecticut General Statutes.

Section 8: Tie Vote

In the event of a tie vote taken on the selection of a party-endorsed candidate, the vote will be dissolved by the vote of the Chair of the Caucus, but this provision will not affect his/her right to cast any vote as a member of the Caucus to which he/she is otherwise entitled.

Section 9: Vacancies in Party-Endorsed Candidacy

If a party endorsed candidate for nomination to a Municipal Office or for election as NHDTC member 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/her name from nomination, or for any reason becomes disqualified to hold the office or position for which he/she is a candidate, an endorsement may be made to fill such vacancy by the NHDTC, by a majority vote of those present and voting, at a meeting called for that purpose; provided, if the original endorsement was made by the members of the NHDTC elected from only one political subdivision of the municipality, only such members will participate in the endorsement to fill such vacancy. The Chair of the NHDTC may cast a vote on such endorsement to break a tie, but this provision will not affect his/her right to cast any vote, as a member of the NHDTC, to which he/she is otherwise entitled. The Secretary of the NHDTC will immediately certify the endorsement to fill such vacancy to the Democratic Registrar of Voters. No candidate will be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the town clerk.

Article 8: Nominations

Section 1. Plurality Vote Determination of Nomination

The nominations of the Democratic Party to all offices and the election of members of the NHDTC and delegates to conventions will be made in all respects as provided in the State Primary Law, as the same may be amended from time to time. Whenever a primary for a nomination to a municipal office or for election of NHDTC members or delegates to conventions is to be held under the provisions of said law, the nominees of the Democratic Party for such office, and the members of the NHDTC and delegates to conventions will be determined by a plurality of votes cast.

Section 2: Vacancy in Nomination

If a nomination has been made for a municipal office and the nominee thereafter, but prior to twenty four hours before the 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 for which he or she has been nominated, a nomination to fill such vacancy may be made by the NHDTC by a majority vote of the NHDTC members present and

voting at a meeting called for that purpose. The Chair of the NHDTTC may cast a vote on such nomination to break a tie, but this provision will not affect his/her right to cast any vote as a member of the NHDTTC. In the case of a withdrawal, a vacancy will not occur until the candidate who has withdrawn has filed a letter of withdrawal signed by such candidate with the Secretary of the State and has filed a copy with the town clerk. Such certification of a nomination to fill a vacancy due to death or disqualification will include a statement setting forth the reason for such vacancy.

Section 3: Alternates

Each delegate to a convention elected in conformity with law and with these rules may in writing designate an alternate delegate to act for him/her in his/her absence. In the absence of such alternate delegate, the Town Chair will fill any vacancy arising for any cause in delegations to conventions.

Article 9: Finances

Section 1: Financial obligation

The financial obligations of the NHDTTC are authorized through the annual budget process. The legal purpose of the democratic town committee is to elect democrats to local, state and federal office. Given this mandate the executive board will have the authority to authorize expenditures to run campaigns if the funds are available. Members interested in participating in the discussion for funding elections can join the election committee to provide input into the process. Unanticipated expenses not in the budget and not directly related to the mission of the North Haven DTC will be voted on by the full membership. The Executive Board along with the finance/fundraising chair(s) may vote to fund the subcommittee request up to \$200, if necessary. Any subcommittee receiving funds will prepare a financial summary of expenses for the NHDTTC.

Section 2: Contribution Campaign

It is expected that each member of the NHDTTC will voluntarily contribute a suggested amount of \$75.00 per year. The funds will be used to support the operational costs of the Committee. If needed, members can request to contribute in multiple payments. The contribution campaign will begin in January and donations are expected by March 1.

Section 3: Authority to sign checks

The Treasurer and Deputy Treasurer will have the authority to sign checks on the NHDTTC checking account or sign for credit card purchases. All expenses must be approved within the budget processor by a vote of the finance committee chair(s) and Executive Board. The authority to sign on behalf of the NHDTTC will expire at the end of their terms. The NHDTTC may authorize additional signatures of specific officers as needed.

Section 4: Accounting

The Treasurer will maintain accurate and complete receipts, expenditures, and balances of the NHDTTC in compliance with all laws relating to handling and reporting political contributions and expenditures. The Treasurer will be responsible for all NHDTTC funds and will not commingle them with other funds. A bank account in the name of the NHDTTC will be utilized to deposit all funds received and the accounting will be open to all members of the Democratic Party with reasonable notice.

Article 10: Party Rules

Section 1: Filing of Local Rules

Within seven (7) days after party rules or any amendments to party rules are adopted by the Democratic Party in any town, a copy of the same will be filed with the Secretary of the State of Connecticut, and with the Secretary of the State Central Committee. Adopted party rules or amendments shall not be effective until sixty (60) days after the filing with the Secretary of the State Central Committee.

Section 2: Amendments to Local Party Rules

The local party rules may be amended by the NHDTC at any regular or a special meeting called for that purpose upon a majority vote of those members present and voting. The North Haven DTC will review, amend and adopt local rules within 2 months of the organizational meeting of a newly elected North Haven Democratic Town Committee.

Section 3: Coverage

Copy of these rules will be filed with the town clerk of each municipality and will be deemed to cover the operations of the Democratic Party in that municipality until such time as the party within such municipality adopts a rule or amendment on the same subject matter consistent with these rules and the Connecticut General Statutes, and files same with the town clerk of the municipality and the Secretary of the State.

Section 4: Conflict with Law

If any provision of these rules' conflicts with the provisions of any federal or state law or any rules of the Democratic National Committee or the Connecticut Democratic State Central Committee, the provision of such law or rule will govern.

Revision History:

June 14, 1994 – Arthur Concilio, Chairperson
September 20, 2016 - Walter Spader, Chairperson
September 3, 2019 - Kathy Spinato-Grant
September 8, 2020 - Kathy Spinato-Grant
March 23, 2022 Jennifer Caldwell
November 9, 2022 Jennifer Caldwell