

**BY-LAWS
OF THE
WATERFORD REPUBLICAN
TOWN COMMITTEE**

Waterford, Connecticut

August 30, 2000

ARTICLE I PURPOSE

The purposes and functions of the Republican Town Committee of Waterford are: To encourage able Republicans to run for office; To conduct Party caucuses; to organize and direct general election campaigns; to elect Republicans to office; to study and recommend improvements in the form of local government; to recommend able and qualified Republicans for appointive offices; to study and support [or oppose] State legislation concerning Waterford; to sponsor and encourage constructive Party activities; to study, discuss and take positions on political issues in town; and to administer Party funds in the Town.

ARTICLE II TOWN COMMITTEE

SECTION 1. COMPOSITION

- a. The Town Committee shall consist of thirty –five (35) registered Republican voters. The membership shall be elected at-large by the Republican Party caucus.
- b. By majority vote of those members present at any regular or special meeting of the Town Committee, associate membership [non-voting] may be conferred on any registered Republican elector of the Town of Waterford. The duties and responsibilities of associate members shall be the same as regular members. Associate members shall serve at the pleasure of the Town Committee. Associate members, shall be eligible to serve on all committees except the Nominating Committee and shall have a vote on such committees.

SECTION 2. QUALIFICATIONS

The person must be an enrolled Republican elector of the Town, must reside within the Town, and be an enrolled Republican elector during the entire term of his/her membership.

SECTION 3. ELECTION

- a. Primary. The date for primaries for the election of Town Committee members shall be the first Tuesday of March in the even numbered years. [Sec. 9-425] or as directed by State Statutes.
- b. Notice. The Town Chairman, or in the event of his/her failure to act, the Vice Chairman, shall publish notice of the primary date in a newspaper having a circulation in said town at least fifty-six [56] days before the date set for the primary.

Party-endorsed candidates shall be chosen by caucus and the names of party-endorsed candidates for Town Committee membership shall be filed with the clerk of the municipality not later than the thirty-ninth [39th] day preceding the date of the primary by the Chairman and the Secretary of the caucus except that when such thirty-ninth day is a Saturday, Sunday, or legal holiday such filing shall take place not later than the next succeeding business day.

- c. A town committee is lawfully elected when [1] no candidate or slate of candidates other than the party-endorsed candidates has been filed with the Town Clerk by four [4] o'clock p.m. on the twenty-fifth [25th] day preceding the day of the primary; [2] they are duly elected as a result of a primary; [3] otherwise lawfully elected.

SECTION 4. TERM

The terms of Town Committee members shall start on the first Monday following the date of the primary set in connection with their election, and they shall serve for two [2] years or until successors shall have been chosen, but not more than twenty-six [26] months, and provided when these rules are amended to increase Town Committee membership, they shall specify the date upon which the terms of the positions created by said increase shall begin, and how the new positions shall be filled. The terms of all members shall end on the same day.

SECTION 5. VACANCIES

The terms of Town Committee members shall start on the first Monday following the primary set in connection with their election, and they shall serve for two [2] years or until successors shall have been chosen, but not more than twenty-six [26] months, and provided when these rules are amended to increase Town Committee membership, they shall specify the date upon which the terms of the positions created by said increase shall begin, and how the new position shall be filled. The terms of all members shall end on the same day.

SECTION 6. MEETINGS

- a. Regular meetings of the Town Committee shall be held at least eight [8] times a year with a minimum of two [2] in each quarter. Special meetings may be called at any time by the Chairman at his/her discretion or shall be called by the Chairman or Vice Chairman within ten [10] days after receipt of a written request signed by at least twenty-five percent [25%] of the members of the Town Committee stating the purpose of the meeting.

The chairman shall instruct the Secretary to give five [5] days written notice of the time and place of all meetings to the Town Committee members and to the State Central Committee of that district and to also state the purpose of any special meetings. Should circumstances require immediate action by the Committee, such five [5] day notice may be waived.

- b. Attendance: The Chairman or Secretary shall be notified twenty-four [24] hours prior to the meeting on member(s) expected absence. Validity of excuse(s) shall be determined by the Chairman or Secretary.

A member missing three [3] consecutive meetings, unexcused, shall be ineligible for recommendation for membership for the next succeeding term, or, if a Town Committee officer, subject to removal under Section 13.

A member missing fifty per cent [50%] of the meetings, unexcused, shall be ineligible for recommendation for the next succeeding term.

- c. Open Meetings. All Town Committee meetings shall be open to the public unless the Town Committee shall, because of unusual circumstances, by majority vote, elect to go into executive session.
- d. Quorum. Twelve [12] members of the Town Committee shall constitute a quorum at any meeting.
- e. Reports. Reports shall be given at each regular Town Committee meeting of [1] the State Central Committee meeting, either by a member of the State Central Committee or through the Town Chairman, [2] the last Town Committee meeting and [3] Standing Committees.
- f. Order. All Town Committee meetings will be conducted in accordance with Roberts Rules of Order as revised.

SECTION 7. ENDORSEMENT CALL

Caucus. Whenever party-endorsed candidates for Town Committee membership are selected by Caucus, it shall be the duty of the Republican Town Chairman or, in the event of his/her failure to act, the Vice Chairman, in each town to call such Caucus, designating the time, place and day, by publishing said call in a newspaper having a circulation in Waterford, at least five [5] days before the day of such Caucus. But if the Town Chairman or Vice Chairman shall fail to act, a member of the State Central Committee for the district in which such Town Chairman resides shall call the caucus.

SECTION 8. PROXY

Proxy voting shall NOT be permitted for the following: 1. Town Committee endorsements; 2. delegate endorsements; 3. candidate endorsements [when made by the Town Committee]; 4. election of Town Committee officers; and 5. removal of Town Committee officers.

SECTION 9. TOWN CHAIRMAN AND OTHER OFFICERS

- a. Town Committees shall meet within two [2] weeks after the beginning of their terms as specified in Section 4 of this Article, at the call of the previous committee Chairman or in the event of his/her failure to act, at the call of a member of the State Central Committee from the district in which said Chairman resides, and name a Chairman and Vice Chairman, a Secretary, a Treasurer, and such other officers as are deemed necessary. The Chairman may be chosen from within or without the membership of the Town Committee, and in either case may cast a vote to break a tie, including a tie in the vote for the selection of party-endorsed candidates under Section 9-386 of the General Statutes. This vote, if necessary, shall be in addition to any voting rights said Chairman may have. Other officers may be chosen from without the membership of the committee, but if so chosen, they shall be without a vote.
- b. Duties.

Town Chairman

1. Attend Senatorial District meetings or provide a proxy;
2. Attend Congressional District meetings or provide a proxy;
3. Attend and conduct Town Committee meetings;
4. Present a report at each Town Committee meeting as to what transpired at the most recent State Central Committee meeting or see to it that a State Central Committee person delivers such a report.
5. Designate the Campaign Treasurer for local campaigns;
6. Any other duties pertinent to his/her office.

Vice Chairman

1. Attend Senatorial District meetings or provide a proxy;
2. Attend Congressional District meetings or provide a proxy;
3. Attend Town Committee meetings;
4. Upon the occurrence of a vacancy in the office of Town Chairman, the Vice Chairman shall be responsible for determining the time, date, and place for a meeting to select a new Chairman, which meeting shall be fifteen [15] to thirty [30] days of vacancy. If the Vice Chairman does not act within two [2] weeks of the vacancy, the State Central Committee person shall be so responsible;
5. Any other duties pertinent to his/her office.

Treasurer

1. Give a financial report at each Town Committee meeting.
2. See to it that all election finance laws are complied with by the Town Committee and instruct and assist various campaign treasurers with compliance;
3. See to it that financial records are audited at least once a year by a committee appointed by the Town Chairman;
4. Pay all normal operating expenses of the Town Committee up to and including one hundred dollars [\$100.00]. All other expenses up to and including one hundred dollars [\$100.00] shall be paid with the approval of two officers. Expenses over one hundred dollars [\$100.00] shall be paid with the approval of the Town Committee.
5. Any other duties pertinent to his/her office.

Secretary

1. Notify Town Chairman, Town Committee members, and State Central Committee members of the time, date and place of each Town Committee meeting.
2. Keep a record of minutes of each meeting and see that minutes of each meeting are acted upon by the Town Committee.
3. Keep accurate attendance records of Town Committee meetings and report totals of same to the Town Committee bi-annually as well as indicating absences in the minutes of each Town Committee meeting;
4. Furnish to the State Chairman at least every six [6] months a list of dates and places of all Town Committee meetings held during the previous six [6] months.
5. Furnish to the State Chairman at least annually a list of Town Committee officers and notify the State Chairman of changes as they occur;

SECTION 10. NOTICE AFTER ORGANIZATION

The Secretary shall, within one [1] week after organization of the Town Committee, file with the Secretary of the State Central Committee the names and addresses of the officers and members of the Town Committee and the name and address of the Republican Registrar of Voters.

SECTION 11. COMMITTEES

- a. The Chairman of the Town Committee shall within one [1] month of his/her election establish working standing committees including, but not limited to, the following and instruct them in their duties;
 1. Finance
 2. Voter Registration
 3. District Organization
 4. Publicity

- 5. Campaign Management
- 6. By-Laws

The Chairman of the Town Committee shall name the chairman of each standing committee and shall require a report of the activities of each committee from each chairman at regularly held Town Committee meetings.

- b. Nominating Committee. There shall be a Nominating Committee consisting of five (5) persons who shall be elected by the Town Committee from among the members of the Town Committee. The chairman of the Nominating Committee shall be elected by the members of the Nominating Committee. The Nominating Committee shall ascertain and propose to the Town Committee eligible candidates for the election or appointment to municipal office. The Nominating Committee shall be permitted to make nominations between regular Town Committee meetings, when necessary.
- c. Other Committees. The Chairman shall determine the necessity for other committees and may create and dissolve the same at his/her discretion. The Chairman, Vice Chairman and members of each such committee shall be appointed from either within or without the Town Committee by the Chairman of the Town Committee and shall serve at his pleasure.
- d. Chairman Ex-Officio. The Chairman shall be an ex-officio member of all committees.

SECTION 12. PARTY FUNDS NOT TO BE SPENT IN PRIMARIES

Neither the Town Committee nor any officer thereof shall expend any party funds, unless specifically contributed for such purposes, on behalf of any candidate in a pre-endorsement contest or in a primary.

SECTION 13. REMOVAL OF TOWN COMMITTEE OFFICERS

- a. The Town Chairman, Vice Chairman or other elected officers of the Town Committee may be removed by the affirmative vote of two-thirds [2/3] of the entire authorized membership of the Town Committee at a duly warned meeting called for that purpose by one third [1/3] of the members of the Town Committee.
- b. Not less than five [5] days written notice shall be given of any meeting called under subsection [a] of this section.

ARTICLE III PARTY-ENDORSED CANDIDATES

SECTION 1. NOMINATION

- a. Primary. The day for holding primaries for the nomination of party-endorsed candidates for town/state office shall be the first [1st] Tuesday of September [Section 9-423] or as directed by State Statute.
- b. Notice. The Town Chairman or, in the event of his/her failure to act, the Vice Chairman shall publish notice of the primary date in a newspaper having a circulation in the Town of Waterford at least fifty-six [56] days before the date set for the primary.
- c. Endorsement. The method of choosing party-endorsed candidates for town office or delegates to nominating conventions shall be by Caucus.

Party-endorsed candidates for town office shall be selected at caucuses of enrolled Republican electors of the Town of Waterford held not later than the forty-second [42nd] day nor later than the fortieth [40th] day preceding the dates set for the various primaries. The names of such party-endorsed candidates shall be filed with the Town Clerk of the Town of Waterford not later than the thirty-ninth [39th] day preceding the date of the primary by the Chairman or presiding officer of the caucus and;

In the selection of party-endorsed candidates for an office or position for which only the electors of a political sub-division of a municipality may vote, only the members of the Town Committee from such political sub-division, or the delegates to a Town or City Convention elected by such political sub-division, or the enrolled Republican electors within such political sub-division, at a Caucus, as the case may be may participate. All such endorsements in any one town shall be made upon the same day.

- d. Call of Caucus. The Town Chairman or, in the event of his/her failure to act the Vice Chairman, shall call such caucus, designating the time, place and day, by publishing said call in a newspaper having a circulation in the Town of Waterford at least five [5] days before the date of such caucus. But, if the Town Chairman or Vice Chairman shall fail to act, a member of the State Central Committee for the district in which said Chairman resides shall call the caucus.
- e. Nomination. Nominees for town/state office shall be deemed lawfully nominated When: [1] no candidate nor slate of candidates other than party-endorsed candidates has been filled by four [4] o'clock p.m. on the twenty-fifth [25th] day preceding the day of primary; [2] they are duly nominated as a result of a primary; [3] otherwise lawfully nominated.

ARTICLE IV PARTY-ENDORSED DELEGATES

SECTION 1. QUALIFICATIONS

All delegates and alternates must be enrolled Republican electors of the Town of Waterford at the time they act.

SECTION 2 ELECTION

- a. Primary. The day for holding primaries for the election of party-endorsed delegates to district and state conventions shall be the first [1st] Tuesday in May in the even numbered years [Section 9-424 or as directed by State Statutes].
- b. Notice. The Town Chairman or, in the event of his failure to act, the Vice Chairman, shall publish notice of the primary date in a newspaper having a circulation in the Town of Waterford at least fifty-six [56] days before the date set for the primary.
- c. Endorsement. The method of choosing party-endorsed delegates shall be: Refer to Article III, Section 1c, of these rules.
- d. Election. Candidates for delegates to conventions shall be deemed to be lawfully Elected when: [1] no slate of delegates has been filed by four [4] o'clock p.m. on the twenty-fifth [25th] day preceding the day of the primary; [2] they are duly elected as a result of a primary; [3] otherwise lawfully elected.

ARTICLE V PETITIONS

- a. Upon written petition personally signed by twenty-five percent [25%] of the enrolled Republican electors [as of the last completed enrollment list] of the Town of Waterford presented to the Chairman or Vice Chairman, a meeting of the Republican electors shall be called. The petition must state the purpose of the call of the meeting.
- b. If twenty-five percent [25%] of members of the Waterford Town Committee present a petition to the Town Chairman, a meeting shall be called. The petition must state the purpose of the call of the meeting.

ARTICLE VI DISPUTES

Any disputes regarding qualifications or elections of members or officers of the Town Committee, procedures or rules of the Waterford Republican Party, including endorsements which cannot be settled locally, shall be resolved by the State Central Committee or by a subcommittee of five [5] of its members, appointed by the Chairman of the State Central Committee, none of whom shall be members of the district in which the Town of Waterford belongs.

ARTICLE VII AMENDMENTS

The rules of the Waterford Town Committee may be amended in accordance with any method permitted by the Connecticut Republican State Central Committee Rules and By-Laws as the same may from time to time be amended.

ARTICLE VIII DEFINITIONS

The terms used in these rules shall have the same meaning as in section 9-372 of the General Statutes.

Adopted by Electors of the Waterford Republican Party August 30, 2000.