

Rules Of the

**Republican
Town
Committee**

Newtown, Connecticut

October 1996

**RULES OF THE REPUBLICAN PARTY NEWTOWN OF
NEWTOWN, CONNECTICUT**

ARTICLE 1 - SCOPE

1.1 PURPOSE - These rules shall govern the Republican Party and the Republican Town Committee of Newtown, Connecticut.

1.2 FUNCTIONS - The purposes and functions of the Newtown Republican Town Committee are: To encourage able Republicans to run for office. To conduct and participate in party caucuses and/or conventions. To organize and direct general and special elections campaigns. To support and elect Republicans to office. To study and recommend able and qualified Republicans for elective and appointive offices. To study and support or oppose State legislation concerning our town. To study and recommend improvements in local government. To sponsor and encourage, constructive party activities. To perpetuate the party through strong voter registration and voter turnout. To generate, administer and distribute party funds. To submit the required periodic reports to the State Elections Commission, and the State Republican Party headquarters.

1.3 PROCEDURES - Matters of procedure, not specifically provided for by these rules or by State law, shall be governed by "Roberts Rules of Order Newly Revised".

ARTICLE 2 - CAUCUSES AND PRIMARIES

2.1 REGULAR CAUCUSES - Regular caucuses shall be called at such times and for such purposes as may be specified by these Rules or by the Rules of the Republican Party of the State of Connecticut.

2.2 NOTICE - It shall be the duty of the Republican Town Chairman or, in the event of his/her failure to act, the Vice Chairman, shall cause a notice to be published in a newspaper having a circulation in such town, at least five (5) days prior to the date set for the caucus, designating the date, time, location and purpose. 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 resides shall call the caucus or caucuses.

2.3 PROCEDURE FOR CAUCUSES

2.3.1 QUALIFICATIONS FOR ATTENDANCE - All caucuses shall consist only of enrolled Republican electors from all voting districts of the Town of Newtown unless otherwise specified by law.

2.3.2 ORDER OF BUSINESS - The order of business at any regular or special caucus shall be determined by the call for the caucus.

2.3.3 VOTE BY BALLOT - At any caucus, upon receipt by the Chairman of the caucus of a motion from any lawful participant calling for vote by ballot upon any matter designated in the motion, the Chairman shall submit such motion to a rising vote. If at least 20% of the legally participating electors vote in favor of such a motion, the vote on the specified matter shall be by ballot. Ballots shall be deposited only after the name of the elector voting has been given to the clerk or Secretary of such caucus and the name is checked on the enrollment list.

2.4 PRIMARIES - Primaries for the selection of nominees to public office, or for the election of members of the Town Committee or delegates to conventions, shall be held in

accordance with Article 3 of these Party Rules, the rules of the CT Republican Party and CT General Statutes.

2.5 VACANCIES AND NOMINEES -If any legally selected nominee for office or delegate to a convention dies, withdraws, or is otherwise disqualified to hold the office for which nominated, the Town Committee is authorized to fill the vacancy so indicated by a majority vote of those attending a meeting called for that purpose. The Chairman shall certify such nomination as required by law.

ARTICLE 3 - ENDORSEMENT OF CANDIDATES

3.1 CAUCUS - A regular caucus shall be held for the selection of party endorsed candidates for:

- a) Town Committee membership pursuant to the CT General Statutes in even numbered years.
- b) Nominees for Town Offices pursuant to the CT General Statutes prior to the primary to be held for such purpose.
- c) nominees for Judge of Probate, Registrar of Voters and Justice of the Peace, pursuant to the CT General Statutes; for delegates to conventions at such times as may be specified by the Republican State Central Committee, and pursuant to the CT General Statutes.

3.2 PROCEDURE

3.2.1 SELECTION OF CANDIDATES - In the selection of party endorsed candidates, the Town Committee's nomination, if any, for each office shall be provided first. Thereafter, nominations shall be received from the floor.

3.2.2 VOTING FOR CANDIDATES - Except in the case of Justices of the Peace, in which case the caucus may act upon the entire slate of nominees, each individual candidacy shall be voted upon separately. If more than two (2) candidates are nominated for any office, voting shall be by ballot. Successive ballots shall be cast, eliminating from each successive ballot the name of the candidate receiving the lowest number of votes upon the last preceding ballot until one candidate shall have received the vote of more than one-half (1/2) of the electors present and voting.

3.2.3 CERTIFICATION - The Chairman shall certify the party endorsed candidate to the Town Clerk within the time and in the manner prescribed by law except that party-endorsed candidates for delegates to district conventions shall be certified immediately upon endorsement.

3.2.4 VACANCIES PRIOR TO PRIMARY - If any party endorsed candidate(s) should die, withdraw or otherwise be disqualified. the Town Committee is authorized to make an endorsement to fill such vacancies in compliance with Connecticut State Statutes and by a majority vote of those attending a meeting called for that purpose. The Chairman shall certify such endorsement as required by law.

3.2.5 TIE VOTE - In the case of a tie vote in selecting a party-endorsed candidate, the tie shall be settled in such manner consistent with the party rules of the State of Connecticut, the Chairman votes twice.

3.2.6 DISPUTES - If any disputes shall arise as to the selection of any party-endorsed candidate, it shall be settled in the manner prescribed by the state rules of the Republican Party.

ARTICLE 4 - TOWN COMMITTEE

4.1 PURPOSE OF THE TOWN COMMITTEE

4.1.1 PURPOSE - The Republican Town Committee shall function according to the will of the Republican electors in Newtown, in conformance with the "Rules" herein established, to effect principles of good government and promote the success of Republican candidates.

4.1.2 RESPONSIBILITIES - The responsibilities of the Republican Town Committee shall include, but not be limited to, the following:

- a) Town Conduct regular monthly business meetings.
- b) Conduct all regular and special caucuses of the Republican Party in Newtown.
- c) Establish and actively promote local party policy that will produce efficiency, economy and progress in Town government.
- d) Select and support Republican candidates for public office who are best qualified for the position and who will serve actively.
- g) Encourage all Republicans to actively participate in Republican affairs by providing opportunities and the highest standards of leadership for this purpose.

4.2 TOWN COMMITTEE MEMBERSHIP

4.2.1 NUMBER - The Republican Town Committee shall consist of fifty (50) members elected from the Town at

large and such ex officio members as are herein-after provided.

4.2.2 TERM MEMBER - The terms of members shall start on the first Monday following the date of the primary set in connection with their election and shall be for a period of two years or until their successors have been chosen, but not more than twenty six (26) months. The terms of all members shall end on the same day.

4.2.3 ALTERNATES - After being lawfully chosen, each Town Committee member may, at any time, file a written designation of an alternate with the Chairman, or in his/her absence the Vice Chairman. In the absence of a Town Committee member, his/her alternate shall be entitled to participate at meetings of the Committee, and making such designation, shall be entitled to vote on all questions, including the selection of committee-endorsed candidates and elections to fill vacancies on the Town Committee, removal of officers and amendments to the Rules of the Republican Party of Newtown.

4.2.4 TERM-ALTERNATE - The terms of alternates shall begin upon receipt by the Chairman, or in his absence the Vice Chairman, a written designation by the Town Committee member making such designation. The term shall continue until such time as the member may designate another alternate or upon resignation, death, disqualification of such member or when such member's term expires.

4.2.5 QUALIFICATIONS - Officers, members, ex officio members and alternates of the Town Committee shall be enrolled Republican electors in the Town of Newtown at the time of and during their term of office.

4.2.6 REPRESENTATION - Maintaining a broad based representation shall be among the major considerations in endorsing candidates for membership to the Republican Town Committee in Newtown.

4.2.7 EX OFFICIO MEMBERS - The people holding the following offices, if not already members of the Town Committee shall be ex officio members:

First Selectman	Judge of Probate
Selectman	State Senator
Town Clerk	State Representative
Police Commissioner	U.S. Senator
High Sheriff	U.S. Congressman
Planning & Zoning Com.	Registrar of Voters
P&A Board of Appeals	Board of Education
Legislative Council Members	

Further, any person who is currently, or has been, an elected member of the Republican Town Committee and who is a Republican elector of the Town of Newtown, may file a written request to the Chairman (or in his/her absence the Vice Chairman) to become an ex officio member of the Town Committee. Such request will be approved when accepted by a majority vote. Such persons shall retain their status as ex officio members until death, disqualification, or receipt of written notice of resignation. Ex officio members shall have no voting privileges.

4.3 ELECTION TO MEMBERSHIP

4.3.1 HOW ELECTED - Members of the Town Committee shall be elected at a primary, to be held pursuant to the Connecticut General Statutes in even numbered

years unless there is no contest. If there is no contest, the party-endorsed candidates shall be elected by the caucus as described in ARTICLE 3 -Section 3.1

4.3.2 NOTICE - A legal notice shall be published by the Town Clerk of such primary day in a local newspaper pursuant to the Connecticut General Statutes.

4.3.3 VOTING - Voting shall be conducted in accordance with the procedure described in ARTICLE 3 - Section 3.2.2.

4.4 ESTABLISHMENT OF TOWN COMMITTEE

4.4.1 ORGANIZATION - Within two (2) weeks following the primary day, on which they were elected, the members of the Town Committee shall meet at the call of the previous Chairman or in the event of his failure to act, at the call of a member of the State Central Committee from the district in which the Chairman resides and shall elect a Chairman and Vice Chairman, a Secretary and a Treasurer. The Town Committee is also empowered to elect such other officers as may be deemed advisable from time to time.

4.4.2 ELECTION OF OFFICERS - Officers of the Town Committee shall be elected from within or from without the Committee by a majority vote of all the members of the Town Committee. The officers of the Town Committee shall be a Chairman, Vice Chairman, Secretary, Treasurer and such other officers as it may decide are advisable.

4.4.3 REMOVAL OF OFFICERS - A Town Committee Chairman, Vice Chairman or other elected officers of the Town Committee may be removed by the

affirmative vote of two-thirds of the entire authorized membership (50) of the Town Committee at a meeting duly warned for that purpose. Notice shall be in accordance with ARTICLE 4 - Section 4.6.2 of these "Rules". Proxy voting shall not be permitted in voting for removal of officers.

4.4.4 TERM OF OFFICE - Officers, so elected, shall hold office for two (2) years or until their successors have been duly chosen, provided, however, that no term of office shall be more than twenty-six (26) months.

4.4.5 FILING ELECTION RESULTS - Within one (1) week of the election of officers, the Secretary shall file with the Secretary of the Republican State Central Committee a list of names and addresses of the officers and members of Town Committee.

4.4.6 COMMITTEE OPERATING PROCEDURES - The Town Committee may adopt operating procedures as it may deem necessary, for the conduct of its business, provided such procedures are not inconsistent with these "Rules", the rules of the Republican Party of the State of Connecticut or State statutes. Such procedures adopted under this section will be adopted by majority vote of those present and voting in the meeting immediately following the regular meeting in which they are presented. Such procedures shall be kept in a manual with the Secretary and copies shall be available upon request. Such procedures may be amended or rescinded in the same manner.

4.5 DUTIES OF OFFICERS

4.5.1 GENERAL - Each officer shall have duties as prescribed by the Town Committee. In the absence of

the Chairman, the Vice Chairman shall perform the duties of the Chairman, and in the absence of both the Secretary shall perform the duties of the Chairman.

4.5.2 CHAIRMAN - The responsibilities of the Chairman of the Town Committee shall include but not be limited to the following:

- a)** Call all regular and special caucuses as prescribed by these "Rules" or as required and may preside at same if elected, and shall make arrangements for updated enrollment list to be available at such caucuses.
- b)** Call all regular meetings of the Republican Town Committee. Call special Town Committee meetings and shall provide at least three (3) days notice of time, place, and purpose for special meetings to all members.
- c)** Be an ex officio member of all standing or special committees without vote.
- d)** See that all provisions of these rules, and all orders and resolutions of the State Central Committee, the Town Committee, or any caucus in the Town, are complied with and implemented.
- e)** Create committees and appoint their Chairman as he/she deems advisable and shall subsequently request reports of progress from such Committee Chairman at the meetings of the Town Committee on a regular basis.
- f)** Certification -The Chairman shall certify the party

endorsed candidate to the Town Clerk within the time and in the manner prescribed by law except that party, endorsed candidates for delegates to district conventions shall be certified immediately upon endorsement.

- g)** Provide the necessary planning, organizing and overall direction on active, continuing basis for directing campaigns to elect Party candidates.
- h)** Cause notices of all regular meetings, minutes and agendas to be sent to all regular and alternate members.
- i)** Establish clubs, organizations, groups and associations which will actively promote and encourage voter participation in the Newtown Republican Party.
- j)** Have any other general powers and duties set forth in the State Central Rules as amended from time to time.

4.5.3 VICE CHAIRMAN - The Vice Chairman shall be vested with the powers and duties of the Chairman in the absence of the Chairman. In the event of death, resignation, or disqualification of the Chairman, the Vice Chairman must call an organizational meeting within four (4) weeks of such vacancy to elect a new Chairman. When such vacancy exists, the Vice Chairman shall serve as Chairman until a new Chairman is elected. Otherwise, where not already a voting member of a committee, the Vice Chairman shall be an ex officio member of all committees, without vote, and shall generally assist the chairman as required.

4.5.4 SECRETARY - The responsibilities of the Secretary, of the Town Committee, shall include, but not be limited to, the following:

- a) Record all votes and minutes of Town Committee meetings.
- b) Give and publish all notices provided by these rules.
- c) Maintain a running account of attendance and report on same.
- d) Maintain accurate, current list of all officers, Town Committee members, alternates and ex officio members.
- e) Retain custody and properly maintain all books and records of the Town Committee except such as shall be the charge of the Treasurer.
- f) Make available for distribution current copies of the Rules of the Republican Party of Newtown.
- g) Perform other related duties as may, from time to time, be required by the Chairman or the Town Committee.
- h) Mail notices of all regular and special meetings. Send minutes and agendas to all regular and alternate members.
- i) Correspond with all boards, commissions, and agencies of the Town of Newtown.

j) Prepare correspondence as dictated by the Chairman.

4.5.5 TREASURER - The responsibilities of the Treasurer, of the Town Committee, shall include but not be limited to the following:

- a) Retain custody of all funds of the Town committee and be responsible for collecting, depositing and disbursing same.
- b) Prepare a general annual budget for the Town Committee and after approval of the budget expend any amount so approved. Any expenditure from contingency fund shall be approved by the Executive Committee except when the amount exceeds two hundred dollars (\$200). The Town Committee shall approve any expenditure from contingency fund in excess of two hundred dollars (\$200).
- c) Prepare Election Campaign Budgets as directed.
- d) Maintain full and accurate accounts of all transactions for subsequent audit.
- e) Submit a written treasurers report at all regular Town Committee meetings or as otherwise called upon.
- f) Give a financial report at each Town Committee meeting. See to it that all election finance laws are complied with by Town Committee and instruct and assist various campaign Treasurers with compliance.

4.6 MEETINGS

4.6.1 REGULAR MEETINGS - Regular monthly meetings of the Town Committee shall be held on a day set by the choice of the Committee at its meeting for organization.

4.6.2 SPECIAL MEETINGS - Special meetings may be called by the Chairman, or in his absence by the Vice Chairman, as deemed necessary or shall be called by the Chairman or Secretary within ten (10) days after receipt by either of a written request signed by one-third of the members of the Committee. Upon such request, or by their call, the Secretary shall be instructed to provide reasonable notice as to the time, place and purpose of each special meeting to all members.

4.6.3 QUORUM - One-third of the members of the Town Committee, including alternates, shall constitute a quorum for the transaction of all business.

4.6.4 VOTING - The majority vote of those present, qualified and voting shall decide all questions and elections except as otherwise provided herein or by law. No person shall have more than one vote in Town Committee, whether such vote be as a Town Committee Member or alternate, except that the presiding officer shall cast an additional vote to break a tie, provided however, that every member present at roll call vote must cast his/her own vote first. All voting will be open except voting on personalities then a ballot vote will be taken unless uncontested. Voting may be by voice or show of hands at the discretion of the chairman, except that a roll call be required when requested by any member of the Town Committee. If more than two (2) candidates are nominated for any position, successive roll calls will be cast eliminating from each successive roll call, the name of the

candidate receiving the lowest number of votes, until one candidate receives the votes of more than one-half of the Town Committee members present and voting.

4.6.5 NOTICE - Written notices of all Town Committee meetings shall include notice of time, place and purposes(s) (agenda) of such meeting and shall be sent to all members and alternates.

4.7 COMMITTEES

4.7.1 STANDING COMMITTEE - The Chairman shall appoint the chairman and members of the following Standing Committees within thirty days of his election:

- a) Finance & Social
- b) Candidates
- c) Voter Registration
- d) Issue & Publicity

4.7.2 SUB-COMMITTEES - The Chairman shall have the power to create sub-committees and appoint their Chairman at any time as may be deemed necessary to carry on the work of the Town Committee. To create a sub-committee yearly to audit the Treasurer's books.

4.7.3 EXECUTIVE COMMITTEE - The membership of the Executive Committee shall be the officers of the Town Committee and a representative of each of the Standing Committees to be selected by the members of each Standing Committee.

- a) Shall cause an audit to be performed thirty (30) days before the end of the Town Committee term.

4.8 VACANCIES

4.8.1 DETERMINATION - A vacancy shall exist:

- a) upon the resignation, death or disqualification of a member
- b) upon failure to elect the full number of members at a caucus held for that purpose.

4.8.2 MEMBERSHIP - Vacancies shall be filled by the Town Committee as necessary, within sixty days.

4.9 ATTENDANCE

4.9.1 PURPOSE - Regular attendance is essential to effectively conduct business of the Town Committee. These rules have been provided as guidelines to encourage attendance on a regular basis.

4.9.2 RECORDS - The Secretary will maintain an attendance record for all members, available upon request. Each record will cover a one year period starting with the organization meeting following election and shall be considered distinct and separate from all prior and subsequent annual records. Alternates may attend on behalf of an absent member and be counted as present for said member for the record.

4.9.3 ABSENCE - Following five (5) cumulative absences for any individual member or members, regardless of cause or prior notice, the following steps shall be taken:

- a) The Secretary shall report said absences at the regular Town Committee meeting in which the fifth

absence occurs.

b) Within five (5) days following the meeting in which the absences were reported, a letter requesting notice of continued interest and/or availability to serve on the Town Committee shall be sent by the Secretary to the member(s) affected and shall be answerable before the next regular meeting or within thirty (30) days, whichever is less.

c) The above reply shall be read at the next regular Town Committee meeting.

d) The Chairman shall then bring to a vote before the Town Committee, during the meeting in which the reply is read, the status of the member's seat. At that time, the Committee may, by majority vote of those present, qualified and voting, request said members resignation. Such voting shall be duly noted in minutes of said meeting. If such request is so approved, conformance to same will be left to the discretion of the individual member.

4.9.4 SPECIAL MEETINGS - While attendance at special meetings is considered no less important, these meetings are excluded from the provisions in ARTICLE 4 - Section 4.9.3.

4.10 REGISTRATION

4.10.1 FORM - All resignations must be made in writing to the Chairman and must state an effective date.

4.10.2 REQUESTED RESIGNATION - A resignation may be requested when a member or officer fails, or is unable, to discharge the duties of membership or office or becomes otherwise disqualified. When a

resignation is requested, the person(s) requesting such resignation must do so in writing to the Chairman and must include a clear statement as to the reasons for such request. These reasons must be included in the call of the meeting warned to take action on such requests. Action may be carried by a majority of those present, qualified and voting at a meeting warned for such purpose.

4.10.3 ACTION TAKEN - Requests for resignation may be accepted, tabled or rejected by a majority vote of the membership. If a request for resignation is rejected or tabled, said request for resignation must be reconsidered and acted upon finally within sixty (60) days. If such request is approved, conformance to same will be left to the discretion of the individual member.

ARTICLE 5 - AMENDMENTS

5.1 PROPOSALS - Proposals for the amendment of these "Rules" may be made by the Town Committee or by written petition signed by at least twenty (20) enrolled Republican electors of the Town and filed with the Chairman or Secretary. When proposals are initiated by the Town Committee, subsequent action on such proposals shall be determined by the Town Committee. When proposals are initiated by the enrolled Republican electors, subsequent action on such proposals shall be determined by caucus.

5.2 HOW AMENDED - These "Rules" may be amended by either of the two following methods as is deemed appropriate by the Town Committee:

a) By a majority of those present and entitled to vote at any Republican caucus provided notice of such proposed amendment has been given in the call for such caucus.

b) By the Town Committee in the following manner:

1. A copy of the Proposed Amendments shall be distributed to all members of the Town Committee present, and mailed to those members absent, at least ten (10) days prior to the meeting at which the vote will be taken.
2. Notice of intention to amend shall be given to all members of the Town Committee in the Notice of the meeting prior to the meeting at which a vote will be taken and in the Notice of the meeting at which the vote will be taken.
3. A majority vote of the entire authorized membership, (50) shall be required to amend said rules. Absentee votes shall not be accepted.
4. In no case may the local party rules conflict with the Provisions of the State Party Rules or the Provisions of the Connecticut General Statutes.

NOTES