

Killingworth Democratic Town Committee Rules

(Revision Adopted February 2, 2023)

ARTICLE I: PREAMBLE

1. All meetings of the Democratic Party of the Town of Killingworth shall be open to all registered Democrats.
2. The time for all public meetings of the Killingworth Democratic Town Committee (KDTC) shall be publicized fully and in such manner as to ensure timely notice to all KDTC members. Such meetings must be held in places accessible to all KDTC members, virtually, or by way of another format.
3. The KDTC shall support the broadest possible registration without discrimination on the basis of race, economic status, color, creed, sex, national origin, sexual orientation, or physical or mental disability.

ARTICLE II: ELECTION OF THE KDTC

1. The KDTC shall consist of not more than 30 members, who shall be elected at large. Candidates for membership in the KDTC may seek the party endorsement of the Democratic Party at a caucus called for that purpose in even numbered years in accordance with the rules of the Democratic Party of the State of Connecticut, as amended from time to time.
2. If no party endorsement is made, election of the KDTC shall be by direct primary in accordance with the rules of the Democratic Party of the State of Connecticut, as amended from time to time. No person shall be elected to or shall hold the position of KDTC member unless the candidate's name appears on the current enrollment list of the Democratic Party.
3. The first Tuesday in March shall be Primary Day for the election of KDTC members.
4. Candidates for KDTC membership, chosen as provided in Section 1 above, shall run in the primary for KDTC as party-endorsed candidates, provided such candidates shall be elected as members of the KDTC if no valid opposing candidacy has been filed.
5. Members of the KDTC shall serve for a term of two (2) years, commencing on the day following the day established for holding the primary for election of said KDTC members and ending on the day established for the holding of the primary for the election of the members of the succeeding KDTC. The provisions of this section shall apply notwithstanding the lack of cause for a primary to elect said members.

6. Members of the KDTC may elect honorary members to serve indefinitely. Honorary members may attend meetings but shall not have a vote, and their presence shall not count toward a quorum.
7. A vacancy on the KDTC arising from any cause, including failure to elect, may be filled by a majority vote of the KDTC members present and voting at a meeting called for that purpose.
8. The KDTC, at a meeting called for that purpose, may, by a majority vote of those present and voting, increase its membership, provided that all new members shall be duly elected and begin their term on the day following the day established for the holding of the primary for the election of the members of the succeeding KDTC.

ARTICLE III: OFFICERS

1. Within one week after election, the members-elect of the KDTC shall meet for organization and shall elect a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as may be deemed advisable. Said organizational meeting shall be called by the incumbent Chair of the KDTC or, in his or her absence, the incumbent Vice-Chair. If such Vice-Chair fails to call such an organizational meeting, it shall be the duty of the Democratic State Central Committee members who represent Killingworth to call such an organizational meeting within 48 hours.
2. The officers of the KDTC will be elected from within the membership of the KDTC. If a vote is taken that results in a tie, such tie vote shall be dissolved by the vote of the Chair of the KDTC, but this provision shall not affect his or her right to cast any vote as a member of the KDTC to which he or she is otherwise entitled.
3. Officers so elected shall hold office for the term of the KDTC electing them or until their successors have been elected. However, an officer may be removed from office for stated causes and by majority vote of the KDTC present and voting at a meeting called for this purpose.
4. Each officer shall have the duties usually incident to his or her office and such other duties as the KDTC may from time to time prescribe.
5. Within one week after organization of the KDTC, the Secretary shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of the officers and members of the KDTC, and the name and address of the Democratic Registrar of Voters.
6. If there shall be a vacancy in any office of the KDTC arising from any cause, the KDTC shall fill the same by a majority vote of the KDTC members present and voting at a meeting called for that purpose. If a vote is taken resulting in a tie, such tie vote shall be dissolved by the vote of the Chair of the KDTC, or the acting Chair as the case may be, but this provision shall not affect his or her right to cast any vote as a Member of the KDTC to which he or she is otherwise entitled.

ARTICLE IV: MEETINGS

1. The KDTC shall hold regular monthly meetings. A regular monthly meeting may be postponed or cancelled by a majority vote of the members attending the previous meeting or by a majority vote of the officers of the KDTC. However, the KDTC shall hold no fewer than 4 meetings each year.
2. Special meetings of the KDTC maybe called by the Chair or upon request to the Chair by twenty percent of the members of the committee. Upon receipt of such request, the Chair shall instruct the secretary to give reasonable notice of the time, place, and purpose of such meeting to all members of the Committee.
3. Two-fifths of the membership of the KDTC shall constitute a quorum at any meeting.
- 4: Robert's Rules of Order shall be construed as applicable, controlling, and conclusive on parliamentary issues, except as herein otherwise provided.

ARTICLE V: COMMITTEES

1. The Chair of the KDTC, in consultation with the committee membership, shall appoint all members of standing or ad hoc committees. The Chair shall be ex-officio member of all committees. The Chair shall be able to create additional ad hoc committees, provided that such ad hoc committees shall not usurp the duties of the standing committees established herein. Standing committees shall include:

Executive Committee: The Executive Committee shall consist of the officers of the KDTC.

Ways and Means Committee: The Ways and Means Committee shall have the responsibility for fund raising to meet KDTC expenses. The Treasurer of the KDTC shall chair the Ways and Means Committee.

Recruitment and Nominations Committee: The Recruitment and Nominations Committee shall recruit and screen

- Members to fill vacancies on the KDTC.
- Candidates to run for town office on the Democratic slate.
- Individuals to be recommended to the Board of Selectmen to fill vacancies in town offices, boards, and commissions. The KDTC shall approve the selection of the Committee by a majority vote of members present and voting at a meeting called for that purpose, or a majority of all members in a poll conducted by the Chair. The Chair of the KDTC shall recommend in writing the name of the candidate selected to fill such vacancy to the appointing authority.

ARTICLE VI: DUTIES AND OBLIGATIONS OF MEMBERS

1. Membership in the KDTC entails:

- Attendance at KDTC meetings;
- Attendance at fundraising events;
- Attendance and participation in election activities.

2. A KDTC member who cannot attend a regular meeting shall notify the chair or vice-chair in advance of the meeting. Any KDTC member who misses three regular meetings during any 12-month period, without good cause, shall be sent a letter by the Secretary outlining duties and responsibilities of membership.

3. The KDTC may ask any member of the KDTC who has missed more than three meetings in a year without good cause to resign.

4. The officers, as designated in Article III, shall be responsible for conducting routine business in periods between regular or special meetings, subject to ratification at the next regular meeting.

ARTICLE VII: ENDORSEMENT OF CANDIDATES, NOMINATION OF MUNICIPAL OFFICERS, AND SELECTION OF DELEGATES

1. The enrolled members of the Democratic Party in the town of Killingworth at a caucus called for the purpose shall, by a majority vote of those present and voting, select party-endorsed candidates for each municipal office. If no candidate receives a majority vote, a runoff between the top two vote getters will be held. The slate may include nominations made by the KDTC or made from the floor of the caucus.

2. Notice of the time, place, and purpose of said caucus shall be given to all enrolled Democratic voters of the municipality at least five (5) days, but not more than fifteen (15) days in advance of the caucus by publication in a news medium having general circulation in Killingworth.

3. The KDTC, at a meeting called for the purpose, shall select delegates to conventions. The selection of delegates to any convention shall be by nomination of a slate or by nominations of individual candidates equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party. Each nominee must be a duly enrolled party member.

4. The Secretary and the Chair or presiding officer of the KDTC or caucus, as the case may be, shall certify to the Town Clerk the names and street addresses of the party-endorsed candidates and delegates selected as provided in Sections 1, 2, and 3 above, the title of the office or position as delegate for which each person is endorsed or selected, and where appropriate, the date upon which the primary is to be held.

5. Each party endorsement of a candidate to run in a primary for the nomination of candidates for municipal office shall be made not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the day of the primary and shall be certified to the clerk of the municipality, by the Chair or presiding officer and Secretary of the KDTC not later than the forty-eighth (48th) day preceding the day of the primary.

6. Each selection of delegates to a state or district convention shall be made not earlier than the one-hundred-fortieth (140th) day and not later than the one-hundred-thirty-third (133rd) day preceding the day of the primary for such state or district office, and shall be certified to the Town Clerk by the presiding officer and Secretary of the Caucus not later than the one-hundred-thirty-second (132nd) day preceding the day of the primary.

7. If a vote taken on the selection of a party-endorsed candidate or *delegate* results in a tie, such tie vote shall be dissolved by the vote of the Chair of the KDTC. This provision shall not affect the Chair's right to cast any vote as a member of the KDTC to which he or she is otherwise entitled. The Chair cannot, however, after voting as a member of the KDTC vote again to create a tie.

8. Each delegate to a convention selected in conformity with these rules may in writing designate an alternate delegate or a proxy to act for him or her in his or her absence.

9. If a party-endorsed candidate for nomination to a municipal office 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 or her name from nomination, or for any reason becomes disqualified to hold the office or position for which he or she is a candidate, an endorsement may be made to fill such vacancy by the KDTC, by a majority of the KDTC members present and voting, at a meeting called for that purpose. The Chair of the KDTC may cast a vote on such endorsement to break a tie, but this provision shall not affect his or her right to cast any vote as a member of the KDTC to which he or she is otherwise entitled. The Secretary of the KDTC shall immediately certify the endorsement to fill such vacancy to the Democratic Registrar of Voters. No candidate shall be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the municipal clerk.

10. Whenever the KDTC is officially notified that a Democratic Party vacancy exists in an elective Town office, the KDTC shall, by a majority vote of members, endorse a single candidate to fill that Town office, and certify that endorsement to the proper Town official in timely fashion.

ARTICLE VIII: SPECIAL CAUCUSES

1. Special caucuses may be called for any lawful purpose by a majority of the KDTC or by not less than ten percent (10%) of the registered Democratic voters in Killingworth. The call for any such special caucus shall be in writing. If a caucus is called by vote of the KDTC, it shall be

signed by the Chair of the KDTC. If it is called by at least ten percent (10%) of the registered Democratic voters, it shall be signed by each of the persons issuing the same.

2. Notice of time, place and purpose of any such special caucus shall be given to all registered Democratic voters of the Town at least five (5) days in advance of any such special caucus by publishing such notice at least once in a medium of general circulation in Killingworth.

3. The KDTC Chair shall be the Chair of all special caucuses, unless he or she asks to be temporarily excused to take the floor, in which event he or she may appoint a temporary chair. The Secretary of the KDTC shall act as secretary at all special caucuses, unless he or she asks to be temporarily excused to take the floor, in which event he or she may appoint a temporary secretary.

ARTICLE IX: PRIMARIES: NOMINATIONS TO OFFICE AND ELECTION OF COMMITTEE MEMBERS AND DELEGATES

1. The nominations of the Democratic Party to all offices and the election of members of the KDTC shall be made in all respects as provided in the State Party Rules, as they may be amended from time to time.

2. Whenever a primary for nomination to a municipal office or election of KDTC members is to be held, the nominee of the Democratic Party for such office and membership on the KDTC shall be determined by a plurality of votes cast.

3. If a nomination has been made for a municipal office and the nominee thereafter but prior to twenty-four (24) hours before such 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 or position for which he or she has been nominated, a nomination to fill such vacancy may be made by the KDTC, by a majority of the KDTC members present and voting, at a meeting called for that purpose. The Chair of the KDTC may cast a vote on such endorsement to break a tie, but this provision shall not affect his or her right to cast any vote as a member of the KDTC to which he or she is otherwise entitled. In the case of a withdrawal, said nomination shall not be valid 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 municipal clerk. The Chair of the KDTC shall certify the nomination to fill such vacancy to the Secretary of the State and shall file a copy with the municipal clerk. Such certifications of a nomination to fill a vacancy due to death or disqualification shall include a statement setting forth the reason for such vacancy.

ARTICLE X: AMENDMENTS

The KDTC may amend these rules by a majority vote of its entire membership at a meeting called that purpose. These rules may also be amended by a caucus of enrolled party members called by the Chair of the KDTC upon the filing of a petition signed by at least five percent (5%) of enrolled party members with the Democratic Registrar of Voters. The Chair, or in the event of his or her failure to act, the Vice-Chair, shall call such caucus to act on said petition within twenty (20) days upon filing of said petition with the Democratic Registrar of Voters.

ARTICLE XI: FILING OF LOCAL RULES

A copy of these rules, or any amendments thereof, shall be filed with the Town Clerk, the Secretary of the State, and the secretary of the Democratic State Central Committee within 10 days after adoption by the Democratic Party in the Town of Killingworth. These rules or any amendments to these rules shall not be effective until sixty (60) days after the filing of the same with the Secretary of the State and shall be deemed to cover the operations of the Democratic Party in the Town of Killingworth until such time as the party adopts a rule or amendment on the same subject matter, consistent with these rules and the State Party Rules.

ARTICLE XII: CONFLICT WITH LAWS

If any provision of these rules is found to be in conflict with the provisions of the State Party Rules, the provisions of the State Party Rules shall govern. The nominations of the Democratic Party to all public offices and the election of KDTC Members and delegates to conventions shall be made in all respects as provided in the State Party Rules, as amended.

ARTICLE XIII: CONCLUSION

The above revised and amended rules governing the Democratic Party of the Town of Killingworth were approved at a duly warned meeting of the Killingworth Democratic Town Committee on February 2, 2023.