

**NEWINGTON REPUBLICAN TOWN COMMITTEE
BY-LAWS**

Jul 11 10 46 AM '01
SECRETARY OF THE STATE
ELECTION DIVISION

ARTICLE I. PURPOSES AND FUNCTIONS

The purposes and functions of the 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 election 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 Newington.
- to study and recommend improvements in local government.
- to sponsor and encourage constructive Party activities.
- to generate, administer and distribute Party funds.
- to submit the required periodic reports to the State Elections Commission through the Office of the Secretary of State and the State Party headquarters.

ARTICLE II. TOWN COMMITTEE MEMBERSHIP

Section 1. Composition.

The Republican Town Committee for the Town of Newington shall consist of fifty (50) members to be elected from the town at large, with an effort to maintain adequate representation from each voting district.

Section 2. Qualifications.

A. Qualifications for Membership.

Every member or officer of the Town Committee must be an enrolled Republican elector of the Town of Newington at the time of and during the term of his/her election. Erasure from the Republican enrollment list will disqualify the person from being a regular member or officer of the Town Committee.

B. Incumbent Renomination Process.

1.) Qualifying for Incumbent Renomination.

Each member seeking incumbent renomination will be required to fill out a letter of intent and a brief questionnaire and submit it to the Candidates Committee. All requests for renomination must be received by the Town Committee 10 days prior to the January meeting of the N.R.T.C. in even-numbered years before elections are to occur. This questionnaire will request the member to review all of the tangible and intangible contributions made to the

N.R.T.C. over the previous membership term, and can be of a format determined by the Executive Committee. It will be the responsibility of the Candidates Committee to review each member's participation, and recommend for renomination, only those members who have demonstrated sufficient input to the N.R.T.C. to warrant incumbent renomination.

2.) Ineligible for Incumbent Renomination.

No incumbent member of the Town Committee shall be eligible for renomination to the Town Committee if he/she has failed for any reason to attend for a substantial portion of the meeting at least fifty percent (50%) of the regularly scheduled monthly meetings of the Town Committee during the prior term. The only exceptions will be for those persons who must attend a regularly scheduled meeting of his/her elected or appointed Board or Commission in the town government. It will be the responsibility of the individual so absent to present adequate proof of Board or Commission attendance to the Town Committee Secretary prior to the next Town Committee meeting.

Section 3. Elections.

A. Town Committee Primary.

The primary date for election of the Town Committee members shall be on the first Tuesday in March of even-numbered years, as prescribed by the State Central Committee.

B. Endorsement for Town Committee Membership.

Party-endorsed candidates for Town Committee membership shall be selected not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the date set for the primary, as prescribed by the rules of the State Central Committee (hereinafter referred to as State Central). No proxy voting shall be permitted for such endorsement.

C. Filing Endorsements.

The names of the Party-endorsed candidates for Town Committee membership shall be filed with the Town Clerk and the State Party Chairman by the Town Chairman, or Presiding Officer and Secretary of the caucus, not later than the forty-eighth (48th) day preceding the date fixed for a primary.

D. Caucus.

Such Party-endorsed candidates shall be chosen by a caucus of duly enrolled Republican Party members. At such caucus, the Chairman of the Town Committee shall present a slate of candidates recommended by the Town Committee. It shall be the duty of the Town Chairman or, in the event of his/her failure to act, the Vice-Chairman, to call such caucus designating the time, place, and day, by publishing said call in a newspaper having a circulation in Newington at least five (5) days before the day of such caucus. If the Town Chairman or Vice-Chairman shall fail to act, a member of the State Central Committee for the district shall call the caucus.

Section 4. Term.

Pursuant to Connecticut General Statutes, the terms of Town Committee members shall start on the first Monday following the primary date and they shall serve for two (2) years, or until

their successors have been chosen, but not more than twenty-six (26) months.

Section 5. Vacancies.

Vacancies in Town Committee membership or in any office thereof shall be filled within ninety (90) days by a majority of the members present and voting at a regular or special meeting, provided notice of such vacancy shall be given to all members not less than two (2) weeks prior to such meeting.

Section 6. Ex-Officio Membership.

A. Status.

An "Ex-Officio" member is an honorary position and carries no voting privileges within the Town Committee. Such a membership will entitle that person to receive all N.R.T.C. meeting agendas and correspondence, and to be recognized and actively participate in the meetings and other activities of the Town Committee.

B. Qualification.

Any current, regular members of the Newington Republican Town Committee who have served for more than 15 consecutive years may qualify as an Ex-Officio member. Any Newington Republican that is an elected public office holder may qualify as an Ex-Officio member. The following people may also qualify as Ex-Officio members of the N.R.T.C.: current Newington Republican Registrar of Voters, current Republican State Central Members from Newington, current President of Newington Republican Women's Club, former Newington Republican Mayors, former N.R.T.C. Chairpersons. To become an Ex-Officio member, any person who qualifies must submit a written request for "Ex-Officio Status". If said person is currently a regular member of the Newington Republican Town Committee, that person gives up their regular position in requesting Ex-Officio status. A person who would qualify for Ex-Officio status, but who no longer resides in Newington may still be carried as an Ex-Officio member.

C. Purpose.

Ex-Officio membership status exists to provide continued recognition of people who have made considerable efforts within the Party through their longevity of membership or serving the Party in the various positions detailed in paragraph B. above.

D. Maintenance of Ex-Officio Status.

The Secretary shall maintain an active list of all Ex-Officio members. All Ex-Officio Members must submit to the Secretary, a written request for continuation of that status every 2 years, during the same time period as outlined in the Incumbent Renomination Process in these bylaws.

ARTICLE III. TOWN COMMITTEE MEETINGS

Section 1. Quorum.

40 % of the current enrolled membership of the Town Committee shall constitute a quorum at any meeting.

Section 2. Regular Meetings.

Regular meetings of the Town Committee shall be held before the fourth Tuesday of each month at the call of the Chairman. The schedule of regular meeting dates shall be filed with the town clerk in accordance with Freedom of Information regulations.

Section 3. Special Meetings.

Special meetings shall be held at the call of the Chairman or upon a written request signed by ten (10) members and presented to the Chairman. Upon receipt of such request, the Chairman shall convene a meeting within ten (10) days and shall instruct the Secretary to give five (5) days notice of the time, place, and purpose of such meeting to all Town Committee members. Such notice shall be filed with the town clerk. Only items specified in the call of the meeting may be discussed at such special meeting.

Section 4. Public Attendance.

Town Committee meetings shall be open to all citizens of the Town of Newington. Executive sessions may be called by the Chairman in accordance with the provisions of Freedom of Information if a majority of those members present vote in favor of such motion to conduct an executive session.

Section 5. Proxy Voting.

Proxy voting is not permitted at any Town Committee meeting.

ARTICLE IV. OFFICERS

Section 1. Election of Town Chairman and Other Officers.

At the call of the former Town Committee Chairman, the newly-elected Town Committee shall, no later than the third (3rd) Tuesday in March in even-numbered years, meet to elect from its number a Chairman and a Vice-Chairman, a Treasurer, a Secretary, and such other officers as shall be deemed advisable, for terms of two (2) years and not more than twenty-six (26) months. These persons shall take office immediately upon election. If the former Town Chairman fails to act, a member of the State Central Committee from the district may call such meeting. The Town Chairman 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 Connecticut General Statutes. This vote, if necessary, shall be in addition to any voting rights said Chairman may have.

Section 2. Duties.

Each officer shall have the usual duties of such office and hereinafter set forth, and other duties as may, from time to time, be prescribed by the Town Committee, these rules, State Republican Party rules, or State Statutes:

A. Town Chairman.

- 1.) Attend Town Committee and preside over Town Committee meetings.
- 2.) Report at each Town Committee meeting what transpired at the most recent State Central Committee meeting or see to it that a State Central Committee person delivers such a report.
- 3.) Designate the campaign treasurer for local campaigns.

B. Vice-Chairman.

- 1.) Attend Town Committee and preside over Town Committee meetings in the absence of the Chairman.
- 2.) 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.

Upon the occurrence of a vacancy in the office of Town Chairman, the Vice-Chairman shall be responsible for determining time, date, and place for a meeting to select a new Chairman, which meeting shall be called by the Vice-Chairman not less than fifteen (15) days nor more than thirty (30) days after the vacancy occurs. If the Vice-Chairman does not issue the call for a meeting within two weeks of the vacancy, the State Central Committee person shall be so responsible. Provide logistical support for elections and other Party activities. In the absence of the Chairman, the Vice-Chairman will assume the duties of the Chairman at meetings or other functions where necessary.

C. Treasurer.

- 1.) Give a written 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.) Receive and deposit funds from Party fund-raisers and from all individual contributors. Be responsible for making disbursements of Town Committee fund in accordance with the regulations of the Secretary of the State.

D. 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 upon the same to the Town Committee biannually as well as indicating absences in the minutes of each Town Committee meeting.
- 4.) Furnish to the State Chairman at least every six months a list of dates and places of all Town Committee meetings held during the previous six 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.
- 6.) Send true and accurate copies of local Party rules and any amendments to such rules to the State Party Chairman, indicating the date on which they were adopted, within fifteen days of such adoption.

Section 3. Term of Office.

No officer shall hold the same office for more than three (3) consecutive terms. It is recognized that the offices of Secretary and Treasurer require specific skills and experience inherent to those offices. Therefore, the limitation for consecutive terms served may be waived for Secretary and Treasurer, providing the person elected who would serve more than 3 consecutive terms receives a 2/3 majority vote of the membership present for election of officers.

Section 4. Removal of Town Committee Officers.

A. A Town Chairman, Vice-Chairman, or other elected officer of the Town Committee may be removed by the affirmative vote of two-thirds of the current enrolled authorized membership of the Town Committee at a duly warned meeting called for that purpose as provided in Article III. Section 3. of these By-laws.

B. Not less than five (5) days written notice shall be given of any meeting under Subsection A. of this Section.

C. Proxy voting shall not be permitted in any meeting held under Subsection A. of this Section.

Section 5. Tie Votes on Endorsement.

The presiding officer of any endorsement meeting, whether it is a caucus, a convention or a Town Committee meeting, shall cast a vote to break ties. This vote, if necessary shall be in addition to any regular voting rights such a presiding officer may have. No candidate for endorsement may be the presiding officer of such meeting except in the case of an endorsement meeting for the selection of Town Committee members.

Section 6. Appointed Officers.

An Assistant Treasurer and/or Assistant Secretary may be appointed by the Town Chairman from within the Town Committee membership at the discretion of the Executive Committee to perform such functions as may be assigned by the Executive Committee.

ARTICLE V. ORGANIZATION

Section 1. Executive Committee.

The Executive Committee shall consist of the elected officers of the Town Committee and the

Chairmen of the standing committees. No person shall hold multiple positions on the Executive Committee. The Executive Committee shall meet on a regular basis to exchange information and recommend programs for Town Committee consideration and action. It shall be the responsibility of the Executive Committee to manage the day-to-day affairs of the Town Committee, and to recommend all convention delegates for nomination by the Town Committee. The proceedings of the Executive Committee shall be recorded in brief minute form.

Section 2. Standing Committees.

A. The Town Chairman shall, within one (1) month of election, establish working standing committees including, but not limited, to the following:

1) Finance Committee - to raise and recommend the disbursement of Town Committee funds; through planned fundraising and social events programs.

To develop and present a budget for each Town Committee Term.

2) Candidates Committee - to screen and recommend candidates for all appointive and elective positions, including Town Committee membership, but not including convention delegates.

3) Voter Registration Committee - to encourage participation in Republican Party activities through planned registration programs.

4) Campaign Committee - to coordinate campaign activities of the Party in conjunction with the executive committee and Republican endorsed candidates running for office. Maintain an up to date computer database of voter records for use in support of election activities and for use by Republican candidates running for office.

5) Publicity and Public Affairs Committee - to develop and articulate Republican positions, assist in developing overall campaign strategies, assist in presenting Republican Candidates in a positive image. Responsibilities include developing press releases, letters to editors, print advertising, and mailing content.

ARTICLE VI. PARTY ENDORSEMENT

Section 1. Selection of Candidates.

Party-endorsed candidates for Town Committee membership, elective office, and as convention delegates shall be selected by a caucus of duly enrolled Republican Party members. A slate of candidates recommended by the Town Committee shall be presented to the caucus by the Town Committee Chairman. State Central Committee convention delegates shall be selected by Town Committee membership in accordance with State Central regulations.

Section 2. Recommendation by Town Committee.

The recommendation by the Town Committee of nominees to be presented to a caucus shall take

place at a regular or special meeting of the Town Committee held not less than twenty (20) days prior to the caucus. Notice of the date, time, and place of such Town Committee meeting, of the offices for which nominees will be selected, shall be mailed to each member of the Town Committee.

Section 3. Notice of Intent for Town Committee Recommendation.

Any duly registered Republican intending to become a candidate for Party endorsement for Town Committee membership or elective office or as a convention delegate, in order to qualify for Town Committee recommendation, shall, not less than ten (10) days prior to the Town Committee meeting to be held for the selection of such nominees, submit in writing to the Candidates Committee Chairman or the Town Committee Chairman his/her notice of such intention, specifying the office which he/she seeks and his/her qualifications therefor. The Town Committee, at such meeting, shall have the power to waive the requirement of such notice.

Section 4. Notice of Intent for Party Endorsement.

Any duly registered Republican intending to become a candidate for Party endorsement for Town Committee membership or elective office or as a convention delegate, and who has not received the recommendation of the Town Committee in order to qualify for nomination at the caucus shall, not less than ten (10) days prior to such caucus, submit in writing to the Town Committee Chairman his/her notice of such intention, specifying the office which he/she seeks and his/her qualifications therefor, provided that such notice of intent shall not be required with respect to any office for which the Town Committee has failed to recommend a nominee. In the case of convention delegates, the requirement of such notice may be waived by majority vote.

Section 5. Committee on Vacancies.

At any caucus held for the endorsement of candidates for any office, a committee on vacancies shall be elected consisting of three (3) members, one of whom shall be the Town Committee Chairman. Such committee, subject to the applicable provisions of state statutes and state Party rules, shall be authorized to fill vacancies in all Party-endorsed candidates.

ARTICLE VII. FINANCIAL PROVISIONS

Section 1. Borrowing.

Subject to the provisions of any pertinent state statute or regulation, the Town Committee shall not be authorized to borrow funds except to finance a political campaign and subject only to the requirements of this article.

Section 2. Finance Committee Report.

All aspects of any proposal to borrow funds shall be thoroughly examined and investigated by the Finance Committee. No action shall be taken upon such proposal until the Finance Committee has prepared and submitted to the Executive Committee its written report explaining in detail the

purposes for which such funds are sought and the terms under which such funds will be disbursed and the projected source and manner of repayment.

Section 3. Notice and Vote.

If the Executive Committee acts favorably upon said proposal, action may be taken thereon at a regular or special meeting of the Town Committee provided that notice of such proposal shall have been given to the members in writing not less than ten (10) days prior to such meeting. The adoption of such proposal shall require the affirmative vote of not less than two-thirds (2/3) of those present at such meeting.

Section 4. Use of Party Funds.

Party funds shall not be expended on behalf of any candidate in a pre-endorsement contest or in a primary.

Section 5. Annual Financial Review.

The financial records of the Town Committee shall be reviewed annually by a Certified Public Accountant to be appointed by the Chairman.

ARTICLE VIII. AMENDMENT

A. All meetings of the Town Committee called to amend the by-laws of the Town Committee shall be called by the Town Chairman, or in the event of such Chairman's failure to act, the Vice-Chairman, by mailing a notice, stating such purpose, to each member of said committee at least five (5) days prior to such meeting. If the Town Chairman and Vice-Chairman shall fail to act, a member of the State Committee representing the district in which such Town Chairman resides shall call the meeting. Furthermore such meeting shall conform with the provisions of Section 9-375 of the Connecticut General Statutes.

B. Any amendments adopted pursuant to the provisions of this subsection shall be effective sixty (60) days after the date on which they are filed with the Secretary of the State.

ARTICLE IX. INTERPRETATION AND PROCEDURE

Section 1. State Statutes and State Party Rules.

These rules are intended to comply with the statutes of the State of Connecticut and the rules promulgated by the Republican Party of the State of Connecticut governing the function and activities of local political parties. Any matters relating to local political parties and not expressly covered herein, or any conflict between these rules and such statutory provisions or State Party rules, shall be resolved in favor of the latter.

Section 2. Conduct of Meetings.

All Town Committee meetings and caucuses shall be conducted in accordance with Robert's Rules of Order except as otherwise provided by these by-laws.

Section 3. Name References.

All references in this document to Town Committee, Republican Town Committee, N.R.T.C., T.C., or other similar wording refers to the Newington Republican Town Committee unless otherwise noted.

On the 18 day of April, 2001, the foregoing revised Party rules were duly adopted by the Republican Town Committee of the Town of Newington, Connecticut.

Laurel Scalabba Secretary