

Rules Governing the Democratic Party of the Town of Enfield, Connecticut

The Democratic Party, Town of Enfield, hereby adopts the following party rules and regulations. All previous party rules and regulations are hereby superseded.

DEMOCRATIC TOWN COMMITTEE

ARTICLE I – POLICIES

The policies and principles of the Democratic Party of the Town of Enfield shall be formed, directed and executed by the Democratic Town Committee

ARTICLE II - MEMBERSHIP

2.01 The Town committee shall consist of eighty (80) members who shall be elected from their respective council districts.

(a) The number of committee persons to be elected from each district will be a number equal to the proportion of Democratic voters in such district to the total number of Democratic voters in the town according the last completed enrollment list of Democratic Voters. The Democratic Registrar of Voters is responsible for producing those numbers deliverable to the Town Committee Chairman.

(b) Candidates for membership to the town committee 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.

2.02 In a vote in a primary or a caucus for the election of Town Committee members from a council district, only persons from that district on the last completed enrollment list of the Democratic Party and who reside within the district, shall be eligible to vote.

2.03 No person shall be elected to or shall hold the position of Town Committee member from any council district unless their name appears on the last completed enrollment list of the Democratic Party and that person resides in the district that person represents.

2.04 The first Tuesday in March shall be designated Primary Day for the election of the Town Committee Members if one is required. The Party endorsed candidates shall be duly elected as Members of the Town Committee if no valid opposing candidacy has been filed.

2.05 Candidates for Town Committee Members chosen as provided in Section 2.01 above shall run in the Primary for Town Committee as party-endorsed candidates.

2.06 Members of the Town Committee shall serve for a term of two (2) years,

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commencing on the day following the day established for holding the primary for election of said Town Committee Members and ending on the day established for the holding of the primary for the election of the members of the succeeding Town Committee. The provisions of this section shall apply notwithstanding the lack of cause for a primary to elect said Members.

2.07 If there shall be a vacancy on the Town Committee, arising from any cause including failure to elect, the Town Committee members of the council district in which the vacancy arises may fill the same by a majority vote of the Town Committee members present and voting, at a meeting called for that purpose.

2.08 Each year, on or before September 1st, Town Committee members shall pay a voluntary assessment of \$20.00 to the Town Committee Treasurer

ARTICLE III – OFFICERS

3.01 Within one (1) week after election, the members-elect of the Town Committee shall meet to organize and shall elect a chairperson, a first vice-chairperson, a second vice-chairperson, a secretary, a treasurer and such other as may deemed advisable. The incumbent chairperson of the Town Committee shall call the organizational meeting and, in the event the chairperson fails to do so, the first or second vice-chairpersons, respectively, shall duly call such meeting forthwith. If such vice-chairs fail, for any reason, to call such organizational meeting, it shall be the duty of the State Central Committee members who represent Enfield to call such organizational meeting within 48 hours.

3.02 Within one (1) week after election, the Town Committee members-elect from each council district shall meet for organization and shall elect, from its membership, a district leader, assistant leader, and a secretary.

3.03 The chairperson of the Town Committee need not be a member of the Committee, but the person must be a registered Democrat in the Town of Enfield, but the other officers, including the district leader, shall be elected from within the membership of the committee. The chairperson may appoint a historian who shall be the keeper of records of the Enfield Democratic Town Committee. The historian shall serve at the pleasure of the chairperson.

3.04 Officers so elected shall hold office for the term of the Town Committee electing them or until their successors have been elected.

3.05 Each of the officers shall have the duties usually incident to their office and such

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other duties as the Town Committee may be from time to time prescribe. In the event that a vote is taken that results in a tie, such tie vote shall be dissolved by the vote of the chairperson of the Town Committee. This provision shall not affect their right to cast any vote as a member of the Town Committee to which the chairperson is otherwise entitled.

3.06 Within one week after swearing in a new Town Committee and the election of Officers for any given term, the Chairman of the Town Committee shall file a copy of the Town Committee's local rules, as well as 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.

3.07 If there shall be a vacancy in any office of the Town Committee arising from any cause, the Town Committee may fill the same by majority vote of those present and voting, at a meeting called for that purpose. If there shall be a vacancy in the office of the district leader, arising from any cause, the Town Committee members of the council district in which the vacancy arises may fill the same by a majority vote of the Town Committee members present and voting, at a meeting called for that purpose.

ARTICLE IV – MEETINGS

4.01 The Town Committee shall meet at least six (6) times a year and at least four (4) of those meetings shall be scheduled on the second Wednesday of the month. The chairperson shall instruct the secretary to give notice of the time, place and purpose of the meeting to all members of the Committee, no less than 48 hours prior.

4.02 A special meeting of the Town Committee may be called by the chairperson or upon written request, signed by fifteen (15) members of the Town Committee, presented to the chairperson. Upon receipt of such request, the chairperson shall instruct the secretary to give reasonable notice of the time, place and purpose of such meeting to all members of the Committee, no less than 48 hours prior.

4.03 A special meeting of the Town Committee members of each council district may be called by the district leader or upon written request, signed by two fifths (2/5) members of that district Town Committee. presented to the district leader. Upon receipt of such request the district shall instruct the district secretary to give reasonable notice of the time, place and purpose of such meeting to all members of the committee in said district, no less than 48 hours prior.

4.05 Two fifths (2/5) of the membership of the Town Committee, who have been elected in accordance with article 2 of these rules, shall constitute a quorum at any meeting of the Town or District Committee.

4.06 All votes for the endorsement of any candidate or candidates, convention delegate or delegates, shall be by a simple majority and open roll call unless there is a motion to

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vote by acclamation.

4.07 All other votes of the Town Committee or any District Committee shall be by a show of hands or by roll call vote if a majority of the members' present and voting call for a roll call vote.

4.08 Pursuant to State Party Rules, the use of secret ballots or any form of secret voting is prohibited for any vote being held at a Town Committee meeting.

4.09 At the discretion of the Chairman, any meeting of the Town Committee may be held via telephonic, video or other technological means that provide for a virtual presence for its members and other participants. Measures shall be in place to ensure that individuals who participate in the party process are identifiable and are able to participate fully in the process. Such virtual presence shall satisfy the requirement for members to be present for purposes of quorums and voting.

4.10 The Town Committee may enter executive session in appropriate circumstances which may include, but are not limited to, the following:

- (A) Discussion concerning the performance, evaluation, health, dismissal or removal of (1) a public officer or employee, (2) a candidate or potential candidate for election or appointment to a public position, (3) an officer or member of the town committee or a person holding a position within the Democratic Party;
- (B) Discussion of strategy and negotiations with respect to pending or threatened claims or litigation;
- (C) Discussion of strategy with respect to election campaigns;
- (D) Discussion of financial matters including fund raising strategy;
- (E) Discussion of security strategy;
- (F) Discussion of matters deemed confidential by law.

ARTICLE V-COMMITTEES

5.01 The Chair of the Town Committee shall appoint all members of Standing or Ad Hoc committees. The chair shall be an 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 consist of no less than four (4) or more than ten (10) Members of the Town Committee. Standing Committees shall include:

- (a) Executive Committee: The Executive Committee shall aid in clarifying the Enfield Democratic Party's position on relevant issues, campaigns, platforms, and other matters. The officers of the Town Committee shall be Members of the Executive Committee.
- (b) Ways and Means Committee: The Ways and Means Committee shall have the responsibility for fund raising to meet Town Committee expenses.
- (c) Nomination and Vacancy Filling Committee: The Nominations and Vacancy

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Filling Committee shall recruit, screen and select from among Democratic candidates to fill vacancies in town offices, boards, and commissions and the Town Committee. The Committee shall invite other Democratic members of the boards or commissions on which a vacancy exists to participate in its activities. The Chair of the Town Committee shall recommend in writing the name of the Democratic candidate selected to fill such vacancy to the appointing authority.

ARTICLE VI – DUTIES AND OBLIGATIONS

6.01 Membership in the Town Committee constitutes a firm commitment to the Democratic Party. This commitment shall be fulfilled by:

- (a) Attendance at the regularly scheduled town committee meetings;
- (b) Attendance at the special town committee meetings;
- (c) Attendance at fundraising events; and
- (d) Attendance and participation in election activities.

6.02 It is encouraged that each town committee member attend at least one-half (1/2) of the town committee meetings; provided, however, that extenuating circumstances will be recognized by the Executive Committee.

6.03 At the end of each calendar year the Executive Committee shall advise any member who has not fulfilled his or her commitment as set forth in Section 6.01 of this Article that he or she will have to meet those requirements in the following year to remain eligible for re-endorsement by the Enfield Democratic Town Committee. At the end of the term, the Executive Committee may recommend that any member that has not fulfilled his or her requirements not be endorsed by the Enfield Democratic Town Committee for re-election.

6.04 No member of the town committee shall publicly endorse or take any public action which may be construed as an endorsement of any candidate who is not a member of the Democratic Party. Any member of the town committee who violates this section will be subject to a vote of censure by a majority of the town committee present and voting at a meeting properly called for the purpose. If censured, the member shall not receive endorsement for election by the Enfield Democratic Town Committee at the next party caucus.

**ARTICLE VII - ENDORSEMENT OF CANDIDATES FOR TOWN COMMITTEE
MEMBERS**

7.01 Every two (2) years, the Town Committee shall hold a caucus of the enrolled members of the Democratic Party residing in each council district for the purpose of selecting party-endorsed candidates for the position of Town Committee member from

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such council district. 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), but not more than fifteen (15) days in advance of the caucus by publication of the same in a newspaper having general circulation in the Town of Enfield and by putting the same in the town hall.

7.02 On the date fixed, a caucus of the whole shall be held for the purpose of selecting party-endorsed candidates for the position of Town Committee member from each council district. Any resident of such council district whose name appears on the last completed Democratic enrollment list for any voting district within such council district shall be entitled to participate in such caucus. The Town Committee Officers shall designate a presiding officer of each such caucus.

7.03 Any eligible Democrat desiring to become a party endorsed candidate for the position of Town Committee member from such council district shall file, or cause to be filed with the Secretary of the Democratic Town Committee, a signed statement of their desire to be so endorsed not less than fourteen (14) days before the date of the caucus.

(a) Any two or more persons who desire to become party endorsed candidates for the position of Town Committee member may have their names appear as a group on a ballot as such caucus, and may do so by filing, or causing to be filed, with the Secretary of the Democratic Town Committee, a signed statement of their desire to be so endorsed not less than fourteen (14) days before the date of the caucus. Such a statement may not be filed by a group containing a number of persons which is greater than the number of Town Committee members to be elected from such council district.

(b) Any person or group of persons who have properly filed with the Secretary of the Democratic Town Committee, pursuant to this section, may withdraw their request to be endorsed at the caucus twenty-four (24) hours before the date and time fixed for such caucus filing, or causing to be filed, with the person Secretary of the Democratic Town Committee, a signed statement to that effect.

7.04 The Secretary of the Democratic Town Committee shall prepare and have available on the day of the caucus, ballots with the names of all persons complying with the provisions of Section 7.03, in the order in which their statements were filed with the Secretary. In no event shall a person's name be listed more than once on the ballot.

(a) The person or group, whose statement was filed, not earlier than twenty-one (21) and not later than fourteen days before, first shall appear at the top of the first page of such ballot. Those persons or groups whose statements were filed subsequently will have their names placed on the ballot in descending order according to the time of their filing.

(b) When an individual has filed such a statement, a solid double line shall appear immediately above and below their name. When a group has filed such a statement, there shall be no markings between the names of the members of the group but there shall be a

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solid double line immediately above and below all of the names in the group.

7.05 At the appointed time of the caucus, the Presiding Officer shall cause to have all names that have been appropriately presented by the Secretary of the Democratic Town Committee to be read by Council District. The Presiding Officer shall then open the floor to additional nominations by Council District. The names so nominated shall be added to the ballot.

7.06 Once nominations are closed for all Council Districts, the ballot shall be distributed at the caucus to any eligible participant desiring one. Participants shall then present themselves to the presiding officer and identify themselves. Once qualified, they shall place their marked ballot in the ballot box provided by the Town Committee. Ballots shall be available to any qualified participant desiring one during the entire period of the caucus.

7.07 Candidates for Town Committee Members chosen as provided for above shall run in such primary for town committee members as party-endorsed candidates, provided such candidates shall be deemed elected as members of the town committee if no valid opposing candidacy has been filed for the town committee by 4:00 PM on the twenty-first (21) day preceding the day of the Democratic primary for town committee members.

ARTICLE VIII - ENDORSEMENT OF CANDIDATES FOR MUNICIPAL OFFICE AND DELEGATES TO CONVENTIONS

8.01 The Town Committee, at a meeting called for the purpose, shall select party-endorsed candidates for each municipal office and for delegates to conventions by a majority of those present and voting. In the endorsement of a person for a municipal office, or delegate to a convention for whom only the electors of a council district may vote, only the members of the Town Committee elected from said political subdivision may participate.

8.02 For the party endorsement of candidates of delegates to any convention, an equal number as possible shall be nominated by each council district caucus and presented to the entire Town Committee by the district leader, assistant district leader, or in their absence, by a Town Committee member from each council district caucus. There shall then be nominations for each convention from the floor of the entire Town Committee. The entire Town Committee shall then vote to elect a number equal to the number of delegates entitled under the state rules of the Democratic Party, in accordance with the provisions of Section 21. Such slate shall be endorsed as a unit.

8.03 Candidates for municipal office or for Democratic Party conventions chosen as provided in Section 8.01 or Section 8.02 above shall run in such primary as party-endorsed candidates provided any such candidate is the nominee for which the person is a candidate if no valid opposing candidacy has been filed for nomination by 4:00 PM on the twenty-first (21) day preceding the day of the Democratic primary for such office.

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8.04 If for any reason sufficient endorsements of candidates for municipal office or delegates to conventions are not made, the provisions of state Democratic Party rules shall govern.

8.05 The Secretary of the Town Committee shall certify to the municipal clerk the names and addresses of the party-endorsed candidates selected as provided in Sections 8.01 and 8.02 above, the title of the office or position a committee member or delegate for which each 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 for a municipal office or delegate for whom only the electors of a council district

8.06 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 municipal clerk by the Chairperson or presiding officer and the Secretary of the Town Committee, not later than the forty-eighth (48th) day preceding the day of the primary.

8.07 Each selection of a delegates to a state or district conventions shall be made not earlier than the one-hundred-fortieth (140th) day nor 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 municipal clerk by the Chairperson or presiding officer and the Secretary, not later than the one-hundred-thirty-second (132nd) day preceding the day of the primary.

8.08 In the event that a vote taken on the selection of party endorsed candidates results in a tie, such tie vote shall be dissolved by the vote of the Chairperson of the Town Committee or the District Leader of the council district, as may be applicable, but this provision shall not affect their right to cast any vote as a member of the Town Committee or Council District to which the person is otherwise entitled.

8.09 If a party-endorsed candidate for nomination to a municipal office or delegate to a convention dies prior to 24 hours before the opening of the polls at the primary, withdraws their name from nomination prior to ten (10) days before the opening of the polls at the primary, or for any reason becomes disqualified to hold the office or position for which the candidate, an endorsement may be made to fill such vacancy by the Town Committee or Council District, by a majority vote of the Town Committee or Council District members present and voting, at a meeting called for that purpose. Only such members shall participate in the endorsement to fill such vacancy provided the original endorsement was made by the members of the Town Committee or Council District. The Chairperson of the Town Committee or the Council District Leader may cast a vote such endorsement to break a tie, but this provision shall not affect their right to cast any vote as a member of the Town Committee to which that person is otherwise entitled. The Secretary of the Town Committee shall immediately certify the endorsement to fill such

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vacancy to the Democratic Registrar of Voters.

8.10 Whenever the town committee is officially notified that a Democratic Party vacancy exists in an elective Town office, the town committee shall, by a majority vote of members present at a meeting called for that purpose, endorse a single candidate to fill that Town office, and certify that endorsement to the proper Town official in a timely fashion.

ARTICLE IX - NOMINATIONS: ELECTIONS OF COMMITTEE MEMBERS AND DELEGATES

9.01 The nomination of the Democratic Party to all offices and the election of members to the Town Committee and delegates to conventions shall be made in all respects as provided in State Party Rules and state election law, as the same may be amended from time to time. Whenever a primary for nomination to a municipal office or for election of Town Committee members or delegates to conventions is to be held under the provisions of said law, the nominee of the Democratic Party for such office, and the members of the Town Committee and the delegates to conventions shall be determined by a plurality of votes cast.

9.02 If a nomination has been made for a municipal office and the nominee thereafter, but prior to 24 hours before the opening of the polls on the day of the elections for which such nomination has been made, withdraws their name, or for any reason becomes disqualified to hold office for which the person becomes nominated, a nomination to fill such vacancy may be made by the Town Committee or Council District members present and voting, at a meeting called for that purpose only such members shall participate in the endorsement to fill such vacancy. The Town Committee Chairperson or Council District Leader may cast a vote on such nomination to break a tie, but this provision shall not affect their right to cast any vote as a member of the Town Committee or Council District to which the person is otherwise entitled. In the case of a withdrawal, said nomination shall not be valid until the candidate who has filed a letter of withdrawal signed by such candidate with the Secretary of State and also has filed a copy with the municipal clerk. The Chairperson of the Town Committee shall certify the nomination to fill such vacancy to the Secretary of State and shall file a copy with the municipal clerk. Such certification of a nomination to fill a vacancy due to death or disqualification shall include a statement setting forth the reason for such vacancy.

9.03 Each delegate to a convention elected in conformity with law and with these rules may in writing designate an alternate delegate or a proxy to act for them in their absence. In the absence of such alternate delegate or proxy to act for them in their absence, the Town Committee Chairperson shall fill any vacancy arising for any cause in delegations to conventions.

9.04 As used in these rules, "municipal office" means any elective office of the Town and offices of Justices of the Peace, state representatives, board of education, constables, and judge of probate, as may be amended from time to time.

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ARTICLE X – GENERAL

10.01 Within seven (7) days after party rules or any amendments to party rules are adopted by the Enfield Democratic Town Committee, a copy of same shall be filed with the Secretary of State, and with the Town Clerk and with the Secretary of the Democratic State Central Committee. 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 Enfield 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.

10.02 These rules may be amended by the Enfield Democratic Town Committee by a vote of two-thirds (2/3) of those present and voting, at a meeting called for the purpose of amending the rules, or as provided by the Connecticut General Statutes.

10.03 If any provisions of these rules are found to be in conflict with the provisions of any state law or State Party rules, the provisions of such laws or rules shall govern.

10.04 Roberts Rules of Order (newly-revised) shall be construed as applicable, controlling and conclusive on parliamentary issues except as herein otherwise provided.

CONCLUSION

The above revised and amended Rules governing the Democratic Party of the Town of Enfield were approved at a duly warned meeting of the Democratic Town Committee on **March 8, 2023.**

By:

Virginia Higley
Chairman, Enfield Democratic Town Committee