

BY-LAWS OF THE REPUBLICAN PARTY OF  
THE TOWN OF GLASTONBURY, 2013 REVISIONS  
ARTICLE I: PURPOSES

SECTION 1. PURPOSES OF THE REPUBLICAN PARTY

The purposes of the Republican Party of the Town of Glastonbury are to a) attain the highest quality of Government for the Town of Glastonbury by nominating the best available candidates for elected public office and appointing the best available candidates for appointed public office; b) by the strength of our elected and appointed candidates, and the quality of our leadership, to encourage Glastonbury voters to register with the Republican Party and to vote for its candidates for elected office; c) to seek the widest possible involvement of Glastonbury residents in the governmental process, including encouraging electors to exercise their privilege of voting, to express themselves about their hopes and concerns for the Town's future, and to participate in the governance of the Town in all the ways permitted by the Town Charter and the laws of the State of Connecticut.

SECTION 2. PURPOSES OF THESE BY-LAWS

The purposes of these By-Laws are to provide a structure for the Party by which a) its internal operations are to be governed; b) its goals and policies are to be formulated and implemented; c) its members may become personally involved in shaping the future of the Party and the Town; d) it participates in the activities of the Republican Party of the State of Connecticut and the United States of America.

ARTICLE II: DEFINITIONS

1. "PARTY" - The Republican Party of the Town of Glastonbury.
2. "STATE PARTY" - The Republican Party of the State of Connecticut.
3. "NATIONAL PARTY" - The Republican Party of the United States of America.
4. "CAUCUS" - A meeting of the enrolled members of the Party held by the Party at a designated hour and place for the purpose of selecting Party Endorsed Candidates, and for the purpose of transacting other business of the Party.
5. "PARTY ENDORSED CANDIDATE" - A candidate for convention delegate, Town Committee Membership, or Municipal office who is seeking nomination to such office, and who has received the plurality of the votes cast in a Caucus, and who, in the event of a primary, shall be the designated nominee of the Party for such office.

6. "CONVENTION" - A meeting of delegates of the Party, the State party, or the National Party for the purpose of selecting the party endorsed candidate or candidates, and for the purpose of transacting other business of such party.
7. "PRIMARY" - A process by which enrolled members of the Republican Party, vote by secret ballot for candidates for nomination to District office or Municipal Office, or for Town Committee Membership or for delegates to conventions.
8. "PUBLIC OFFICIAL" - Any person elected or appointed in the name of the Party to any position created by the Charter of the Town of Glastonbury, or created by its Town Council.
9. "MUNICIPAL OFFICE" - Any office for which only the electors of the Town or any parts thereof, but not all of the electors of the State of Connecticut, may vote, and includes any elected Public official, the Registrar of Voters, and the State Representative.
10. "DISTRICT OFFICE" - Any office for which the electors of two or more towns or parts thereof, but not all of the electors of the State of Connecticut, may vote, and including the office of Representative in Congress, Judge of Probate, State Representative, or State Senator, where the representative district of such office includes more than one town of part thereof.
11. "TOWN" - The Town of Glastonbury, a municipal corporation having its boundaries within the county of Hartford and the State of Connecticut.
12. "ELECTORS" - Registered voters of the Town.
13. "MEMBER OF THE TOWN COMMITTEE" - Any person, other than an Honorary Member, who meets the requirements, and has the duties and responsibilities, as set forth in ARTICLE IV, SECTION 2 of these By-Laws.
14. "HONORARY MEMBER OF THE TOWN COMMITTEE" - Any person who has been elected to the Town Committee in accordance with the provisions of ARTICLE IV, SECTION 5 of these By-Laws.
15. "EX OFFICIO MEMBER OF THE TOWN COMMITTEE" - Any Public Official, other than a Member or Honorary Member, who is an enrolled Republican Elector of the Town at the time of election and during his/her term of office.

ARTICLE III: PARTY MEMBERSHIP

Members of the party shall be all the electors of the Town who are registered with the Town Clerk as Republicans.

ARTICLE IV: TOWN COMMITTEE MEMBERSHIP

SECTION 1. DUTIES AND RESPONSIBILITIES OF MEMBERS

Town Committee Members shall have the responsibility and authority to determine the goals and policies of the Party and the implementation thereof in accordance with the Purposes of the Party as set forth in these By-Laws.

SECTION 2. MEMBERSHIP OF THE TOWN COMMITTEE

A. The Town Committee shall consist of up to eighty (80) members, excluding Honorary Members, elected from the Town at Large at a Caucus or by primary. All members shall enjoy the privilege in voting in all decisions of the Town Committee, with the exception of Honorary Members. No person shall be a member or officer of the Town Committee unless he/she is an enrolled Republican Elector of the Town at the time of election and during his/her term of office.

B. The Town Committee shall have the right to add members by majority vote of those present and voting at a Town Committee Meeting any number of persons, as Members or Honorary Members, which members may serve until the next election of membership, and may exceed the total number of members set forth in the preceding paragraph.

SECTION 3. ELECTION OF MEMBERS OF THE TOWN COMMITTEE

A. Endorsement. The date for choosing Party Endorsed Candidates for Town Committee membership shall be in even numbered years and not earlier than the forty-second day nor later than the fortieth day preceding the date set for the primary, as per Connecticut General Statutes.

B. Time of Filing Endorsements. The name of Party Endorsed Candidates to Town Committee membership shall be filed with the Glastonbury Town Clerk in even numbered years not later than the thirty-ninth day preceding the statutory date of the primary in connection with their endorsement, except that when such thirty-ninth day is a Saturday, Sunday, or legal holiday, such filing shall take place not later than the next succeeding business day.

C. Primary. The date for primaries for the election of Town Committee Members shall be the first Tuesday of March in even numbered years.

D. Notice. The Chairman of the Town Committee, or in the event of his/her failure to act, the First Vice Chairman, shall publish notice of the primary date in a newspaper having a substantial circulation in Glastonbury at least fifty-six days before the statutory date set for the primary.

#### SECTION 4. TERMS OF OFFICE

The terms of the Town Committee members shall start on the first Monday following the date of the primary as set by statute in connection with their election, and they shall serve for two years or until their successors shall have been chosen. The term of all Members, both regular and Honorary, shall end on the same day.

#### SECTION 5. HONORARY MEMBERS

Election to Honorary Membership shall be based on meritorious service to the party. No person shall be elected to an Honorary Membership who does not meet the qualifications for regular membership.

Election as an Honorary Member shall require a recommendation by the Executive Committee and a two-thirds affirmative vote of those present and voting at a regular meeting of the Town Committee.

#### SECTION 6. OFFICERS OF THE TOWN COMMITTEE

##### A. Member and Terms of officers.

The officers of the Town Committee shall be Chairman, First Vice Chairman, second Vice Chairman, Treasurer, and Secretary. The terms for all officers shall be the same as the Term of Town Committee Members. No person shall be an officer of the Town Committee who is not also a Member of the Town Committee at the time of his/her election.

##### B. Duties of officers or their designees.

1. Chairman. The Chairman or his/her designee shall preside at Town Committee and Executive Committee Meetings, attend senatorial District and Congressional District meetings, secure a report at each Town Committee Meeting as to what transpired at the most recent State central Committee Meeting, designate the Campaign Treasurer for Town campaigns, appoint the chairmen of standing and special Committees, and shall have such other powers and duties as are customary to the office and as may, from time to time, be delegated by the Town Committee. )

2. First Vice Chairman. The First Vice Chairman shall fulfill any duty of the Chairman delegate to him/her by the Chairman, shall act in place of the Chairman, with all the powers and duties thereof, in the event of his/her absence from any meeting or activity, and, in the event of a vacancy in the office of Chairman, shall be responsible for promptly supervising the election of a new Chairman. In addition, the First Vice Chairman shall be responsible for assisting the Chairman in the conduct of internal operations of the party, including, but not limited to, those duties designated in a job description to be outlined by the current Chairman.

3. Second Vice-Chairman. The Second Vice Chairman shall fulfill any duty of the Chairman or First Vice Chairman in the event of the absence of said officers, and shall be responsible for assisting the Chairman in the conduct of internal operations of the Party, including but not limited to, those duties designated in a job description to be outlined by the current Chairman.

4. Treasurer. The Treasurer shall receive and be responsible for the safekeeping of all funds of the Party. He/she sign all checks and shall not pay any bill or account except by warrant signed by the Chairman or his/her designee. He/she shall present a financial report to the Town Committee at regular meetings thereof, and shall be responsible for assuring compliance with all election finance laws. He/she shall instruct and assist any campaign Treasurer with his/her duties, including, but not limited to, compliance with the said election finance laws.

5. Secretary. The Secretary shall:

a. Keep a roll of Town Committee members.

b. Give notice of all meetings of the Town Committee to its members and to State Central Committee members of the Fourth Senatorial District.

c. Keep the minutes and attendance records of all Town Committee meetings and report totals of attendance records to the Town Committee bi-annually.

d. Be responsible for all correspondence required by the Town Committee or Executive Committee.

e. Furnish to the State Party Chairman upon request a list of dates and place of all Town Committee meetings held during the previous six months, and also upon request furnish to the State Party Chairman a list of Town Committee members and notify the State party Chairman of changes as they occur.

The office of Secretary may, with the approval of the Town Committee, be divided into two positions, to be known as Recording Secretary, which shall have the functions numbered (a) through (c) above; and Corresponding Secretary, which shall have the functions numbered (d) through (e) above, or another division of duties which the Town Committee may approve.

#### SECTION 7. ELECTION OF OFFICERS

A. Organization. Within two weeks of the beginning of its terms as specified in ARTICLE IV, SECTION 4, the Town Committee shall meet to organize and elect officers. The Chairman of the outgoing Town Committee, or, if he/she fails to act, a member of the State Central Committee from the Senatorial District shall within five days following the beginning of the term of the Town Committee, send out notices to all duly elected Town Committee members of the place, date and time of the organizational meeting which shall be selected by the Chairman, or such State Central Committee member. The organizational meeting shall be presided over by a Moderator elected for that purpose, until such time as the Chairman is elected.

B. Notification. After the organizational meeting of the Town Committee and whenever changes occur in the membership of the Committee or its officers, the Secretary shall file with the Republican State Central Committee a list of the names and addresses of the officers and members of the Town Committee, and also the name and address of the Republican Registrar of Voters (first mention of this office in these By-Laws).

C. Vacancy in Office. Vacancies occurring for any reason in elected officers of the Town Committee shall be filled by vote of the remaining members of the Committee. At the regular meeting of the Town Committee at which the vacancy occurs, a Committee of not less than three nor more than five members of the Town Committee shall be chosen as the Nominating Committee to report at the next regular meeting of the Town Committee the name or names of candidates for the vacant office. The Town Committee shall fill the vacancy by a majority vote of those present and voting. In the event of a vacancy in the office of Town Chairman, The First Vice Chairman, or in the event of his/her failure to do act, the second Vice Chairman shall set the time, date and place for the meeting to select the new Chairman, which meeting shall be hold within thirty days of the vacancy. No person shall be nominated by the Nominating Committee or from the floor without his personal or written consent at the time of the nomination.

## SECTION 8. MEETINGS

A. Frequency and call of Meetings. The Town Committee shall meet at least seven times per year in accordance with a schedule to be adopted at the organizational meeting. Special meetings may be called by the Chairman or by any ten members of the Town Committee upon written request to the Chairman stating the purpose thereof.

B. Notice of Meetings. The Secretary shall provide notice, preferably in writing, of all meetings of the Town Committee at least four(4) days prior thereto, and said notice shall briefly state the agenda or purpose of said meeting, the date, time and place thereof, and whether said meeting is a regular or special meeting.

## SECTION 9. QUORUM AND VOTES

A. Quorum. The quorum of the Town Committee shall consist of at least twenty (20%) percent of the current Members, including officers present, one of whom shall be either the Chairman or Vice Chairman. No vote nor any other action shall occur unless a quorum is present, except for appointment of new Town Committee members in accordance with Article IV, Section 2 above.

B. Votes. Each member of the Town Committee, other than Honorary Members, but including officers, shall be entitled to cast one vote. Voting shall normally be by voice vote, unless by a majority vote of the Town Committee, a show of hands or secret written ballot is required. A motion shall be deemed to be carried by a simple majority of those members present.

C. Tie Votes. In the event of a tie vote at any Town Committee meeting, the subject motion shall be deemed to have failed to carry a majority of the votes, and shall be defeated.

## SECTION 10. COMMITTEES

A. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the officers, the Recruitment Chairman, Fundraising Chairman, Public Relations Committee Chairman, Campaign Committee Chairman, the immediate past Chairman, and such other persons as the Town Committee Chairman may appoint. Its duties shall be the management of the affairs of the Town Committee between meetings thereof, the formulation of recommendations for the consideration of the Town Committee, and the implementation of the adopted statement of goals and policies of the Party.

B. General Committees. Within one month of his/her election, the Chairman shall establish such working Committees as he/she shall determine to be necessary and proper for the conduct of the work of the party, including, but not limited to, a Finance Committee, Voter Registration Committee, candidate Recruiting Committee, District organization Committee, and Publicity and Public Affairs Committee. The Chairman shall appoint the Chairman thereof and specify the duties thereof, provided that no Committee or its Chairman shall have a term greater than that of the Town Committee. The Chairman or his/her designee shall serve as ex-officio members of all Committees with full voting rights. Special Committees may also be created by a motion and vote of the Town Committee. Every member of the Town Committee shall be expected to participate in at least one Committee.

C. Recruitment Committee. In addition to the Committees set forth in the preceding paragraph, the Chairman shall establish a candidate Recruitment Committee and shall appoint the Chairman thereof. Said Committee shall consist of no less than six (6) members, of which no less than two (2) shall be members of the Executive Committee. Member of the Recruitment Committee who hold elective or appointed office shall not attend interviews, nor vote on the selection, of incumbent members of their own board, commission, or other agency.

#### ARTICLE V: AUDITS

##### SECTION 1. AUDITORS

A. Duties. The Auditors shall examine and verify the books, records, and accounts of the Treasurer and Finance Chairman and mail a report:

1. Immediately after March 30, in the odd years;
2. Immediately after the election of a new Town Committee;
3. Immediately after the conclusion of office of a Treasurer; or
4. At such other times as the Town Committee or Chairman shall designate and appoint.

B. Election. Two members of the Town Committee shall be elected by a majority of those Town Committee members present at any meeting following the provisions of SECTION 1.A. above.

C. Vacancy. If an Auditor becomes unable to carry out his duties, a replacement shall be appointed by the Town Chairman with the approval of the Executive Committee.



## ARTICLE VI: STATEMENT OF GOALS AND POLICIES

### SECTION 1. FORMULATION

At least annually, at one or more regular or special meeting(s) of the Town Committee designated for that purpose, the Chairman shall request all Public Officials to present collectively to the Town Committee a brief statement of the goals and policies which they recommend for adoption by the Town Committee. Wherever possible, all members of each Town board, commission, council, or other body will present a single statement for all topics within their respective areas of activity and authority, although minority or dissenting statements will be heard and considered. Each such statement will be as specific as is reasonably possible and will contain both long-range and short-range goals and policies which the respective public officials consider to be advisable and appropriate for adoption as the goals and policies of the party, and those Public Officials shall be requested to respond to any questions posed by Town Committee regular or Honorary Members. The terms "policy" and/or "goal" shall not be construed so as to include any statement concerning any specific pending application before any Town agency or body, nor any statement which might serve to compel the disqualification of any Town official from voting on any such application, under applicable law. Upon the completion of each such presentation, the Town Committee shall seek consensus by voting to approve, modify and approve, or disapprove any such statement. Additional or amended statements may be raised for the floor by motion of any Members or Honorary Members of the Town Committee.

### SECTION 2. IMPLEMENTATION

The purpose of the preceding paragraph is to encourage dialogue which will lead to unified and effective Republican action, and recognition of accepted Republican principles, and not to produce confrontations between Town Committee members and Public Officials. The Chairman shall endeavor to lead such discussions so as to further that purpose, and the Chairman may, in his/her sole discretion, adjourn such discussions, assign them to a Subcommittee for additional research, divide any topic into subtopics, and take such other steps as may be necessary and desirable to achieve consensus among all participants in the formulation and implementation of statements.

The Chairman shall request Public officials to update the Town Committee and/or the Executive Committee from time to time, as may be necessary and desirable, concerning proposed amendments, obstacles, or other information relative to any adopted statement of goals or policies within their field of activity. The Chairman and the Executive Committee shall endeavor to insure that all Public Officials are aware of any adopted statements of goals and

policies. Likewise, the Recruitment Committee shall, as part of its deliberations in the selection of candidates for Public office, familiarize all prospective nominees with those facets of any adopted statements of Goals and objectives which are relevant for the office sought, and shall inquire as to that prospective nominee's views concerning them. While remaining mindful of the value of diversity of opinion, the Recruitment Committee shall utilize commitment to any adopted statement(s) as one factor, but by no means the exclusive factor, in evaluating the suitability of a nominee for Public Office.

## ARTICLE VII: ENDORSEMENT OF CANDIDATES

### SECTION 1. MUNICIPAL OFFICE

The date for the caucuses for selection of party endorsed candidates for municipal office shall be set by the Chairman to certify the names of the candidates to the Town Clerk not earlier than the forty-second day nor later than the fortieth day preceding the statutorily designated date for a primary.

### SECTION 2. CONVENTION DELEGATES

Caucuses for selection of party endorsed candidates for delegates to conventions shall be held on the date fixed by the State Central Committee of the State Party. The Moderator of the Caucus shall certify the names of the party endorsed candidates to the Town Clerk not later than the thirty-ninth day preceding the statutorily designated date for a primary, unless such day is a Saturday, Sunday, or legal holiday, in which case such certification shall be made not later than the next succeeding business day.

### SECTION 3. NOTICE

Notice of all Caucuses of the Party shall be by publication of a call therefore in a newspaper having a substantial circulation in Glastonbury at least five days before the date of such caucus, and shall specify the date, time, place, and purpose of such Caucus. The Chairman shall be responsible for insuring that said notice is timely made. In the event that the Chairman fails or is unable to act, notice shall be made by the First or Second Vice Chairman.

### SECTION 4. PROCEDURE

Each person seeking party endorsement as a candidate for Municipal office shall present a brief statement to the Caucus setting forth: a) his/her qualifications or experience for such endorsement; b) his/her policies and goals upon election, relative to any adopted goals and Policies of the Party, and as relevant to the office for which endorsement is sought. Said statement may be delivered orally by each

candidate for Municipal office or, if he/she is unable to attend the caucus, he/she may present a written statement to be read by his/her designated spokesperson.

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#### ARTICLE VIII: PRIMARIES

##### SECTION 1. CALL OF PRIMARIES

Primaries shall be called and scheduled in accordance with the requirements of the General Statutes of Connecticut.

##### SECTION 2. HOURS OF VOTING

Hours of voting in a primary election shall be determined in accordance with the General Statutes of the State of Connecticut.

##### SECTION 3. MUNICIPAL OFFICE PRIMARY DATES

Primaries for nomination of candidates for municipal office in the Town of Glastonbury shall be held on the fifty-sixth day preceding the date of election.

##### SECTION 4. CONVENTION DELEGATES

Primaries to select delegates to conventions shall be held on the date set by resolution on the Republican State Central Committee.

#### ARTICLE IX: VACANCIES

Any vacancy occurring in the party endorsed candidates for municipal office for a primary or in party nominations for municipal office before an election, under the conditions stated in sections 9-426, 9-429, 9-430 and 9-460 of the General Statutes, shall be filled by the Town Chairman.

#### ARTICLE X: PRECEDENCE OF RULES

##### SECTION 1.

Rules and Regulations of the Republican State Central Committee and Connecticut General Statutes shall prevail over the Rules of the Glastonbury Town Committee in case of conflict.

##### SECTION 2.

If neither the Rules of the Republican State Central Committee nor these Rules apply, the Rules of the House of Representatives of the State of Connecticut shall govern.

#### ARTICLE XI: AMENDMENTS

These Rules may be amended by a majority vote at any regularly-called caucus of the Republican party of the Town of Glastonbury. Notice of intent to amend these Rules shall be contained in the call of the caucus.

ARTICLE XIII: ADOPTION

After adoption by a majority vote of those present and voting at the caucus, these Rules shall be effective sixty days after filing with the State central Committee, and all previous Rules and By-Laws are thereby repealed.