

**LEDYARD DEMOCRATIC TOWN COMMITTEE
RULES AND BY-LAWS**

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RULES GOVERNING THE DEMOCRATIC PARTY OF THE TOWN OF LEDYARD, CONNECTICUT

Pursuant to the authority granted in Chapter 153 of the General Statutes of the State of Connecticut, Article X of the Rules of the Democratic Party of the State of Connecticut, and Article VIII of the Rules Governing the Democratic Party of the Town of Ledyard, Connecticut, the said Rules Governing the Democratic Party of the Town of Ledyard, Connecticut, are amended effective sixty (60) days after filing with the Secretary of the State and the Town Clerk to read as follows:

ARTICLE I DEMOCRATIC TOWN COMMITTEE

Section 1. The Democratic Party of the Town of Ledyard shall consist of all qualified electors enrolled on the official enrollment lists of Democratic electors prepared by the registrar of voters according to law. The Town Committee shall consist of not more than 75 Democratic electors of the Town of Ledyard.

Section 2. The policies and principles of the Democratic Party of the Town of Ledyard shall be formed, directed and executed by the Democratic Town Committee.

Section 3. Beginning in 1972 and every two years thereafter, the Town Committee shall fix the first Tuesday in March for the holding of a primary for the election of Town Committee members

Section 4. The committee shall select candidates for DTC membership at the caucus held for such purpose as herein provided. These are the party endorsed DTC candidates. Only registered Democratic electors of the Town of Ledyard shall select party endorsed candidates at the caucus for the Town Committee.

Section 5. The Town Committee at a meeting called for the 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 after the first Monday following the next primary date.

Section 6. The terms of the Town Committee members shall start on the first Monday following the date of the primary at which they are elected, and they shall serve for two years or until their successors shall have been chosen, but not more than twenty- six (26) months. The term of all members shall end on the same day.

Section 7. Any vacancy on the Town Committee arising from any cause, including failure to elect, may be filled by the Town Committee by a majority vote of those present and voting at a meeting called for that purpose.

Section 8. Members of the Town Committee shall be expected to attend meetings regularly, participate in the activities of the subcommittees to which they are elected or appointed, actively support the state, national and local platforms and candidates of the Democratic Party.

Section 9. Democratic Town Committee members shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, or home ownership status.

ARTICLE II TOWN COMMITTEE OFFICERS

Section 1. Within one week after election, the members-elect of the Town Committee shall meet for organization and shall elect a Chair, Vice Chair, Secretary, Treasurer, Deputy Treasurer, and such other officers as may be deemed advisable. Said organizational meeting shall be called by the incumbent Chair of the Town Committee and, in the event a meeting is not called in a timely fashion, the State Central Committee District Representative shall duly call such meeting.

Section 2. All officers of the Town Committee shall be elected from within the members of the committee.

Section 3. Officers so elected shall hold office for the term of the Town Committee electing them.

Section 4. Within one week after organization of the Town Committee, the Secretary shall file with the Secretary of the Democratic State Central Committee and the Town Clerk a list of names and addresses of the officers and members of the Town Committee and the name and address of the Democratic Registrar of Voters.

Section 5. The Chair shall preside over meetings of the Town Committee and the Executive Committee. They shall be an ex-officio member of all permanent and ad hoc committees. Within two weeks after election, the Chair shall appoint members to the Rules and By-laws, Ways and Means, and Registration committees. The Chair shall speak for the Town Committee in matters which have been decided by motions in

meetings and caucuses. The Chair shall provide leadership in achieving the goals of local, state, and national platforms and electing all Democratic candidates.

Section 6. The Vice Chair shall assist the Chair in all duties and shall carry out the functions in the absence of the Chair.

Section 7. The Secretary shall record the minutes of Town Committee and Executive Committee meetings, maintain all records including attendance, membership, subcommittees, elections, and prepare and distribute meeting notices and carry on all necessary correspondence.

Section 8. The Treasurer shall handle all financial transactions, including collection of donations and payment of expenses, and serve as a member of the Ways and Means committee.

Section 9. The deputy treasurer serves as a backup to the treasurer and can perform the same duties in the absence of the treasurer. If the treasurer resigns or becomes incapacitated, the deputy treasurer automatically succeeds as the treasurer until a new treasurer is appointed.

ARTICLE III TOWN COMMITTEE MEETINGS AND VOTING

Section 1. The Town Committee shall meet at least six (6) times a year upon the call of the Chair or by any other two (2) officers. The Secretary shall call the roll at all meetings and record the response to the roll call.

Section 2. Special meetings of the Town Committee may be called by the Chair or upon written request, signed by at least ten (10) members of the committee, presented to the Chair. 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. Failure of the Chair to act upon such request is just cause for expulsion from office.

Section 3. Two-fifths of the membership of the Town Committee shall constitute a quorum at any meeting.

ARTICLE IV ENDORSEMENT OF CANDIDATES; NOMINATION OF MUNICIPAL OFFICERS; ELECTION OF COMMITTEE MEMBERS AND DELEGATES

Section 1. The enrolled members of the Democratic Party in the municipality at a caucus called for the purpose shall, by a majority vote of such enrolled members present

and voting, select party endorsed candidates for each municipal office, for Town Committee members, and for delegates to conventions. In the endorsement of any person for an office or for a position as committee member or delegate for whom only the electors of a political subdivision of the municipality may vote, only the enrolled members of the Democratic Party in such political subdivision may participate. The time and place of holding all such caucuses shall be determined by the Town Committee; and notice of the time, place, and purpose of such caucuses shall be given to all enrolled Democratic voters of such municipality between five (5) and fifteen (15) days in advance of the caucus by publication of the same in a newspaper having a general circulation in the municipality. The time of any such caucus shall be fixed so as to permit compliance with the provisions of Chapter 153 of the General Statutes of Connecticut, latest revision and amendments.

The Chair of the Town Committee shall be the temporary Chair of all such caucuses and shall preside until the meeting has selected its permanent Chair. In like manner the Secretary of the Town Committee shall act as Secretary at all such caucuses until the meeting has selected its permanent Secretary. The caucus shall be conducted in conformity with the provisions of said Chapter 153, as amended, and as it may be amended.

Section 2. The party endorsement of candidates for delegates to any convention shall be by slate composed of a number of persons equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party and such slate shall be endorsed as a unit.

Section 3. Candidates for any municipal office or for election as Town Committee members or delegates to conventions chosen as provided in Section 1 above shall run in the primary for such office as party endorsed candidates; provided any such candidate shall be the nominee of the Democratic Party for the office for which they are a candidate if no valid opposing candidacy has been filed for nomination to such office by four o'clock p.m. on the twenty-fifth (25th) day preceding the day of the Democratic primary for such office.

Section 4. The Town Committee may recommend to a party caucus candidate or a slate of candidates for consideration; provided, however, that no such candidate or person on a slate shall be enrolled on the list of any political party other than the Democratic Party.

Section 5. If for any reason the Town Committee or party caucus fails to make sufficient endorsements of candidates for municipal office, Town Committee members, or delegates to conventions, the provisions of said Chapter 153, as amended, and as the same may be amended from time to time, shall govern.

Section 6. The Chair and the Secretary of the Town Committee or caucus shall certify to the Town Clerk the names and contact information of the party endorsed candidate selected and provided in Section 1 and 2 above, the title of the office or position as committee member or delegate for which each person is endorsed, and the date under which the primary is to be held. In case of the endorsement of a person for an office or for a position as committee member or delegate for whom only the electors of a political subdivision of the town may vote, the Chair or presiding officer and the

Secretary of the Town Committee or caucus shall certify to the Town Clerk the name or number of such political subdivision.

Section 7. Each party endorsement of a candidate to run in a primary for the nomination of candidates for municipal office or the election of Town Committee members or delegates to conventions shall be made not earlier than the forty-second (42nd) day or later than the fortieth (40th) day preceding the day of such primary and certified to the Town Clerk not later than the thirty-ninth (39th) day preceding the day of the primary.

Section 8. In the event that a vote taken on the selection of a party endorsed candidate results in a tie, such tie shall be dissolved by the vote of the Chair of the caucus, but this provision shall not affect the right to cast any vote as a member of the Town Committee to which the Chair is otherwise entitled.

Section 9. If a party endorsed candidate for nomination to a municipal office or for election as Town Committee member or delegate to a convention, 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 from the nomination, or for any reason becomes disqualified to hold the office or position, an endorsement may be made to fill such vacancy by the Town Committee by a majority vote of the Town Committee members present and voting at a meeting called for that purpose; provided, if the original endorsement was made by the members of the Town Committee elected from only one subdivision of the town, only such members shall participate in the endorsement to fill such vacancy. The Secretary of the Town Committee shall immediately certify the endorsement to fill such a vacancy to the Democratic Registrar of Voters.

Section 10. The nomination of the Democratic Party to all offices and the election of the members of the Town Committee and delegates to conventions shall be made in all respects as provided in said Chapter 153, as amended, and 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 Act, 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.

Section 11. If a nomination has been made for a municipal office and the nominee thereafter, but prior to twenty-four (24) hours before the opening of the polls on the day election for which nomination has been made, dies, withdraws, or for any reason becomes disqualified to hold office for which they have been nominated, a nomination to fill such vacancy may be made by the Town Committee by a majority vote of the Town Committee members present and voting at a meeting called for that purpose. The Chair of the Town Committee may cast a vote on such nomination to break a tie, but this provision shall not affect the right to cast any vote as a member of the Town Committee to which they are entitled. The Secretary of the Town Committee shall immediately certify the nomination to fill such vacancy to the Secretary of State and the Democratic Registrar of Voters.

Section 12. Each delegate to a convention elected to conformity with law and with these rules may in writing designate an alternate delegate or a proxy to act for them in their absence.

Section 13. As used in these rules "municipal office" means any office for which only the electors of the town may vote and includes the office of each elective public official, of the justice of the peace, state representative, state senator, and judges of probate. All other terms used in these rules shall have the same meanings as in said Chapter 153, as amended, and as the same may be amended from time to time.

ARTICLE V CAUCUSES

Section 1. Caucuses may be called for the purpose of amending rules or for any other lawful purpose by a majority vote of the Town Committee present and voting, except as hereafter provided, or by not less than five (5) percent but not more than five hundred (500) of the registered Democratic voters in the town. The call for any such caucus shall be in writing. If it is called by vote of the Town Committee, it shall be filed with the Democratic Registrar of Voters. If it is called by not less than five (5) percent of the registered Democratic voters, it shall be signed by such voters and filed with the Democratic Registrar of Voters.

Section 2. Notice of time, place, and purpose of such caucus shall be given to all registered Democratic voters of the town between five (5) and fifteen (15) days in advance of such caucus by publishing such notice at least once in a newspaper of general circulation in the town.

Section 3. No caucus shall be called for the purpose of removing a Town Committee during its term of office, except that the Chair of the State Central Committee may call such caucus on the grounds that the existing Town Committee has failed to perform its legal or proper functions. If such caucus votes to remove a Town Committee during its term of office, the permanent Chair of the caucus shall fix a day not less than six (6) and not more than seven (7) weeks thereafter for the holding of a primary for the election of Town Committee members and shall publish the same in a newspaper having a general circulation in the town not less than forty-two (42) days before such primary is to be held. The procedure for the election of a new Town Committee shall be the same as the procedure for the election of a Town Committee in March of the even numbered years, except that no party endorsement for Town Committee members shall be made, and all candidates for election to the Town Committee shall file their candidacies in accordance with the provisions of said Chapter 153, and the Town Committee members shall be chosen at the primary, except as provided in said Chapter. Town Committee members so elected shall hold office from the time of their election until the election of their successors in the next even numbered year.

ARTICLE VI SUBCOMMITTEES

Section 1. For the purposes of these by-laws, Standing Committees shall be understood to be permanent committees elected or appointed in accordance with the provisions of Article II, Sections 1 and 5, and in accordance with the sections of Article VI pertaining to that committee. Ad hoc committees shall be understood to be temporary groups formed for a specific purpose and elected or appointed for a specific period of time. Such committees may be proposed and appointed by the Chair of the Town Committee with the approval of the Town Committee or may be proposed from the floor, in which case the motion shall state how members are to be selected.

Section 2. **Nominating Committee – a Standing Committee**

(a) Not more than thirty (30) days following the adoption of these by-laws the Chair shall appoint from the Town Committee six (6) members, in addition to the Chair, who shall serve as a nominating committee.

(b) In the event of a vacancy, such vacancy shall be filled by an appointment from among the Town Committee members by the Chair.

(c) The Chair of the Nominating Committee shall be elected by the members of the committee.

(d) Duties and procedures of the nominating committee.

(1) To use all means to search out potential candidates for appointive and elective office, delegates to conventions, and officers of the Town Committee who are willing and able to serve and to present such names to the Town Committee.

(2) To study the qualifications of such candidates; to ensure that such candidates are fully aware of their duties under the by-laws of the Town Committee, state party rules, state statutes, and the charter of the Town of Ledyard; to determine the person who in the opinion of the majority of the committee is best qualified to serve the citizens of Ledyard and the Democratic Party.

(3) To present the committee's choice of candidate to the appropriate meeting or caucus.

(4) The foregoing shall not prevent the Nominating Committee from presenting two or more names for one position if the committee deems that action to be in the best interests of the party, nor does it preclude the presentation of a minority report by one or more members of the committee.

(e) Duties of the Nominating Committee regarding selection of Town Committee members.

(1) To solicit and accept the names of all persons interested in serving on the Town Committee.

(2) To discuss with all such persons the duties expected of a Town Committee member.

(3) To prepare for distribution at the caucus a printed ballot composed of the names of all such persons and with blank spaces for nominations from the floor.

Section 3. **Executive Committee -- a Standing Committee**

- (a) The Executive Committee shall consist of the officers of the Town Committee. Any elector of the Town of Ledyard who is a member of the Democratic State or National Committees shall be a member without vote unless they are also an officer of the Town Committee.
- (b) The Chair of the Town Committee shall be the Chair of the Executive Committee.
- (c) The Executive Committee shall meet on the call of the Chair but not less than two (2) times per year, except that any three members of the Executive Committee may petition the Chair for a meeting which must be held within ten (10) days.
- (d) The Executive Committee shall advise the Chair on matters of policy, assist in the preparation of agenda and programs for the Town Committee meeting, ensure that the activities and point of view of the Democratic Party are adequately covered by the media, ensure that all officers, committees, and individual members of the Town Committee are functioning according to the by-laws of the Town Committee.

Section 4. **By-Laws and Rules Committee -- a Standing Committee**

- (a) The Town Committee Chair shall appoint five (5) members of the Town Committee who shall serve as a By-Laws and Rules Committee.
- (b) The Chair shall be elected by the members of the committee.
- (c) The By-Laws and Rules Committee shall meet on the call of the Chair but not less than twice (2) per year.
- (d) The By-Laws and Rules Committee shall review the by-laws of the Town Committee and recommend such changes as may ensure more efficient operation of the Town Committee, clarity of language, and compliance with state and national statutes and party rules.
- (e) The committee shall ensure that there are adequate copies of the by-laws for each member of the Town Committee and such other persons as may desire to have them and that copies are on file with the Town Clerk and Secretary of State.

Section 5. **Ways and Means Committee -- a Standing Committee**

- (a) The Chair of the Town Committee shall appoint not less than six (6) persons to serve as members of the Ways and Means Committee. Such persons need not necessarily be members of the Town Committee except that the Vice Chair and Treasurer of the Town Committee must be among those appointed.
- (b) The Chair of the Ways and Means Committee shall be elected by the members of the committee.
- (c) The Ways and Means Committee shall meet on call of the Chair but not less than two (2) times per year.
- (d) The committee shall prepare an anticipated budget annually; plan and organize all fund raising and be responsible for raising all funds necessary for Town Committee needs; assist in fund raising activities of local, state, and national campaigns.

Section 6. **Registration and Campaign Committee -- a Standing Committee**

- (a) The Town Committee Chair shall appoint not less than six (6) persons to serve as members of the Registration and Campaign Committee. Such persons need not necessarily be members of the Town Committee except that the Registrar and Deputy Registrar of Voters must be among those appointed.
- (b) The Chair of the Registration and Campaign Committee shall be elected by the members of the committee.
- (c) The committee shall meet on the call of the Chair but not less than two (2) times

per year.

(d) The committee shall be responsible for developing programs to increase the Democratic registration in Ledyard. The committee shall also be responsible for the planning and carrying out of all campaign activities and for coordinating local activities with those of state and national campaigns. They shall appoint such subcommittees as they deem necessary and shall expect to receive the assistance of all members of the Town Committee and all candidates.

(e) Not more than seven (7) days after the annual caucus for selection of candidates for local offices, the Town Committee Chair shall, in consultation with candidates for local office, appoint such other members of the Registration and Campaign Committee as they deem necessary, except that in the event of a primary for local offices, no members shall be named until such primary has been held. Such additional members shall constitute an ad hoc committee.

(f) Immediately after the final selection of Democratic candidates for state and national office, the Town Committee Chair, in consultation with each candidate, shall appoint such other members of the Registration and Campaign Committee as they deem necessary. Such additional members shall constitute an ad hoc committee.

(g) Not more than ten (10) days following the caucus or primary for local offices the Registration and Campaign Committee shall meet to elect a permanent Chair.

(h) The foregoing shall not preclude any candidate or slate of candidates from appointing their own campaign staff; however, the candidate will be expected to coordinate their activities with those of the Registration and Campaign Committee.

(i) At the meeting of the Town Committee immediately following each election, the Chair of the Registration and Campaign Committee shall make a full report to the Town Committee and shall turn over to the Secretary of the Town Committee the names and mailing addresses of all who voted by absentee ballot; a complete list of all electors who voted; copies of all campaign treasurer's reports; a list of all active in the campaign and the duties they performed; an accurate copy of the results of the election by district and other pertinent material. All such records shall be retained permanently.

Section 7. **Policy Committee -- a Standing Committee**

(a) To be appointed by the Town Chair. Shall consist of four (4) members plus the Town Chair and the Democratic Council Members and Mayor. They shall meet at least six (6) times a year and as many other times as deemed necessary. They shall elect a Chair from among the members. The Policy Committee shall, at least once during each calendar year, submit its report to the Town Committee regarding recommendations which it proposes be adopted by the Town Committee regarding local, state, and national issues.

Section 8. The Chair of each subcommittee of the Town Committee shall ensure that the Secretary of the Town Committee has a current record of that committee's membership and following each Standing Committee meeting, the Chair shall give the Secretary a record of the date, attendance, and business transacted. Not less than twice (2) per year the Chair of each Standing Committee should report to the full Town Committee on the committee's activities. At the conclusion of the term of an ad hoc committee, the Chair should turn over to the Secretary of the Town Committee all pertinent records and where appropriate a written report of its conclusions and recommendations.

**ARTICLE VII
PROCEDURE**

Section 1. Robert's Rules of Order, newly revised, shall be considered conclusive on parliamentary issues.

**ARTICLE VIII
AMENDMENTS**

Section 1. These rules may be amended in any town caucus by majority vote of those present and voting, providing that the Democratic Town Committee gives due notice of the proposed changes in the call for such caucus.

Section 2. These rules may be amended by the Town Committee by a two-thirds vote of its entire membership when changes in the laws of the United States or of the State of Connecticut or changes in the Democratic State Party Rules make such amendments necessary.

Section 3. Within seven (7) days after party rules or any amendments to party rules are adopted by the Democratic Party, a copy of the same shall be filed with the Secretary of the State, and with the Town Clerk, and with the Secretary of the State Central Committee. Any amendments so filed shall set forth in full the section to be amended. Matter to be omitted or repealed shall be struck through, and new matter shall be indicated by underscoring.

**ARTICLE IX
DEMOCRATIC OFFICE HOLDERS**

Section 1. All Democratic electors who hold elective or appointive office within the government of the Town of Ledyard and all Democratic electors who hold elective state offices shall be expected to work for the implementation of the local, state, and national platforms and report at least once a year to the Town Committee on their activities. Such reports shall be scheduled in consultation with the Executive Committee.

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**ARTICLE X
VACANCIES**

Section 1. Whenever a vacancy occurs in an elective or appointive position held by a Democrat, the Town Committee Chair shall so inform the Nominating Committee who shall proceed as in Article VI, Section 2.

Section 2. Recommendations to fill elective vacancies shall be made by a majority vote of the Town Committee present and voting.

Section 3. Endorsements to fill appointive vacancies, or to renew existing appointments, may be made by the Nominating Committee directly to the Mayor or Town Council as applicable. Such appointments shall be reported to the Town Committee at the subsequent Town Committee meeting.

Section 4. Appointments to fill Justice of the Peace vacancies shall be made via signature of either the Town Committee Chair or Secretary, based on endorsement by the Nominating Committee, and delivered to the Town Clerk. Such appointments shall be reported to the Town Committee at the subsequent Town Committee meeting.

**ARTICLE XI
VOTES**




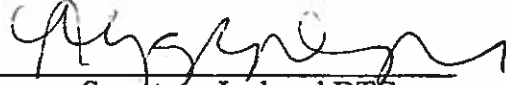
Section 1. Unless otherwise stated, all decisions on all matters in Town Committee meetings and caucuses shall be by majority vote.

**ARTICLE XII
SEPARABILITY**

Each and every provision of these rules shall be deemed a separate, distinct, and independent provision. The invalidity of any provision or section hereof shall not affect the remaining sections of provisions of these rules.

In the event that any provision hereof shall be found invalid or in the event that no applicable legal or proper provision for a situation is herein contained, the state party rules shall apply; in the event no state party rules are applicable the relevant provisions of the General Statutes of Connecticut shall apply.

The above rules were voted and approved by a caucus of the Democratic Party of the Town of Ledyard held March 26, 1973 at Ledyard, Connecticut; and amended by a caucus of the Democratic Party of the Town of Ledyard held on January 24, 1977; and amended at a regular meeting of the Democratic Town Committee (in lieu of a caucus as authorized by Connecticut Democratic State Party Rules Article VII Section 12, amended February 2021) held on March 14, 2022. And amended to conform with existing state laws and state party rules and to make editorial corrections by a two-thirds vote of the entire Democratic Town Committee as authorized in Article VIII, Section 2 of these by-laws.

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Chair, Ledyard DTC	Secretary, Ledyard DTC

Amendments to these rules made in 2018 and 2022 were to remove gendered language, remove different gendered chair/vice chair requirement, remove the position of recording secretary, change the limit of town committee members, remove requirement to post caucus notice on public sign post, remove references to Honorary Committee, remove reference to District Captains and Committee, combine the Registration and Campaign committees, remove the Platform Ad-Hoc Committee, revise procedure for filling vacancies, and corrections for grammar and clarification.

Amendments to these rules were approved by a 2/3 vote of the entire DTC membership effective on September 23, 2024, in accordance with Article VIII, Section 2. They were made to 1) Correct organization of Article I to clearly reflect how state party rules define Town Democratic Party, Town Democratic Committee, and how the DTC membership is elected at the Party primary after Party endorsed candidates are selected at a caucus, 2) Add "Deputy Treasurer" to the list of DTC officers as recommended by SEEC, 3) Remove written requirement for membership dues as mandated by state party rules, 4) Add upper limit on time to post caucus legal notices as per state statute, 5) Remove requirement to post legal notice of DTC primary 5 days prior to the primary as per state statute, 5) Correct roman numeral article numbering and several other editorial corrections.