



RULES

of the

HAMDEN DEMOCRATIC

TOWN COMMITTEE

Approved: March 23, 2021

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MISSION

The mission of the Hamden Democratic Town Committee (“HDTC”) is to elect, at all levels, Democratic government officials who are in touch with and responsive to the collective needs of Hamden citizens and who are accountable to the voters who elected them.

PREAMBLE

In order to encourage active participation in local politics, to perpetuate the ideals and principles of the Democratic Party, and to provide the residents of Hamden with a just government, open, free, and responsive to their needs, we, the enrolled members of the Hamden Democratic Party, establish a working organization to direct the affairs of the Hamden Democratic Party as hereinafter provided:

- (1) to encourage full participation of all registered Democrats of the Town of Hamden in the affairs of the Hamden Democratic Party and ensure that the Hamden Democratic Party shall be open to all, especially minorities, women, young people, and underrepresented communities, regardless of age, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, physical appearance, race, religion or lack thereof, sexual identity and orientation, or national origin.
- (2) to adopt rules and bylaws that permit equal, full, and fair representation in HDTC affairs by all enrolled members residing in each Voting District in the Town of Hamden.
- (3) to ensure that all meetings of the HDTC shall be open to all registered Hamden Democrats regardless of age, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, physical appearance, race, religion or lack thereof, sexual identity and orientation, or national origin.
- (4) to publicize fully the date, time and place for all public meetings of the HDTC in such a manner so as to assure timely notice to all interested persons and to hold such meetings at places accessible to all Hamden Democratic party members and large enough to accommodate interested persons.
- (5) to promote Democratic voter registration and membership in the HDTC regardless of age, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, physical appearance, race, religion or lack thereof, sexual identity and orientation, or national origin.
- (6) to encourage the active participation of all members of the Hamden Democratic Party and all citizens of the Town of Hamden in state, local, and national governmental affairs and to foster, support, and encourage the election and participation of Democrats in the administration of government at all levels.
- (7) to seek, nominate, support, and elect Democratic candidates for local, state, and national government office regardless of age, ethnicity, gender identity and expression, level of experience,

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ability, socioeconomic status, nationality, physical appearance, race, religion or lack thereof, sexual identity and orientation, or national origin.

- (8) to promote attendance at HDTC meetings by all registered Hamden Democrats.
- (9) to sufficiently raise and prudently spend funds in order to carry out the plans and fulfil the mission and essential activities of the HDTC.
- (10) to ensure that elected Democratic office holders are held accountable for fulfilling the mission of the HDTC.
- (11) to develop and promote HDTC official positions regarding local, state, and national issues that affect Hamden residents.

ARTICLE I - REPEAL OF CURRENT RULES

The "Rules of the Hamden Democratic Party of the Town of Hamden," as amended on December 19, 2011, shall remain in full force and effect until these rules become effective as heretofore provided; and thereafter said rules as amended on December 19, 2011, shall be deemed repealed and null and void.

ARTICLE II - HAMDEN DEMOCRATIC TOWN COMMITTEE

Section 1: Purpose

The HDTC shall be the governing body of the Hamden Democratic Party. The HDTC shall be authorized to endorse candidates for municipal office, to select delegates to nominating conventions, to direct election campaigns, to raise and spend funds, to conduct HDTC caucuses, to adopt positions on public policy, and to make decisions necessary to the operation of the HDTC, in accordance with the laws of the State of Connecticut and the rules of the Democratic Party of Connecticut.

Section 2: Membership

The HDTC shall consist of sixty-three (63) members, seven (7) elected from each Voting District of the Town of Hamden.

The HDTC may, at a meeting called for the purpose, increase its membership by a majority vote of those present and voting, provided that 1) the new positions created by said increase shall be filled in accordance with Sections 3 through 5 below; 2) provided that all new members shall be duly elected and begin their term on the day following the day established for the holding of the primary for the election of the members of the succeeding HDTC; and 3) the number of members from each Voting District must be equal.

Any enrolled Democratic voter who is not a member of another party's town committee shall be eligible to serve on the HDTC and to make nominations to the HDTC.

Each member shall be an enrolled Democratic elector residing in the Voting District that he or she represents.

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Section 3: *District Caucuses*

Candidates for membership on the HDTC may seek the endorsement of the HDTC 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.

The announcement of such caucuses shall be published on the HDTC website, on social media, and in a newspaper having general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center at least fourteen (14) days in advance of the caucuses and shall include the dates, times, locations, and purpose of such caucuses, as well as a summary of the duties of HDTC members per Article III and a description of the procedure to be followed by enrolled party members interested in being nominated or making nominations to the HDTC per Appendix I.

Section 4: *Nomination of HDTC Endorsed Candidates*

District caucuses for the purpose of selecting HDTC-endorsed candidates for the HDTC shall be conducted as prescribed in Chapter 153, Sections 9-396 and 9-431a of the Connecticut General Statutes. Only persons who are registered members of the Hamden Democratic Party as confirmed by the Democratic Registrar of Voters shall be eligible to participate or be nominated, in accordance with these rules. Nominations for the HDTC may be made at the caucus (a) by presentation to the caucus of a full slate or (b) by nomination of individual candidates. In no event shall a member of a caucus vote for a greater number of candidates than there are positions to be filled by election.

Section 5: *Endorsement by Majority Vote*

The enrolled members of the Democratic Party in the municipality, at a caucus called for the purpose, shall, by majority vote of those present and voting, select party-endorsed candidates for the town committee.

Section 6: *Resolution of Non-Majority Votes*

In the event a vote does not yield a majority vote for any candidate, the candidate with the lowest number of votes is removed from the selection of candidates, and another vote is taken. This process is repeated until a majority vote is determined.

Section 7: *Certification of HDTC Endorsed Candidates*

The Secretary and the Chairperson or Presiding Officer of the HDTC or caucus, as the case may be, shall certify to the Town Clerk the names and street addresses of the HDTC-endorsed candidates and delegates selected as provided in Sections 3 and 4 above, the title of the office or position as delegate for which each person is endorsed or selected and, as appropriate, the date upon which the primary is to be held.

In the case of the endorsement of a person for an office for whom only the electors of a Voting District of the Town of Hamden may vote, the Secretary or Presiding Officer of the HDTC or caucus of the HDTC shall include the Voting District number in the certification to the Town Clerk.

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Section 8: Election by Primary

In the event no HDTC endorsement is made, election of the HDTC shall be made by direct primary in accordance with Connecticut General Statutes and the rules of the Democratic Party of the State of Connecticut, as amended from time to time.

No person shall be elected to or shall hold the position of HDTC Member unless the candidate's name appears on the current enrollment list of the Democratic Party.

If a slate wishes to file for a primary, petitions and information on the number of signatures required on the petition may be obtained from the Democratic Registrar of Voters.

To obtain primary petitions, the challenge slate must consist of at least 25% of the total number of HDTC members permitted on a District committee. As each Voting District has seven HDTC members under the current rules, at least two people must be part of a challenge slate. These candidates need not be members of the caucus-endorsed HDTC or of the existing HDTC.

Candidates for the HDTC chosen in accordance with Section 4 shall run in the primary for the Hamden Democratic Party as HDTC-endorsed candidates; if no valid opposing candidacy has been filed by 4:00 PM on the 21st day preceding the day of the Democratic primary for HDTC members, such candidates shall be deemed elected as members of the HDTC.

The first Tuesday in March of the even-numbered years shall be fixed for holding a primary for the election of HDTC members, and this fact shall be published on the HDTC website, on social media, and in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center at least fifty-six (56) days before such primary is to be held.

Only persons currently registered as members of the Democratic Party in such Voting District shall be eligible to vote for candidates in that Voting District.

Section 9: Term of Membership

Members of the HDTC shall serve for a term of two (2) years, commencing on the day following the day established for holding a primary for the election of said HDTC members and ending with the day established for the holding of a primary for the election of the members of the succeeding HDTC. The provisions of this section shall apply notwithstanding the lack of cause for a primary to elect said members.

Section 10: Vacancies

Any vacancy on the HDTC arising from any cause including failure to elect, may be filled by the remaining HDTC members representing the District in which the vacancy occurs.

Section 11: Plurality of the Primary Vote Cast

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Whenever a Primary election is held for nomination to the HDTC, the endorsed nominees of the HDTC for such office shall be determined by a plurality of the vote cast.

Section 12: Resolution of Tie Votes

In the event that a vote is taken that shall result in a tie, such tie vote shall be resolved by the vote of the Chair of the District in which the vacancy occurs, but this provision shall not affect the right of such Chair of the District to cast any vote as a member of the District or of the HDTC as otherwise entitled.

ARTICLE III - COMMITMENTS

Membership in the HDTC constitutes a firm commitment to the Democratic Party.

Section 1: Attendance

Members of the HDTC are expected to attend all scheduled HDTC meetings but at least one (1) meeting each quarter except for valid reasons given beforehand to a member of the Executive Committee or the District Chair. The attendance policy shall not be applied without consideration of extenuating circumstances and other factors, such as the participation of the member in other activities of the HDTC per Section 2.

At the end of each calendar year, the HDTC Chair on behalf of the Executive Committee shall advise any member with unfulfilled commitments as set forth of the necessity of meeting those requirements in the following year to remain eligible for re-endorsement by the HDTC. At the end of the term, the Executive Committee may recommend that any member with unfulfilled requirements not receive an endorsement for reelection by the HDTC at the next HDTC caucus.

Section 2: Other Commitments

- a) Participate in and/or contribute to the fundraising efforts of the HDTC and their District Committee to the extent possible.
- b) Actively encourage registration of new voters and enrollment of unaffiliated voters in the Democratic Party.
- c) Participate actively in the affairs of the Democratic Party by, among other duties, electing candidates, serving on committees, and supporting projects.

Section 3: Residence in District

Members of the HDTC must reside in the Voting District in which they were elected.

A HDTC member who moves out of the Voting District after being elected shall be considered to have constructively resigned and may be replaced in accordance with these rules even if a written or electronic letter of resignation is not received.

ARTICLE IV - OFFICERS

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Section 1: Titles and Purpose

The Officers of the HDTC shall consist of a Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Treasurer. It shall be the responsibility of the Officers to see that the HDTC functions in accordance with these rules, the Connecticut Democratic Party Rules, and Connecticut General Statutes.

The Officers of the HDTC must be active registered members of the Hamden Democratic Party but need not be members of the HDTC.

All officers of the HDTC are ex-officio members of all committees.

Section 2: Election of Officers

Not more than Seven (7) nor less than fourteen (14) calendar days following the day fixed for the holding of a primary for the election of HDTC members, the Chair of the HDTC in office on the day of said primary shall call a meeting of the newly elected HDTC for the purpose of electing officers of the HDTC. If such Town Chair fails, for any reason, to call such a meeting by the end of the prescribed 14-day period, the Vice Chair in office at the time of the primary shall call the meeting within forty-eight (48) hours. If, for any reason, the Vice Chair does not call the meeting within the prescribed forty-eight (48) hour period, the State Central Committee members representing the District shall call the meeting within the next forty-eight (48) hours. When the meeting must be called by the Vice Chair or a State Central Committee member, the call of the meeting will be valid notwithstanding any otherwise applicable rule concerning time and notification of HDTC meetings.

Section 3: Term of Office

Officers so elected shall hold office for a term of two years or until their successors shall be duly elected and qualified.

Section 4: Chair Breaks Tie Vote

The Chair shall vote for Officers only for the purpose of breaking a tie vote. In the event that a vote is taken at a duly called meeting of the HDTC and said vote results in a tie, such tie vote shall be resolved by a vote of the Chair of the HDTC. This provision shall not affect his or her right to cast any vote as a member of the HDTC with respect to voting other than in voting for Officers.

Section 5: Filing of Officers' Names and Addresses

Within seven (7) calendar days after the election of officers, at the beginning of a HDTC term or upon filling a vacancy as provided herein, the Recording Secretary of the HDTC shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of the Officers of the HDTC and the name and address of the current Democratic Registrar of Voters.

Section 6: Duties of Officers

a) Duties of the Chair

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1. Be the chief executive officer of the HDTC.
2. Have general control and management of HDTC business and affairs.
3. Preside at all meetings of the HDTC.
4. Perform all of the duties incident to that office.
5. Appoint the committees and committee chairs required to conduct the business of the HDTC.
6. Present an annual schedule of meetings, which shall be sent to all Hamden Democratic elected and appointed officials and published on the HDTC website, on social media, in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center.
7. Act as official spokesperson of the HDTC.
8. Stimulate active interest in the Democratic Party and the political process in general.
9. Provide constructive roles for members to become active participants and to volunteer.
10. Demonstrate effective leadership and individual responsibility.
11. Promote harmony within the HDTC membership, between other DTCs and within the CT Democratic Party.

b) Duties of the Vice-Chair

1. Perform such duties assigned by the HDTC or delegated by the Chair.
2. Fulfill all duties and be vested with all powers and responsibilities of the Chair in the event of the Chair's death, disability (as determined by a majority of the remaining members of the Executive Board), failure to act, or absence.
3. Coordinate HDTC volunteers including receiving and acknowledging volunteer applications and communicating volunteer opportunities.
4. Communicate with District Committee chairs to ensure they understand their responsibilities per these rules.
5. Ensure that all required notices of meetings and caucuses are published and posted as required by these rules.

c) Duties of the Recording Secretary

1. Keep the minutes of all HDTC and Executive Committee meetings.
2. Have custody of the minutes of the HDTC.
3. Have custody of the books, records, and papers of this organization except those that are the responsibility of the Treasurer.
4. Discharge all duties required of a Recording Secretary imposed by these rules, Connecticut General Statutes, the HDTC, or the Chair or as are incident to the office of Recording Secretary.

d) Duties of the Corresponding Secretary

1. Prepare all correspondence as directed by the Chair or the HDTC.
2. Maintain a record of all correspondence to or from the HDTC.
3. Forward all copies of all such correspondence to the Chair and the Recording Secretary.
4. Create and present to the HDTC an annual marketing and social media plan and manage the implementation of the approved plan.
5. Be responsible for media relations and publicity.
6. Notify HDTC members of the time, date, place, and agenda of each HDTC meeting.

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7. Discharge all duties required of a Corresponding Secretary imposed by these rules, Connecticut General Statutes, the HDTC, or the Chair or as are incident to the office of Corresponding Secretary.

d) **Duties of the Treasurer**

1. Have charge and custody of and be responsible for all funds and securities.
2. Keep full and accurate accounts of receipts and disbursements and other customary financial records of the HDTC.
3. Deposit all monies and valuable effects in the name and to the credit of the HDTC in depositories designated by the Chair of the HDTC or the Executive Committee.
4. Perform such other duties as may from time to time be assigned by the Chair or by the members of the HDTC at a scheduled meeting or as are incident to the office of Treasurer.
5. Create an annual budget and present it to the membership for approval no later than the second HDTC meeting of the calendar year.
6. Give a full and detailed report to the general membership at each meeting of the HDTC
7. Distribute at each HDTC meeting a written Treasurer's report which shall include cash on hand, all disbursements made (including to whom and for what) since the last Treasurer's report, amounts payable (and to whom and for what), donations, and spending compared to budget.
8. Discharge all duties required of a Treasurer imposed by these rules, Connecticut General Statutes, the HDTC, or the Chair or as are incident to the office of Treasurer.
9. Provide an annual written report of HDTC financial status to the membership and publish the annual report on the HDTC website.
10. Ensure that the HDTC follows recommended financial practices and separation of duties.
11. File appropriate federal, state, and local campaign disclosure reports as required.
12. Cooperate with the Finance Committee to ensure a full, complete, and accurate annual audit of the HDTC's financial records.

Section 7: Vacancies

A vacancy created by the departure of any officer of the HDTC, arising from any cause whatsoever, shall be filled by a majority vote of the members of the HDTC present and voting at a meeting duly called and noticed pursuant to these rules for that purpose.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1: Membership

There shall be an Executive Committee of the HDTC, the membership of which shall consist of the Chair of each Voting District duly elected as provided in Article VII, Section 5 of these rules, or one representative designated by the Chair of the Voting District. In addition, the Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Treasurer of the HDTC shall be members of the Executive Committee with full voting authority.

Section 2: Rules

The rules of the HDTC shall apply to the Executive Committee.

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Section 3: Meetings

Meetings of the Executive Committee may be called on an *ad hoc* basis by the Chair of the HDTC or may be requested by any member of the Executive Committee.

Section 4: Function

The Executive Committee shall function as an advisory body to the HDTC and shall not have the power to make binding decisions on behalf of the HDTC. Its function shall be to discuss issues thoroughly and make written recommendations for action of the HDTC as a whole. The report of the Executive Committee shall become a permanent item of the agenda of each HDTC meeting.

ARTICLE VI - HDTC MEETINGS

Section 1: Scheduled Meetings

Regular meetings shall be held at least quarterly in each calendar year at a time and place to be designated by the Chair. Written notice shall be communicated, via e-mail or regular mail, designating the date, time, place, and agenda for any regular meetings to all members at least five (5) days, but not more than fifteen (15) days in advance of such meeting. All major decisions, including budgets, financial decisions, and endorsements of all candidates, shall be considered and made only if properly placed on the agenda for that meeting. The HDTC may carry out its responsibilities through telephonic, video, or other technological means that provide for a virtual presence for its members and other participants at the discretion of the Chair. The HDTC shall ensure that individuals who participate through telephonic, video, or other technological means are identifiable and are able to participate fully in the process.

Section 2: Special Meetings

Special meetings of the HDTC shall be called upon a written request signed by two-fifths of the members of the HDTC and presented to the Chair or at any time by the Chair. The Chair shall cause e-mail or written notice to be given each member, not less than five (5) days prior, of the date, time, place, and purpose of such meeting. When duly requested by the membership, the notice must be sent within five (5) business days of receipt of such request. Discussion shall be limited only to the items stated in the notice of the special meeting.

In the event of the death or disqualification of a HDTC-endorsed candidate, the five-day prior notice requirement may be waived.

Section 3: A Quorum

Two-fifths of the membership of the HDTC shall constitute a quorum at any meeting.

The HDTC may not vote or act on any motion or other official business of the HDTC when a quorum is not present.

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Section 4: Conducting a Meeting

HDTC meetings shall be open to any person whose name appears on the last-completed enrollment list of the Hamden Democratic Party and invited guests. However, any portion of any HDTC meeting may be conducted in closed session by the affirmative vote of two-thirds of the members of the HDTC present taken in the public portion of the meeting.

All meetings of any committee of the HDTC shall be open to any member of the HDTC.

The privilege of the floor shall be limited to HDTC officers, members, and invited guests. Exceptions may be made if the majority of those present vote in the affirmative to extend floor privileges to others.

Section 5: Secret Ballot

The use of secret ballots or any form of secret voting is prohibited for any vote being held at a HDTC meeting.

Section 6: Waiver of Notice

Attendance at and participation in any meeting of the HDTC shall constitute a waiver on the part of any member so attending and so participating of any notice of such meeting otherwise defective under the provisions of Section 1 or Section 2 of Article VI.

ARTICLE VII - DISTRICT MEETINGS

Section 1: District Committees

The term "District Committee" shall mean the members of the HDTC elected to represent that Town of Hamden Voting District.

Section 2: District Meetings

During the Spring of odd-numbered years, each District Committee shall hold a meeting open to all registered Democrats residing in the District in a location open to the public or through telephonic, video, or other technological means that provide for a virtual presence at the discretion of the District Chair. Such meetings shall be held no later than July 1st of each odd-numbered year. Any registered Democrat residing in the District may speak at the District meeting.

Section 3: Notice of District Meetings

Notice of such District meetings and of the procedures for requesting permission to speak at such meetings shall be publicized on social media, on the HDTC website, and at least once in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center at least five (5) but not more than fifteen (15) days prior to such public meeting. At any such District meeting, any Democrat registered in such District shall be permitted to take part in

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discussions of the qualifications of any potential candidate or to nominate a candidate for public office or HDTC membership.

Section 4: Additional District Meetings

Additional meetings of District Committees may be called for any purpose by a majority of the District Committee members or upon a written request signed by 5% of the registered Democrats in the District, presented to any member of the District Committee. Said meeting shall be held not less than fourteen (14) or more than twenty-one (21) business days from the date of presentation of the request. All such meetings shall be held in a place open to the public and shall be publicized as set out in Sections 2 and 3 above. All meetings of the District Committees shall be open meetings.

Section 5: Election of District Chair

The Chair of each District shall be elected by a majority of the District Committee members at a meeting called for that purpose within two weeks after the election of the HDTC members.

Section 6: Responsibilities of District Chair

The Chair of each District shall be responsible for ensuring that District meetings and caucuses are scheduled and that notices of District meetings and caucuses are posted per these rules.

ARTICLE VIII - COMMITTEES

Section 1: Finance Committee

The Finance Committee shall consist of up to one HDTC member per Voting District appointed by the District Chair in consultation with the HDTC Chair. The Treasurer shall be the Chair of the Committee.

The responsibilities of the Finance Committee shall be as follows:

- a) to assist the Treasurer and the HDTC Chair in all financial matters.
- b) to conduct an annual audit of the HDTC. The results of the annual audit shall be presented to the HDTC no later than the third HDTC meeting after the beginning of each calendar year.

Section 2: Issues Committee

The Issues Committee shall consist of registered Democrats residing in Hamden appointed by the HDTC Chair in consultation with the District Committee Chairs. The HDTC Chair shall select the Committee Chair.

The responsibilities of the Issues Committee shall be as follows:

- a) to study issues and make recommendations to the general membership on issues affecting the HDTC and/or the Town of Hamden;
- b) to report to the general membership at all regular meetings.

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Section 3: Fundraising Committee

The Fundraising Committee shall consist of registered Democrats residing in Hamden appointed by the HDTC Chair in consultation with the District Committee Chairs. The HDTC Chair shall select the Committee Chair.

The responsibilities of the Fundraising Committee shall be as follows:

- a) to raise the funds budgeted to elect HDTC endorsed candidates, publish notices of any public meetings required by these rules, and pay general operating expenses.
- b) to report to the general membership at all regular meetings.

Section 4: Communications Committee

The Communications Committee shall consist of registered Democrats residing in Hamden appointed by the HDTC Chair in consultation with the District Committee Chairs. The HDTC Chair shall select the Committee Chair.

The responsibilities of the Communications Committee shall be as follows:

- a) to solicit, format and maintain content for the HDTC website and social media.
- b) to evaluate and make improvements to website pages and navigation.
- c) to remove obsolete website and social media content.
- d) to report to the general membership at all regular meetings.

Section 5: Ad Hoc Committees

The HDTC Chair may create Ad Hoc Committees as necessary for the purposes of the HDTC.

Section 6: Committee Proposals

All Committee proposals shall be reviewed by the Executive Committee before being submitted to the general membership.

**ARTICLE IX - ENDORSEMENT AND NOMINATION OF
CANDIDATES FOR MUNICIPAL OFFICE**

Section 1: Municipal Offices

“Municipal Offices” as used in these rules refers to all elected offices of the Town of Hamden, and the offices of Justice of the Peace, State Senator in a senatorial district entirely within the Town, State Representative in an assembly district entirely within the Town, and Judge of Probate in a Probate District entirely within the Town.

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Section 2: Endorsement and Nomination

Pursuant to the requirements of the Connecticut General Statutes, the Connecticut Democratic Party Rules, the elections calendar established by the Secretary of the State, and these rules, the HDTC shall call a meeting for the selection of HDTC-endorsed candidates for municipal office. The HDTC shall, by a majority vote of the HDTC members present and voting, select HDTC-endorsed candidates for each municipal office.

In the endorsement of any person for any office for whom only the electors of a Voting District of the Town may vote, only the members of the HDTC elected from that Voting District may participate.

Any person receiving HDTC endorsement as a candidate for municipal office or appointment to office must be a duly enrolled Democratic party member.

The HDTC shall be the sole body to endorse Democratic candidates for municipal office.

Section 3: Use of Proxy

Any HDTC member may designate in writing an alternate from the same District to act as a proxy or representative replacement in the selection of HDTC-endorsed candidates for municipal office.

A proxy once granted and submitted may not be revoked.

Section 4: Resolution of Non-Majority Votes

In the event that a vote does not yield a majority for any candidate, the candidate with the lowest number of votes is removed from the selection of candidates, and another vote is taken. This process is repeated until a majority vote is determined.

Section 5: Certification by Hamden Town Clerk

Each HDTC 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 presented to the Clerk of the Town of Hamden for certification by the Chairperson or Presiding Officer and Recording Secretary of the HDTC not later than the forty-eighth (48th) day preceding the day of the primary.

Section 6: Primary Election

Candidates for municipal office shall run in the Primary for such office as HDTC-endorsed candidates; any such HDTC-endorsed candidate shall be the Democratic Party nominee for such office if no valid opposing candidacy has been filed with the Registrar of Voters for nomination to such office, by 4:00 PM on the twenty-first (21st) day preceding the day of the Democratic primary for such office.

Section 7: Primary Deadlines

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Each HDTC endorsement of a candidate to run in a primary for the nomination of candidates for municipal office shall be made not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the day of the primary and shall be certified to the clerk of the Town of Hamden, by the Chairperson or Presiding Officer and Secretary of the HDTC not later than the forty-eighth (48th) day preceding the day of the primary.

Section 8: *Breaking a Tie Vote*

In the event that a vote taken on the selection of such HDTC-endorsed candidates results in a tie, such tie vote shall be dissolved by a vote of the Chair of the HDTC, but this provision shall not affect the right of the HDTC Chair to cast any vote as a member of the HDTC if otherwise qualified.

Section 9: *Plurality of the Vote Cast for Primary Elections*

Whenever a Primary election for nomination to a municipal office is held, the nominee of the Democratic Party for such office shall be determined by a plurality of the vote cast.

Section 10: *Vacancy of HDTC-Endorsed Candidate*

If a HDTC-endorsed candidate for nomination to a municipal office prior to twenty-four (24) hours before the opening of the polls at the primary dies or, prior to ten (10) days before the day of the primary, formally withdraws from nomination or for any reason becomes disqualified to hold such municipal office, an endorsement may be made to fill such vacancy by the HDTC by a majority of the HDTC members present and voting, at a meeting called for such purpose. The Chair of the HDTC may cast a vote on such endorsement to break a tie, but this provision shall not affect the right of the HDTC Chair to cast any vote as a member of the HDTC as otherwise entitled. The Corresponding Secretary of the HDTC shall immediately certify the endorsement to fill such vacancy to the Democratic Registrar of Voters. No candidate shall be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the Hamden Town Clerk.

Section 11: *Vacancy in Elected Town Office*

Whenever the HDTC is officially notified that a Town office held by an elected Democrat has become vacant, the HDTC 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 X - SELECTION OF CONVENTION DELEGATES

Section 1: *HDTC Endorsement of Candidates*

Pursuant to the requirements of the Connecticut General Statutes, the Connecticut Democratic Party Rules, the elections calendar established by the Connecticut Secretary of the State, and these rules, the HDTC shall call a meeting for the selection of HDTC-endorsed candidates to conventions. The HDTC shall, by a majority vote of the HDTC members present and voting, select HDTC-endorsed candidates for delegates to conventions. In the endorsement of any person for delegate for whom only the electors

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of a particular Voting District of Hamden may vote, only members of the HDTC residing in said Voting District may participate. HDTC endorsement of candidates for delegates to any convention shall be of a number of persons equal to the number of delegates to which Hamden is entitled under the Rules of the Democratic Party of Connecticut.

Section 2: *Deadline for Selection of Candidates and Certification by Town Clerk*

Each selection of delegates to a State or District convention shall be made not earlier than the one-hundred-fortieth (140th) day and not later than the one-hundred-thirty-third (133rd) day preceding the day of the primary for such State or District office and shall be submitted to the Hamden Town Clerk for certification by the Presiding Officer and Secretary of the Caucus not later than the one-hundred-thirty-second (132nd) day preceding the day of the primary.

Section 3: *Primary Election*

The candidates for delegates to a convention chosen as provided above shall run in the primary for delegates to such convention as HDTC-endorsed candidates, provided such candidates shall be deemed elected as the delegates to such convention if no valid opposing candidacy is filed with the Registrar of Voters by 4:00 PM on the 25th day preceding the day of the Democratic primary for delegates to conventions.

Section 4: *Lack of Sufficient Endorsement of Candidates*

If for any reason a sufficient endorsement of candidates for delegates to conventions is not made, the provisions of Section 9-420 of the Connecticut General Statutes, as amended, shall govern.

Section 5: *Certification Deadline for Primary Candidates*

Not later than the 39th day preceding the day of the primary, the Recording Secretary and the Chair or other Presiding Officer of the HDTC shall certify to the Hamden Town Clerk the name and full residence address of each HDTC-endorsed candidate selected as provided above and the convention to which such person is endorsed as a delegate.

Section 6: *Breaking a Tie Vote*

In the event that a vote taken on the selection of a HDTC-endorsed candidate results in a tie, such tie shall be dissolved by a vote of the Chair of the HDTC, but this provision shall not affect the Chair's right to cast any vote as a member of the HDTC if otherwise qualified.

Section 7: *Vacancy in a HDTC Endorsed Candidacy*

In case of a vacancy in a HDTC-endorsed candidacy, such vacancy shall be filled in accordance with the provisions of Sec. 9-428 of the Connecticut General Statutes, as amended. No candidate shall be deemed to have withdrawn until a signed letter of withdrawal is filed with the Hamden Town Clerk and the Hamden Democratic Registrar of Voters.

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Section 8: *Plurality of the Votes Cast for Delegates*

Whenever a primary election for nomination of delegates is held, the delegates shall be determined by a plurality of the votes cast.

Section 9: *Use of Proxy at Convention*

Each delegate to a convention elected in conformity with law and with these rules may, in writing, designate an alternate delegate or proxy to act for in the absence of such delegate.

Section 10: *Right to Fill Vacancies*

The HDTC Chair shall have the right to fill vacancies in delegations to conventions during conventions and until the respective convention adjourns.

ARTICLE XI - BUDGET

Section 1: *Operating Budget*

No later than the second meeting of the HDTC for the calendar year, the HDTC Treasurer or HDTC Chair shall present to the HDTC an annual operating budget. The budget shall include appropriate amounts to elect HDTC endorsed candidates, publish notices of any public meetings required by these rules, and pay general operating expenses. The budget shall be approved by a majority of the members present and voting at a duly called HDTC meeting.

After the annual approval, the budget may be increased or decreased upon the recommendation of the HDTC Treasurer or HDTC Chair and approval by the Executive Board.

Section 2: *Monies and Expenditures*

All monies received by the HDTC are the property of the HDTC. The funds are used to further the aims of the HDTC.

Section 3: *Campaign, Primary, and Election Day Expenditures*

All Campaign and Election day expenditures shall be in compliance with the budget approved under Article XI, Section 1.

Section 4: *Personal Responsibility*

Officers of the HDTC, authorized to administer HDTC funds as described in these rules, will be held personally responsible for any expenditures that violate the provisions of Article XI.

ARTICLE XII - REMOVAL OF A MEMBER

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A HDTC member may be removed for violations of the HDTC Code of Conduct when the HDTC Chair presents a motion for removal with supporting explanations at a duly called HDTC meeting and if two thirds of the members in attendance vote for removal.

ARTICLE XIII - ROBERT'S RULES GOVERNING

Robert's Rules of Order (newly revised) shall be construed as applicable, controlling, and conclusive on all parliamentary issues, except as herein otherwise provided and except as may be otherwise provided by applicable Connecticut General Statutes at all meetings of the HDTC and its various District meetings.

ARTICLE XIV - AMENDMENTS

These rules may be amended by either the HDTC or by a convention of enrolled Democratic electors.

Section 1: Amendment by the HDTC

Amendment of these rules may occur at a HDTC meeting duly called and noticed as herein set forth. The notice of the meeting shall appear on the HDTC website and on social media, at least once in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center not less than fourteen (14) days prior to the date thereof. The notice shall set forth the purposes of the meeting, the proposed amendment or amendments, and the date, time, and place of the meeting. The meeting shall require, for the proper conduct of business, a quorum of the HDTC as set forth in these rules, and the amendments may be adopted only upon the affirmative vote of a majority of those HDTC members present and voting .

Section 2: Amendment by a Convention of Enrolled Democratic Electors

Amendment of these rules may occur at a convention duly called and noticed as herein set forth. The Chair of the HDTC, or in the event of a failure of the Chair to act, the Vice-Chair shall call a convention within twenty (20) days upon the filing with the Democratic Registrar of Voters of Hamden of a petition signed by at least 5% but not fewer than 500 of the enrolled members of the Hamden Democratic Party setting forth the proposed amendment or amendments and a request to take action on such petition.

Such a convention shall consist of seven (7) delegates from each Voting District elected at a caucus of the registered Democrats residing in that District. The caucus shall be duly noticed by publication of a notice on the HDTC website, on social media, in a newspaper having general circulation in the Town of Hamden (if available), and posted at the Hamden Town Government Center at least five (5) business days before the date of said caucus setting forth the purpose of the caucus and the date, time, and place of the same. Subsequent to the election of delegates, it shall be the duty of the Town Chair, or in the event of a failure of the Chair to act, the Vice-Chair, to call the convention of the elected delegates to act on the proposed amendment or amendments. Notice of the convention shall be published on the HDTC website, on social media, in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center at least five (5) business days prior to the date of the convention by designating the date, time, and place of said convention and purpose thereof.

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Section 3: Resolving Conflicts with applicable Laws, Regulations or *State Party Rules*

The HDTC, at a meeting duly called and noticed pursuant to these rules, is further authorized to amend by a majority vote any portion of these rules that conflict with any law of the State of Connecticut, federal law or regulation, or with any rule of the Democratic Party of the State of Connecticut as the same may from time to time be amended or changed.

ARTICLE XV - FILING OF HDTC RULES - EFFECTIVE DATE

A copy of these rules, or any amendments thereof, shall be filed with the Town Clerk of the Town of Hamden, the Connecticut Secretary of the State and the Secretary of the Connecticut Democratic State Central Committee within fourteen (14) days after adoption by the HDTC. 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 Hamden until such time as the HDTC adopts a rule or amendment on the same subject matter, consistent with these rules and the State Party Rules.

ARTICLE XVI - CONFLICT WITH STATE PARTY RULES

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

Appendix I - *DISTRICT COMMITTEE NOMINATING CAUCUS PROCEDURES*

- a) Caucuses for party endorsement for Democratic Town Committee must be open to all registered Hamden Democrats. Only persons who reside in the District and are listed on the last-completed enrollment list provided by the Democratic Registrar of Voters may vote, speak, or participate in the caucus of such District.
- b) The Democratic Registrar of Voters or a designee checks attendees against the last-completed enrollment list provided by the Democratic Registrar of Voters and provides a token to electors to distinguish them from non-electors.
- c) A rule may be established by majority vote of the attendees limiting the time for any one speaker, for example one minute per speaker. If a rule is established, a timekeeper shall be appointed.
- d) According to state party rules, nominations at the caucus shall be taken from the floor. Nomination may be by slate or by individual nominations.
- e) After all nominations have been closed (of both slates and individuals), voting may proceed. Proxies are not allowed.
- f) As the caucus is a local election, the election is by ballot. Paper ballots and/or secret ballots are permitted.
- g) Voting by Slate is only permissible when the election is between two or more full slates and when the majority of the Democratic electors in attendance at the caucus vote in favor of it. Unless voting by slate is approved, all ballots must be completed for and will be counted for individual candidates.
- h) Voters may vote for fewer candidates than the number of positions to be filled but may not vote for more candidates than the number of positions to be filled. For example, if there are seven open positions, a voter may vote for a maximum of seven candidates on their ballot even if 20 are running. A ballot that contains votes for more candidates than the number of positions to be filled shall not be counted.
- i) The Presiding Officer shall appoint two tellers, and, upon a motion presented, seconded, and voted upon by at least fifteen electors legally entitled to participate in such caucus, the Presiding Officer shall appoint a third teller from those voting in favor of the motion.
- j) HDTC candidate endorsements must be determined by a majority of those present and voting. For example, if there are more people nominated than there are slots available, and there are 50 people voting at the caucus, only those who receive 26 votes or more are endorsed on any given ballot. If a full slate of candidates is not endorsed on the first ballot, then Article II, Section 6 of the HDTC rules will be followed.
- k) Ballots and ballot tabulation sheets must be kept on file by the Secretary of the caucus for at least 60 days after the election.
- l) The Secretary of the caucus must submit final results to the Hamden Town Clerk.

Appendix II - *DISTRICT COMMITTEE NOMINATING CAUCUS* ***AGENDA***

1. Call caucus to order (by current District Chair acting as the Temporary Chair)
2. Appoint Temporary Secretary (by Temporary Chair)
3. Read call of caucus notice (by Temporary Secretary)
4. Credentials report (by Temporary Secretary)
5. Nominations for Permanent Chair (by Temporary Chair)
6. Election of Permanent Chair (by voice vote)
7. Nominations for Permanent Secretary (by Permanent Chair)
8. Election of Permanent Secretary (by voice vote)
9. Read the Nominating Caucus Procedures per HDTC Rules Appendix I (Permanent Secretary)
10. Adoption of rules (by voice vote)
11. Appointment of Timekeeper (by Permanent Chair) (records the order of speakers, notifies the next speaker and enforces the speaker time limit, if speaker time is limited)
12. Call for nominations (by Permanent Chair)
13. Close nominations (by Permanent Chair)
14. Call for speakers (by Permanent Chair)
15. Close time for speakers (by Permanent Chair)
16. Credentials report, detailing the number of people in attendance and the number of people eligible to vote (Permanent Secretary)
17. Appointment of Tellers
18. Election (by ballot)
19. Counting of Votes¹
20. Announcement of endorsed candidates (by Permanent Chair)
21. Other business (by Permanent Chair)
22. Adjourn (by Permanent Chair)

Note 1: Ballot tabulation sheets shall be as detailed as necessary to determine an accurate vote count. Counting ballots is challenging as each ballot may contain votes for up to seven candidates. The best practice is as follows:

- a) Enter a unique sequential number on each ballot and record the ballots in order by number.
- b) Create a matrix, table, or spreadsheet with all of the candidates across the top and the unique ballot number down the left side. A spreadsheet like Microsoft Excel is a great tool for this purpose.
- c) Place a "X" or similar character at the intersection of the ballot and the candidate.
- d) Total the number of "X" characters marked by each candidate.
- e) The winners are the candidates who receive the seven highest number of votes if they also receive a majority of the votes.
 - a. In the event that seven candidates do not receive a majority of the votes, an additional vote will be taken just for the unfilled positions.
 - b. In the event of a tie in which there are more open HDTC District positions than the number of candidates tied, all candidates are endorsed if they also received a majority of the votes.
 - c. In the event of a tie in which there are not more open HDTC District positions than the number of candidates tied and the tied candidates received a majority of the votes cast, an additional round of voting for the unfilled HDTC District positions will be taken including only the candidates who tied.

Appendix III - CERTIFICATION OF PARTY ENDORSEMENT

To be filed with the TOWN CLERK not later than 4:00 PM on January dd, yyyy. Note: this form is to be used only for party-endorsed candidates by the Hamden Democratic Town Committee.

**CERTIFICATION OF PARTY ENDORSEMENT
Hamden Democratic Town Committee**

TO: _____ Town Clerk of Hamden, Connecticut.
(Name of Town Clerk)

Pursuant to the Rules of the Connecticut Democratic Party and Connecticut election laws, it is hereby certified that at a Democratic Town Committee meeting, Democratic Caucus, or Democratic Convention (circle applicable endorsing body) called for that purpose, held on mmm dd, yyyy, at

(Location)

(Address)

by a majority vote, the persons listed below were endorsed as candidates for election from the Xth Voting District of Hamden.

(Fill in appropriate nominations for the Hamden Democratic Town Committee)

TITLE

NAME AND ADDRESS

(Signed) Town Chair/Caucus Chair

_____ mmm dd, yyyy

(Signed) Secretary

Appendix IV – RULES AND GUIDELINES ON PARTY ENDORSEMENT FOR TOWN COMMITTEE

The applicable State statute is Title 9 – Elections, Chapter 153 - Nominations and Political Parties, Section 9-391 - Time for party endorsements for municipal offices and town committee members. Time for selection of delegates to conventions. Certification. Late certification void.

The primary (election) of HDTC members is on the first Tuesday in March. Dates for certifications and the deadline for filing as a petition candidate are offset from there.

- a) The HDTC endorsement must be certified to the Hamden Town Clerk by either the chairperson or presiding officer or the secretary of the town committee or caucus beginning on the 56th day but not later than 4 pm on the 49th day prior to the primary. ***If such certification is not received by the Hamden Town Clerk within the certification period, such certificate shall be invalid and the Voting District shall be deemed to have neither made nor certified such endorsement of any candidate for that District.***
- b) Petitions of candidates other than than party-endorsed candidates for nomination for election as town committee members must be filed with the registrar, as provided in section 9-406, not later than four p.m. on the 34th day preceding the day of the primary. Petition candidates must collect signatures of at least 5 percent of the registered democrats residing in their Voting District and the deadline day and hour shall be specified on the petition forms.

Party-endorsed candidates for Democratic Town Committee are selected at a Democratic caucus. **However, if a caucus to endorse candidates for Town Committee is not called, candidates can only be placed on the primary ballot by petitioning for signatures.**

- c) Caucuses for party endorsement for Democratic Town Committee must be open to all registered Democrats in accordance with the records of the Hamden Democratic Registrar of Voters.
- d) Notice of caucuses must be publicized on social media, on the HDTC website, and at least once in a newspaper having a general circulation in the Town of Hamden (if available) and posted at the Hamden Town Government Center at least five (5) full days before the caucus. Five (5) full days does not include the date of the actual caucus. The time, date, location, and purpose of the meeting must be stated within the advertisement.
- e) Caucuses must be held between in time to certify the results to the Hamden Town Clerk in compliance with state statutes.
- f) As an IMPORTANT REMINDER, Democratic Town Committee candidates are no longer required to sign the Certificate of Party Endorsement. Each endorsed candidate must fill in the appropriate information on the certification form. Such certification must contain the name and street address of each person endorsed, the position as committee member, and the name or number of the political subdivision or district, if any, for which each such person is endorsed.
- g) By the deadline for petition candidates, if there is no candidacy for nomination by a person other than party-endorsed candidates for election as members of the town committee, the party-endorsed candidates for election as members of the Democratic Town Committee shall be deemed to have been lawfully elected to such positions.
- h) If the number of candidacies filing for a primary is less than twenty-five per cent of the number of town committee members to be elected in the Voting District, no primary shall be held for those positions and the party-endorsed candidates for such positions shall be deemed to have been lawfully chosen in the same manner and to the same extent as is provided in State statue sections 9-382 to 9-450.

Additional questions or clarification may be obtained by calling the Connecticut Democratic State Central Committee at 860-560-1775.

Appendix V – NOTICE OF DEMOCRATIC CAUCUS

To enrolled members of the Democratic Party of the Town of Hamden, Connecticut,

Pursuant to the Rules of the Democratic Party and State election laws, you are hereby notified that a caucus will be held on:

January _____ at _____,
(Date) (Time of Day)

(Location Name and Address)

to endorse candidates for the Hamden Democratic Town Committee and to transact other business as may be proper to come before said caucus.

Dated at Hamden, Connecticut, on the _____, 20__.
(Date)

Democratic Town Committee of Town of Hamden, CT

Printer Chairperson Name

Chairperson Signature