

**Bylaws of the Southbury Democratic Town Committee**

**Revised and Amended May 5, 2025**

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## **Mission / Preamble**

The mission of the Southbury Democratic Town Committee (hereinafter "SDTC") is to recruit and nominate qualified candidates for elected office on the Democratic Party line and to advocate for excellent leadership and good governance at the town, regional, state, and national levels.

For its better order, procedure, and functioning, and to supplement the provisions of the General Statutes of the State of Connecticut and the Rules of the Democratic State Central Committee, the SDTC hereby adopts these Bylaws, superseding all rules heretofore adopted.

## **Article I - Election of SDTC Members**

Section 1: The SDTC shall consist of not more than 30 regular members who shall be elected at large. Candidates for membership to the SDTC may seek the party endorsement of the Democratic Party at a caucus called for that purpose ("Town Committee Caucus") in even numbered years in accordance with the rules of the Connecticut Democratic Party.

Section 2. Notice of the time, place and purpose of said Town Committee Caucus shall be given to all enrolled Democratic voters of Southbury at least five (5) days, but not more than fifteen (15) days in advance of the caucus by publication of the same in a newspaper having general circulation in the Town of Southbury and by posting the same on the SDTC website or social media accounts.

Section 3. No person shall participate at the Town Committee Caucus unless the participant's name appears on the current enrollment list of the Democratic Party in the Town of Southbury. That list shall be made available at the Town Committee Caucus. Members of the public are allowed to observe the Town Committee Caucus.

Section 4. The SDTC, at a regular meeting or special meeting called for that purpose, may choose to endorse a slate of prospective SDTC members to be presented at the Town Committee Caucus.

Section 5. The SDTC Secretary or any other SDTC member so designated may choose to prepare a printed ballot with the names of the SDTC-endorsed candidates. Said ballot may also include other Democrats interested in nomination and may further include space for any nominations made from the floor. Preparation of a ballot is not required, but simply a suggestion to help the Town Committee Caucus run efficiently.

Section 6. No person shall be elected to or hold the position of SDTC Member unless the candidate's name appears on the current enrollment list of the Democratic Party in the Town of Southbury. That list shall be made available at the Town Committee Caucus.

Section 7: In the event that no party endorsement is made, election of the SDTC shall be made by direct primary in accordance with the rules of the Connecticut Democratic Party.

Section 8: Unless otherwise determined by state law and the Connecticut Democratic Party, the first Tuesday in March shall be designated Town Committee Primary Day for the election of SDTC Members.

Section 9: Candidates for SDTC Members chosen at the Town Committee Caucus shall be elected as Members of the SDTC if no valid opposing candidacy has been filed by four o'clock on the twenty-first day preceding the Town Committee Primary Day. If there is to be a Town Committee Primary, candidates chosen at the Town Committee Caucus shall run as party-endorsed candidates.

Section 10: Once the election of the SDTC has been finalized, members of the SDTC shall serve for a term of two (2) years, commencing on the day following Town Committee Primary Day and ending on the next Town Committee Primary Day.

Section 11: Members of the SDTC shall be automatically removed from the SDTC when they are no longer residents of Southbury or when they are no longer members of the Democratic Party.

Section 12: Notwithstanding the provisions of the previous section, members of the SDTC may voluntarily resign from the SDTC at any time, for any reason, by providing written notice to the Secretary and Chair.

Section 13: Any vacancy on the SDTC, arising from any cause including failure to elect a full 30 members at the Town Committee Caucus, may be filled by the SDTC by a majority vote of the SDTC Members present and voting at a regular meeting or special meeting called for that purpose. 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 SDTC, but this provision shall not affect their right to cast any vote as a member of the SDTC, to which they are otherwise entitled.

Section 14: The SDTC, at a special meeting called for that purpose, may, by a majority vote of those present and voting, increase its membership, provided that all new SDTC members shall be duly elected and begin their term on the day following the Town Committee Primary Day of the succeeding SDTC.

## **Article II – Election and Responsibilities of the SDTC Executive Committee**

Section 1: Within thirty days after Town Committee Primary Day, the Members-elect of the SDTC shall meet for organization and shall elect an Executive Committee comprised of a Chair, Vice Chair, Secretary, Treasurer, and Deputy Treasurer. The Chair of the SDTC holding office

immediately prior to Town Committee Primary Day shall call said organizational meeting. The organizational meeting may occur as part of a scheduled SDTC regular meeting or a special meeting called for that purpose. If the current Chair fails, for any reason, to call such an organizational meeting within the period prescribed, it shall be the duty of the Vice Chair serving concurrently with said Chair to do so within 48 hours. If such Vice Chair fails, for any reason, to call such organizational meeting, it shall be the duty of the Democratic State Central Committee members who represent Southbury to call such organizational meeting within 48 hours.

Section 2: The Executive Committee of the SDTC shall be elected from within the membership of the SDTC. 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 current Chair of the SDTC, but this provision shall not affect their right to cast any vote as a Member of the SDTC to which they are otherwise entitled.

Section 3: Officers so elected shall hold office for the term of the Town Committee electing them or until their successors have been elected.

Section 4: The Executive Committee is authorized to establish its own internal rules and procedures and is authorized to act on any issue(s) that would ordinarily be acted upon by an Executive Committee, including limited or exigent financial expenditures subject to ratification by the SDTC at the next regular meeting or special meeting called for that purpose.

Section 5: Each Executive Committee officer shall have the duties usually incident to their office and such other duties as the SDTC may from time to time prescribe. To ensure proper function of the SDTC, officers may delegate certain duties as necessary. Each specific office and its more express, enumerated powers and duties are described as follows:

- a) Chair – The Chair shall serve in the following capacities:
  - i. Preside over all meetings of the SDTC and SDTC Executive Committee;
  - ii. Ensure the SDTC meets its stated goals;
  - iii. Act as the spokesperson of the SDTC;
  - iv. Act as the main contact point for the SDTC with regards to outside organizations including but not limited to the Connecticut Democratic Party, other Democratic Town Committees, the Town of Southbury, various elected leaders both inside and outside of Southbury, political candidates and political campaigns;
  - v. To ensure proper function of the SDTC in exigent circumstances, expend no more than \$250 of SDTC funds with the obligation that said expenditure is promptly reported to the Treasurer and subject to ratification by the SDTC;
  
- b) Vice Chair – The Vice Chair shall serve in the following capacities:

- i. In the absence or disability of a Chair, serve as the Chair Pro-Tempore of the SDTC and SDTC Executive Committee with the full duties of the Chair;
  - ii. Shall generally act at the direction of the Chair;
- c) Secretary – The Secretary shall serve in the following capacities:
  - i. Maintain the current, official list and contact information of SDTC members and the records of the SDTC;
  - ii. Record minutes at all meetings of the SDTC and present said minutes for approval by the SDTC;
  - iii. Ensure that appropriate notice of all SDTC meetings is provided;
  - iv. Along with the Chair, ensure that necessary filings are completed and directed to the appropriate local and state authorities;
- d) Treasurer – The Secretary shall serve in the following capacities:
  - i. Maintain the current, official list and contact information of SDTC members and the records of the SDTC;
  - ii. Maintain records of all financial dealings of the SDTC;
  - iii. Be authorized to transact financial transactions on behalf of the SDTC;
  - iv. Complete and file all financial reports required by law;
  - v. Report the financial status of the SDTC at all regular meetings of the SDTC;
  - vi. Ensure all funds of the SDTC are protected to the extent possible;
- e) Deputy Treasurer – The Deputy Treasurer shall serve in the following capacities:
  - i. In the absence or disability of a Treasurer, serve as the Treasurer Pro-Tempore of the SDTC and SDTC Executive Committee with the full duties of the Treasurer;
  - ii. Shall generally act at the direction of the Treasurer

Section 6: Within one week after organization of the SDTC, the Secretary of the SDTC shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of all members and officers of the SDTC.

Section 7: No member of the Executive Committee shall engage in behavior grossly unethical and/or severely detrimental to the SDTC organization. Any member of the Executive Committee who violates this section may be subject to impeachment by a majority of the SDTC present and voting at a special meeting called for that purpose. Furthermore, any impeached member of the Executive Committee may be removed from the Executive Committee by a 2/3 majority of the SDTC present and voting at that same special meeting. In the event that a vote is taken that shall result in a tie, the motion for impeachment and/or removal will fail. Even if impeached and/or removed, the officer in question shall otherwise remain as a member of the SDTC in good standing.

Section 8: Executive Committee officers shall ordinarily hold office for the term of the SDTC electing them. In the event that any office of the Executive Committee becomes vacant, the SDTC shall fill said vacancy by a majority vote of the SDTC members present and voting at a regular meeting or special meeting called for that purpose. 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 Town Committee, but this provision shall not affect their right to cast any vote as a Member of the SDTC to which they are otherwise entitled.

### **Article III - Duties and Responsibilities of SDTC Members**

Section 1. Membership in the SDTC constitutes a firm commitment to the Democratic Party. Among other things, such commitment shall be fulfilled by:

- a) Attendance and active participation at SDTC meetings;
- b) Attendance and active participation at SDTC-sponsored events;
- c) Attendance and active participation in local and state election activities.
- d) Attendance and active participation in SDTC Standing Committees and Ad Hoc Committees.

Section 2. It is recommended that each SDTC member attend at least two-thirds (2/3) of all SDTC meetings. If members cannot attend a meeting, they shall notify the Chair and Secretary.

Section 3. Each SDTC member is encouraged to contribute financially to the SDTC, but financial contributions / dues are not a requirement of membership.

Section 4. No member of the SDTC shall engage in behavior grossly unethical and/or severely detrimental to the SDTC organization. Any member of the SDTC who violates this section may be subject to a vote of censure by a majority of the SDTC present and voting at a regular meeting or special meeting properly called for the purpose. In the event that a vote is taken that shall result in a tie, the motion to censure will fail. Even if censured, the SDTC member will otherwise remain a member of the SDTC in good standing.

### **Article IV - Notice of SDTC Meetings**

Section 1: All regular meetings of the SDTC shall be open to all members of the public.

Section 2: The date, time, and physical and/or virtual location for all public meetings of the SDTC shall be publicized in such manner as to assure notice to all interested persons. SDTC meetings must be held in places accessible to all Democratic Party members and large enough to reasonably accommodate all anticipated interested persons. If feasible, some form of remote access is strongly encouraged.

Section 3: The SDTC shall publicize fully and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures of the SDTC. Publication of these procedures shall be done in such fashion that all prospective and current members of the SDTC will be fully and adequately informed of the pertinent procedures of the SDTC organization.

#### **Article V – SDTC Meeting Procedures**

Section 1: The SDTC shall meet at least six (6) times a year.

Section 2: Special Meetings of the SDTC may be called by the Chair or upon written request, signed by fifty percent (50%) of the members of the SDTC presented to the Chair. Upon the decision of the Chair to call a special meeting or upon receipt of such written request, the Chair shall instruct the Secretary to give at least five (5) days of notice detailing the time, place and purpose of such Special Meeting to all members of the SDTC.

Section 3: Two-fifths (2/5ths) of the current membership of the SDTC shall constitute a quorum.

Section 4: Robert's Rules of Order (in the most current published version) shall be construed as applicable, controlling, and conclusive on parliamentary issues, except as otherwise provided herein.

Section 5: The use of secret ballots or any other form of secret voting is prohibited for votes held at SDTC meetings.

Section 6: The use of proxies and/or proxy voting is prohibited at any SDTC meeting.

Section 7: Whenever possible, the SDTC should strive to conduct official business and reach decisions during meetings. However, in exigent circumstances the SDTC may conduct business and vote through other means (such as electronic mail or voting tabulation software) in which all members of the SDTC shall be afforded an opportunity to participate. In such situations, the Chair must set a reasonable period for response and the entire membership shall be considered "present" and thus a majority vote of all current SDTC members would be required for any binding decision to pass. To effectuate this clause, all SDTC members must provide the Secretary of the SDTC with a current email address and must check that address regularly.

## **Article VI – SDTC Standing Committees and Ad Hoc Committees**

Section 1: The Chair of the SDTC shall appoint all members of Standing Committees and Ad Hoc Committees. The Chair shall be ex-officio member of all committees. The Chair shall be able to create additional Ad Hoc Committees, provided that such Ad Hoc Committees shall not usurp the duties of the Standing Committees established herein. Standing Committees shall consist of Members of the SDTC but may include guests from outside the SDTC at the Chair's discretion.

Section 2: Standing Committees shall include:

- a) *Executive Committee*: The Executive Committee shall aid in clarifying the SDTC's positions on relevant issues, campaigns, platforms, and other matters. The officers of the SDTC shall be members of the Executive Committee.
- b) *Nominations Committee*: The Nominations Committee shall recruit, screen, and advance candidates to fill vacancies on the SDTC as well as Democratic vacancies in appointed and elected offices, boards, and commissions in Southbury. During Nominations Committee Reports, the SDTC may approve the recommendations of the Nominations Committee by a majority vote of the SDTC members present and voting at a regular meeting or special meeting called for that purpose. The Executive Committee shall choose the head of the Nominations Committee.

Section 3: Ad Hoc Committees may include:

- a) *Ways and Means Committee*: The Ways and Means Committee shall have the responsibility for fundraising to meet SDTC expenses. The Treasurer and Deputy Treasurer of the SDTC shall co-chair the Ways and Means Committee.
- b) *Campaign Committee*: The Campaign Committee shall keep the SDTC aware of developments in local and state issues, help spearhead activist activities, and shall serve as liaison between the SDTC and various campaigns. The Executive Committee shall choose the head of the Campaign Committee.

Section 3: All Standing Committees and Ad Hoc committees so formed shall meet as necessary and are encouraged to devise internal procedures and best practices consistent with these Rules and the overall purpose of the SDTC and the specific mission of the Standing Committee or Ad Hoc Committee.

Section 4: Meetings of Standing Committees and Ad Hoc Committees do not need to be open to all members of the public. Meetings of Standing Committees and Ad Hoc Committees may be held virtually.

## **Article VII – Nomination of Municipal Election Candidates**

Section 1. The enrolled members of the Democratic Party in the Town of Southbury at a caucus called for the purpose (“Municipal Election Candidate Caucus”) shall, by a majority vote of those present and voting, select party-endorsed candidates for the Town of Southbury municipal elections.

Section 2. Notice of the time, place and purpose of the Municipal Election Candidate Caucus shall be given to all enrolled Democratic voters of the municipality at least five (5) days, but not more than fifteen (15) days in advance of the caucus by publication of the same in a newspaper having general circulation in the Town of Southbury and by posting the same in the Southbury Town Hall.

Section 3. The SDTC, at a regular meeting or special meeting called for the purpose may, by a majority vote endorse an SDTC-endorsed slate to be presented prior to the Municipal Election Candidate Caucus or at the start of the Municipal Election Candidate Caucus.

Section 4. The SDTC Secretary or other designated SDTC member may prepare a printed ballot with the names of all SDTC-endorsed candidates. Said ballot may also include other Democrats interested in nomination and may also include space for any nominations from the floor. Preparation of a ballot is not required, but simply a suggestion to help the Municipal Election Candidate Caucus run efficiently.

Section 5. No person shall participate at the Municipal Election Candidate Caucus unless the participant’s name appears on the current enrollment list of the Democratic Party in the Town of Southbury. That list shall be made available at the Municipal Election Candidate Caucus. Members of the public are allowed to observe the Municipal Election Candidate Caucus.

Section 6. Candidates for municipal office 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 on the twenty-first day preceding the day of the Democratic primary for such office.

Section 7. If for any reason the SDTC fails to make sufficient endorsements of candidates for municipal office, the rules of the Connecticut Democratic Party shall be used.

Section 8. The Permanent Secretary and the Permanent Chair of Municipal Election Candidate Caucus shall certify to the Southbury Town Clerk and State Democratic Party the names and street addresses of the party-endorsed candidates selected, the title of the office for which each person is endorsed or selected, and where appropriate, the date upon which the primary is to be held.

Section 9. Each party endorsement of a candidate to run in a primary for the nomination of candidates for municipal office shall be made not earlier than the fifty-sixth (56<sup>th</sup>) day nor later than the forty-ninth (49<sup>th</sup>) day preceding the day of the primary and shall be certified to the clerk of the municipality, by the chairperson or presiding officer and secretary of the town committee not later than the forty-eighth (48<sup>th</sup>) day preceding the day of the primary.

Section 10. In the event that a vote taken on the selection of a candidate at the Municipal Election Candidate Caucus results in a tie, such tie vote shall be resolved by the vote of the Permanent Chair of the Municipal Election Candidate Caucus, but this provision shall not affect the Permanent Chair's right to cast any vote as a participant of the Municipal Election Candidate Caucus to which they are otherwise entitled.

Section 11. If any 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 their name from nomination, or for any reason becomes disqualified to hold the office or position for which they are a candidate, an endorsement may be made to fill such vacancy by the SDTC, by a majority of the members of the SDTC present and voting, at a special meeting called for that purpose. The Chair may cast a vote on such endorsement to break a tie, but this provision shall not affect their right to cast any vote as a member of the SDTC to which they are otherwise entitled. The Secretary of the SDTC shall immediately certify the endorsement to fill such vacancy to the Democratic Registrar of Voters for the Town of Southbury and the Southbury Town Clerk. No candidate shall be deemed to have withdrawn until a letter of withdrawal signed by such candidate is filed with the Southbury Town Clerk.

#### **Article VIII - Selection of Delegates for Democratic Party Nominating Conventions**

Section 1. The SDTC, at a regular meeting or special meeting called for the purpose, shall select delegates to Connecticut Democratic Party nominating conventions. The number of delegates and credentials of delegates to the nominating conventions shall be governed by the rules of Connecticut Democratic Party.

Section 2. Delegates do not need to be members of the SDTC, but delegates must be on the current enrollment list of the Democratic Party of the Town of Southbury.

Section 3. In the event that a vote taken on the selection of a delegate or slate of delegates results in a tie, such tie vote shall be resolved by the vote of the Chair of the SDTC, but this provision shall not affect their right to cast any vote as a Member of the SDTC to which they are otherwise entitled.

Section 3. If for any reason the SDTC fails to make sufficient selection of delegates to conventions, the rules of the Connecticut Democratic Party shall be used.

Section 4. The SDTC Secretary and the SDTC Chair shall certify to the Southbury Town Clerk and the State Democratic Party the names and street addresses of the party delegates selected, the position as delegate for which each person is endorsed or selected, and where appropriate, the date upon which the nominating convention is to be held.

Section 5. Each selection of delegates to a state or district convention shall be made not earlier than the one-hundred-fortieth (140<sup>th</sup>) day and not later than the one-hundred-thirty-third (133<sup>rd</sup>) day preceding the day of the primary for such state or district office, and shall be certified to the Southbury Town Clerk by the presiding officer and the Connecticut Democratic Party not later than the one-hundred-thirty-second (132<sup>nd</sup>) day preceding the day of the primary.

Section 5. Each delegate to a convention selected in conformity with these rules and the rules of the State Democratic Party may in-writing designate an alternate delegate or a proxy to act for them in their absence.

#### **Article IX - Amendments**

Section 1: The SDTC may amend these rules by a majority vote of its entire membership at a regular meeting or special meeting called for that purpose.

Section 2: These rules may also be amended by a caucus of enrolled party members called by the Chair of the Town Committee upon the filing of a petition signed by at least five (5) percent, but not more than five hundred (500) enrolled party members with the Democratic Registrar of Voters. The Chair, or in the event of their failure to act, the Vice Chair, shall call such caucus to take action on said petition within twenty (20) days upon filing of said petition with the Democratic Registrar of Voters.

#### **Article X - Filing of Local Rules**

A copy of these rules, or any amendments thereof, shall be filed with the Southbury Town Clerk, the Secretary of the State, and the Secretary of the Democratic State Central Committee within 30 days after adoption by the SDTC. These rules or any amendments to these rules shall not be effective until sixty (60) days after the filing with the Secretary of the State and shall be deemed to cover the operations of the SDTC until such time as the party adopts a rule or amendment on the same subject matter, consistent with these rules and the rules of the Connecticut Democratic Party.

## **Article XI - Conflict with Laws**

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

## **Conclusion**

The above revised and amended Bylaws governing the SDTC were approved at a duly held regular monthly meeting of the SDTC on May 5, 2025. These same revised and amended Bylaws were circulated at the previous April 7, 2025 Meeting with no revisions requested.

Upon the Motion of Cathy DeCarli and seconded by Linda Brenner, and after due discussion, these revised and amended Bylaws were adopted by unanimous vote by all members who were then present

Justin Bette  
Rich Boritz  
David Brenner  
Linda Brenner  
Michael Carrington  
Cathy DeCarli  
Christine Edelson  
Robyn Greenspan  
Kelly Keenan  
Kim McNeill  
Tim O'Neil  
Chris Rempfer  
Rick Richarson  
Karen Schwarzschild  
Susan Spelman  
Trish Stewart  
Vivian Templeton  
Fran Tepperman  
Barbara Wheeler