

SHELTON REPUBLICAN TOWN COMMITTEE
BY-LAWS
(Revised 1999)

Article I – Purpose

The purposes and functions of the Republican Town Committee of Shelton are:

- To encourage able Republicans to run for office
- To conduct Party caucuses (conventions)
- To organize and direct general election campaigns
- To elect Republicans to office
- To recommend able and. qualified Republicans for appointive offices
- To study and recommend improvements in the form of local government
- To study and support (or oppose) State legislation affecting Shelton
- To sponsor and encourage constructive Party activities
- To administer Party funds in Shelton.

Article II – Town Committee

- A. Composition. The Shelton Republican Town Committee shall consist of seventy-five (75) members, divided between the four (4) Aldermanic wards. The number of members in each ward shall be directly proportional to the number of registered Republicans in that ward as compared to the total number of registered Republicans in the City of Shelton. These figures shall be determined as of January 1 of the even numbered years by the Town Chairman and the Registrar of Voters and will become effective upon each reorganization.
- B. Registration Requirement. Each member of the Town Committee must be a registered Republican at the time of his election and during his term on the Town Committee and must maintain his primary residence in the ward from which he is elected.

Article III – Endorsement for Membership

- A. Primary Date. The primary dates for the elections of Town Committee members and officers shall be set by state party rules in accordance with state statutes.
- B. Election of Town Committee
 - 1. The election of Town Committee members shall be held by Republican caucus in accordance with state party rules. The Town Chairman shall determine the time and place of the caucus, and notice shall be published in a newspaper having a general circulation in the City of Shelton at least five (5) days prior to the caucus.
 - 2. Only those registered Republicans residing in a particular ward may vote for candidates for the Town Committee from that ward.

3. Certification of Town Committee members elected at caucus shall be made to the municipal clerk as per state statutes.

A. Term of Town Committee

1. The term of membership on the Town Committee shall be two years and shall begin on the first Monday following the Primary date.
2. Attendance is recommended at a minimum of fifty percent (50%) of town committee meetings during the two (2) year term.

B. Vacancies

1. In the event of the death, disqualification, or resignation of a member of the Town Committee, the vacancy shall be filled within sixty (60) days by the remainder of the members of the affected ward. If no action is taken within sixty (60) days, or if the vote of the ward results in a tie, the vacancy shall be filled by the majority vote of the entire membership present and voting at a meeting called for that purpose. At least five (5) days written notice for this meeting shall be given by the secretary. Nominations may come from the floor.
2. If a death, disqualification, or resignation occurs after endorsement and prior to the primary date, it will be filled according to state statutes and certified accordingly.

C. Affiliate Members

1. Any registered Republican residing in the city of Shelton may be considered for Affiliate Membership on the Town Committee. An Affiliate Member shall be an ex-officio member of the Town Committee.
2. The Steering Committee shall fix a set number of Affiliate Members, whose term shall last until the next reorganization of the Town Committee.
3. The name of a person being considered for Affiliate Membership shall be submitted to the Steering Committee along with the reasons for recommendation. The Steering Committee shall nominate the candidates for Affiliate Membership.
4. The election of Affiliate Members shall be voted at large by a majority of the Town Committee membership present and voting.
5. Affiliate Members shall serve until the next election of the Town Committee, at which time they can be renominated by the Steering Committee.
6. An Affiliate Member may become a regular member of the Town Committee upon election as per these by-laws, at which time they shall relinquish their Affiliate Membership.

7. An Affiliate Member may not serve as an officer of the Town Committee and may not serve as a voting member of the Steering Committee.

Article IV – Town Committee Officers

A. Reorganization Meeting

1. The Town Chairman shall call a reorganization meeting of the Town Committee within two (2) weeks after the beginning of the term of the Town Committee. Written notice shall be given to each member at least five (5) days prior to the meeting. If the Chairman should fail to act, a State Central Committee person who represents Shelton shall call the meeting.
2. During this reorganizational meeting, the wards shall caucus to elect their Ward Chairman or Co-Chairman.
3. All nominations shall come from the floor.
4. The membership, by majority vote of those present and voting, shall elect a Chairman, Vice-Chairman, Treasurer, and Secretary, from within its membership. The Chairman shall have a tie-breaking vote in all matters in addition to his regular vote as a member.

B. Officer Terms. The terms of all officers shall be for two (2) years or until their successors have been chosen, but for no more than twenty-six (26) months, unless reelected to the same office.

C. Officer Duties. Each officer shall perform the duties of his office as prescribed by State Party Rules and as requested by the Chairman or by a vote of the Town Committee membership. Each year, the Chairman shall create a list of all dates enumerated in these by-laws as being mandated by state statutes.

D. State Notification. The Secretary shall, within one (1) week of the reorganization of the Town Committee, file with the Secretary of State Central Committee the names and addresses of the officers and members of the Town Committee and the name and address of the Republican Registrar of Voters.

E. Officer Vacancies. In the event of the death, disqualification, or resignation, of an officer of the Town Committee, the vacancy shall be filled by a majority vote of those present and voting at a meeting duly called for this purpose, within sixty (60) days of the announcement of the vacancy. At least five (5) days written notice of this meeting shall be given to each member. A recommendation shall be made by the Steering Committee and nominations made from the floor. A temporary appointment may be made by the-Chairman until this procedure can be followed.

F. Officer Removal. Any officer of the Town Committee may be removed from office by the affirmative vote of two thirds of the full membership of the Town Committee at a meeting

duly called for that purpose by one third of the members of the Town Committee. Not less than five (5) days written notice shall be given for any meeting called for such purpose.

Article V – Steering Committee

- A. Composition. There shall be a Steering Committee whose voting members comprise no more than twenty percent (20%) of the total Town Committee membership plus the Town Committee Chairman, who shall serve as Chairman of the Steering Committee.
- B. Ex-Officio Members. The other Town Committee officers, the State Central Committee person residing in Shelton, a Republican mayor, currently in office and any Republican State legislator residing in Shelton shall be ex-officio members of the Steering Committee.
- C. Election. Each Ward shall elect one-fifth of the membership of the Steering Committee. The Chairman shall choose the remaining fifth. The Steering Committee shall be elected at the Town Committee reorganization meeting and shall serve the same term as Town Committee officers.
- D. Ward Chairmen. Each Ward chairman shall be one of the Ward choices for Steering Committee.
- E. Ex-Officio Election. Any ex-officio member of the Steering Committee may be elected to serve as a voting member of the Steering Committee.
- F. Responsibilities of Steering Committee.
 - 1. The Steering Committee shall serve as the candidate recruitment committee for city-wide offices.
 - 2. The Steering Committee shall recommend to the membership for its consideration slates of candidates for each municipal, state and national election.
 - 3. The Steering Committee shall recommend to the membership for its consideration slates of delegates for each district and state convention.
 - 4. In the event of an officer vacancy, the Steering Committee shall recommend candidates for officers of the Town Committee.
 - 5. The Steering Committee shall review and approve any expenditure of party funds over the amount the Chairman is authorized to expend.
 - 6. The Steering Committee shall conduct, as necessary, all other business pertaining to the Republican Town Committee.
- G. Recall. Any Steering Committee member elected by a Ward may be removed by the affirmative vote of two-thirds of the membership of the Ward at a meeting duly called for that purpose. Not less than five (5) days written notice shall be given for any meeting called for such purpose.
- H. Vacancies. In the event of a vacancy on the Steering Committee, the original selecting body (Ward or Chairman) shall fill the vacancy within sixty days

- I. Minutes. The Secretary or his designee shall record all Steering Committee votes, and shall collect from Ward Chairmen records of any votes the wards may take.

Article VI -- Meetings

- A. Number of Meetings. Regular meetings of the Town Committee shall be held at least eight (8) times a year, with a minimum of two (2) meetings per quarter. The Chairman may call special meetings at any time, with five days written notice.
- B. Calling Meetings. By written request of one-third of the Town Committee membership, the Chairman or Vice-chairman shall be required to Call a special meeting within ten (10) days of the request. The Secretary shall be directed to provide written notice to the entire membership at least five (5) days prior to the date of the special meeting.
- C. Notice. The Secretary shall send written notice within five (5) days of any called meeting to the entire membership giving the date, time, place and purpose of the meeting.
- D. Quorum. A quorum at any meeting of the Town Committee shall be forty percent (40%) of the voting membership.
- E. Ward Meetings. It is recommended that Ward meetings be held at least six (6) times a year.
- F. Ward Quorum. The rule governing the quorum amount for each Ward shall be set by each Ward at the organizational meeting of the Town Committee and shall be effect until the next reorganization.
- G. Rules of Meetings. Robert's Rules of Order shall govern the meetings and Ward meetings of the Town Committee, except as they conflict with these By-Laws.
- H. Public Attendance. All Town Committee meetings shall be open to the public unless the Town Committee, by majority vote of those present and voting, shall elect to go into executive session.

Article VII – Municipal and State Office Candidates

- A. Primary Dates. The primary date for municipal and state offices shall be set in accordance with state statues.
- B. Party Endorsement. Endorsement of party endorsed candidates shall be made by a majority vote of those present and voting at a meeting of the Town Committee duly called for this purpose. The Following exception applies: offices for which only the electors of a political subdivision may participate may be voted on only by those Town Committee members residing in those subdivisions (i.e. Aldermanic candidates, General Assembly, or Senatorial candidates). The Secretary shall provide written notice to each member at least five (5) days

prior to the endorsement meeting.

- C. Certification. The Town Chairman or presiding officer and the Secretary shall certify all names of party endorsed candidates to the Town Clerk and state party officials and comply with all provisions of state statutes regarding certification.
- D. Vacancy. In the event of the death, disqualification or resignation of any party endorsed candidate prior to ten (10) days of the Primary or election date, a special meeting of the Town Committee or appropriate delegates as designated by state statute shall be called by the Chairman to fill the vacancy. Five (5) days written notice shall be given to each member. The Steering Committee shall recommend a candidate. Nominations may come from the floor. A majority vote of those present and voting is necessary for endorsement. Certification of the candidate shall be made to the Town Clerk and Secretary of the State immediately following Endorsement. If time does not permit, the provision for five (5) days written notice may be waived. If the vacancy occurs within ten (10) days of the election or primary, the Steering Committee is authorized to fill those vacancies allowed by state statute.

Article VIII – Party Endorsed Delegates

- A. Primary Date. The primary date for the election of party endorsed delegates to district and state conventions shall be set by state party rules in accordance with state statutes.
- B. Party Enrollment. All delegates and alternates shall be enrolled Republicans at the time that they are elected and at the time they act in their official capacity.
- C. Delegate Selection. Delegates for district and state conventions shall be elected at large by a majority vote of those present and voting members of the Town Committee at a meeting duly called for that purpose. The Steering Committee shall recommend a slate of candidates for each delegation. At least five (5) days written notice of the meeting shall be given to each Town Committee member. The exception applies: only those members residing in a particular political subdivision may vote for delegates who will represent that political subdivision. This endorsement meeting shall be held in accordance with state party rules and state statutes. The Town Chairman holds the responsibility for determining the time and date of this endorsement meeting.
- D. Certification. The Town Chairman or presiding officer and the Secretary shall certify all names of party endorsed delegates in accordance with state party rules and state statutes.
- E. Vacancy. In the event of the death, disqualification, resignation or failure to act of the delegate, his alternate shall act in his stead.

Article IX – Amendment

- A. Amendment Process. These rules may be amended or repealed by a two thirds vote of those present and voting at a Town Committee meeting duly called for that purpose, or as per state party rules. At least five (5) days written notice specifying the time, date, place and nature of

the amendment must be given to each Town Committee member.

- B. Certification. The amendment and amended by-laws shall be submitted to the Town Clerk, Secretary of the State and Secretary of the State Central Committee after approval. The amendment does not take effect until sixty (60) days after submission.
- C. Changing Size of Town Committee. After approval of an amendment to change the size of the Town Committee, the size of each ward membership shall be determined as in Article II, paragraph A. The terms of the members so elected shall end on the same day as the terms of the other members of the Town Committee.

Article X – Party Funds

- A. Officer Authorization. The Chairman, or in his absence, the Vice-Chairman, shall have the authority to expend up to \$300.00 per item in Town Committee funds, to a maximum of \$1,000 per month. All expenditures over \$300.00 per item shall require the approval of the Steering Committee. The Treasurer must approve all expenditures according to state statutes. Campaign budgets approved by Steering are exempt from this clause.
- B. Campaign Budgets. Candidates who wish to use the Town Committee as their campaign treasury must first receive the approval of the Steering Committee. Candidates who wish to use Town Committee funds for their campaign will be responsible for submitting a proposed budget to the Steering Committee. The Steering Committee shall review and approve this budget.
 - 1. Town Committee funds earmarked by donors for a specific candidate may be spent by that candidate without Steering approval.
 - 2. Should a candidate need Town Committee funds beyond funds raised specifically for that candidate, a budget for those Town Committee funds must be submitted and approved by Steering.
- C. Campaign Expenditures. The Chairman, or in his absence, the Vice-Chairman, or the Campaign Treasurer may authorize the expenditure of party Funds according to the approved campaign budget. The Town Committee Treasurer must approve all expenditures according to state statutes.
- D. Emergency Spending. In an emergency situation, the four (4) officers of the Town Committee can vote to expend party funds by unanimous vote, up to a limit set by the Steering Committee.
- E. Primaries. Party funds may not be expended in a primary.

Article XI – Miscellaneous

- A. Notification. All candidates for municipal office, for state office, or for district or state delegates shall indicate their interest to the Town or Ward Chairman at least twenty-four (24) hours prior to the endorsement meeting. This provision may be waived if the candidate is present at the endorsement meeting.
- B. Election Disputes. Any disputes regarding qualifications or election of Town Committee members or officers, procedures or rules, including endorsements, which cannot be settled locally shall be resolved by the State Central Committee.
- C. Presiding Officers. No candidate for endorsement may be the presiding officer of the endorsement meeting.
- D. Proxy Voting. Proxy voting is not permitted at any meeting.
- E. Compliance with state rules. If any provision of these by-laws is at variance with state statutes or state party rules, the state statutes or state party rules prevail.