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NEW LONDON REPUBLICANS

# Constitution and by-laws

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For New London Republican Town Committee

As approved by the General Assembly of the NLRTC and  
amended on September 9, 2008

# Preface

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*This document has been modified to eliminate the district membership requirements, and to organize the Town Committee on a citywide basis instead of a district basis. Additionally the quorum requirement for meetings has been reduced to 10 members, and the attendance policy has been modified to permit a request for resignation of habitually nonparticipating members whom do not have a valid excuse.*

*Thank you for your cooperation*

R. William Vogel, Chairman  
New London Republican Town Committee

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# Article I

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## Purpose

The purpose and functions of the Republican Town Committee of New London, Connecticut are:

- a) To sponsor and support Republican Party candidates and activities.
- b) To organize election campaigns and work to elect Republicans to office.
- c) To encourage able Republicans to run for office.
- d) To study and recommend improvements in the form of local government.
- e) To recommend able and qualified Republicans for appointive offices.
- f) To study and support (or oppose) State Legislation concerning New London.
- g) To study, discuss and take positions on political issues.
- h) To administer New London Republican Party funds.

## Article II

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### Town Committee

#### Section 1. - Composition

1. The Town Committee shall consist of not less than Twenty-Five (25) regular members elected from the city by a caucus of the Republican Electors of the City of New London.
2. Representation shall be based on a ratio of 25:1 registered Republicans to one representative.
  - a) For example, 25:1 means for every twenty-five Republicans, the town committee is entitled to have one member to represent those twenty-five registered Republicans.
3. The total number of registered Republicans stated in the September registration report filed by the Republican Registrar of Voters in the odd numbered years will base the ratio for the election of the new town committee election to be held in January of the following year.
4. The Town Committee sets no limits for the number of Associate members on the Town Committee roles.

#### Section 2. - Qualifications

1. No person shall be a regular or associate member or an officer of the Town Committee unless he/she is an enrolled member of the Republican Party of the City of New London.
2. A regular member of the Town Committee is any registered Republican in the City of New London who is duly nominated and elected in accordance with the rules stated herein.
3. Immediate past habitually nonparticipating Town Committee members are not eligible to be party endorsed candidates as specified in Section (6.4.d) below.
4. An Associate member of the Town Committee is any registered Republican in the City of New London. Associate members enjoy all the privileges of the town committee as any regular member except they are non-voting members.

### Section 3 - Election

1. Election process – Only Republicans, registered in the City of New London, may serve on the Town Committee. Election of the membership shall be apportioned as described above and selected by a citywide caucus.
2. Primary - The date for primaries for the election of Town Committee members shall be the first (1st) Tuesday of March in the even-numbered years (sec. 9-425) or as directed by State Statutes.
3. Party endorsed candidates - Party endorsed candidates for the Town Committee shall be selected by a citywide caucus. Such endorsements shall be made by the caucus meeting not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the date set for the primary. No proxy voting shall be permitted for such endorsements.
  - a) The Chairman or Presiding Officer and the Secretary of the Caucus have the responsibility to file the names of the party-endorsed candidates with the City Clerk in the City of New London not later than the forty-eighth (48th) day preceding the primary.
    - (1) If the forty-eighth (48th) day is a Saturday, or legal holiday, such filing shall take place not later than the next succeeding business day.
4. Caucus call is the duty of the town chairman or, in the event of the chairman's failure to act, the vice-chairman, to call such caucus designating the time, place and day, by publishing such call in a newspaper having circulation in the City of New London, at least five (5) days before the day of such caucus. In the event the chairman and vice-chairman fail to act, a member of the state central committee for the district in which the town chairman resides shall call the caucus.

### Section 4 - Term

1. The term for Town Committee members shall start on the first (1st) Monday following the date for a primary.
  - a) The term for the newly elected members shall be for two (2) years. The effective period shall continue until a successor shall have been chosen, but no term shall exceed twenty-six (26) months.
  - b) When these rules are amended to either increase or decrease the size of the Town Committee membership, the amendment shall specify the effective start and end dates. In addition, the amendment shall state how the new positions will be filled.
  - c) The terms for all members shall end on the same day.

### Section 5 - Vacancies

1. When a resignation occurs, it should be submitted in writing to the Chairman and a copy to the Secretary of the Town Committee.
2. Vacancies, for whatever the reason, occurring in Town Committee membership or elected officers shall be filled by a majority vote of the remaining members.
3. The Town Committee Secretary shall file the name and address of the person filling the vacancy with the Secretary of the Republican Central Committee.

## Section 6 - Meetings

1. General membership meeting
  - a) All meetings of the town committee shall be regularly scheduled at least twice each quarter for a specific and recurring time, day and place, unless, by vote of the town committee, a sanctioned Republican event is substituted for a regular meeting.
  - b) The Executive Committee will present a schedule for all meetings for the pending year at the committee's annual meeting to be held in January.
2. Special meetings
  - a) The Chairman may call a special meeting at any time at his/her discretion.
  - b) The Chairman or Vice-Chairman shall call a special meeting within ten (10) days after receipt of a written request signed by a majority of the membership of the Town Committee stating the purpose of the meeting.
3. Call of the meeting
  - a) The Chairman shall instruct the Secretary to give five (5) days written notice of the time and place of all meetings to the Town Committee members and to the members of the State Central Committee of that district.
    - (1) Should circumstances require immediate action by the committee, such five (5) day notice may be waived.
4. Attendance
  - a) Member should make every attempt to attend each meeting.
  - b) Members unable to attend any meeting should make every attempt to contact any Officer.
  - c) The Chairman or Secretary shall be notified prior to the meeting of a member's absence. Validity of excuse shall be determined by the Chairman or Secretary.
  - d) A member missing four consecutive meetings without a valid excuse and who fails to participate in any other meaningful manner may be assumed to no longer desire membership, and can be asked to resign by the Chairman. Additionally, this person cannot be a party endorsed candidate for Town Committee membership at the next Town Committee Organizational Caucus discussed in Section (3) above.
5. Open meetings
  - a) All General Membership and Special meeting of the General Membership shall be open to the public.
  - b) The Town Committee may, by two-thirds (2/3) of members present and voting, elect to go into executive session for reasons of unusual circumstances.
6. Quorum
  - a) Fifteen (15) of the regular members of the Town Committee shall constitute a quorum at any meeting.
7. Reports
  - a) Reports may be given at regular town committee meetings:
    - (1) the last state central committee meeting, either by a member of the state central committee or through the town chairman;
    - (2) candidates, elected officials or appointed commissioners, boards and agencies;

(3) and standing committees and subcommittees.

8. Order

- a) All Town Committee meetings will be conducted in accordance with Robert's Rules of Order - as revised.

**Section 7 - Endorsement Call**

- 1. Caucuses called to choose party endorsed candidates for the Town Committee shall be called by the Town Chairman or in event of his/her failure to act, the Vice-Chairman, designating the time, place and day and by publishing said call in a newspaper having circulation in New London, at least five (5) days prior to such caucus.
- 2. If the Town Chairman or Vice-Chairman shall fail to act, a member of the State Central Committee for the district in which such Town Chairman resides shall call the meeting.

**Section 8 - Proxy**

- 1. Proxy voting shall not be permitted for the following:
  - a) Town Committee endorsements;
  - b) Delegate endorsements;
  - c) Candidate endorsements;
  - d) Election of Town Committee officers;
  - e) Removal of Town Committee officers.
- 2. Proxy voting shall be in accordance with State Party Rules. A Town Committee member may grant his/her proxy voting right to any Republican elector in the City of New London. However, said Republican elector shall not be an elected member of the present Town Committee.

**Section 9 - Town Chairman and Other Officers**

- 1. Town Chairman shall meet within two (2) weeks after the beginning of their term as specified in Section 4 of this article, at the call of the previous Committee Chairman or in the event of his/her failure to act at the call of a member of the State Central Committee from the district in which said Chairman resides, and name a Chairman and Vice-Chairman, a Secretary, a Treasurer and such other officers as may be deemed necessary. The Chairman may be chosen from within or without the membership of the Town Committee, and in either case may cast a vote to break a tie in a Town Committee vote or the vote for selection of the party-endorsed candidates under Section 9-386 of the General Statutes. This vote, if necessary, shall be in addition to any voting rights said Chairman may have. Other officers may be chosen from without the membership of said committee, but if so chosen, they shall be without a vote. The terms of all officers shall be for two (2) years or until their successors have been duly elected and qualified, but not more than twenty-six (26) months.
- 2. Duties- Town Chairman:
  - a) Attend Senatorial District meetings or provide a proxy.
  - b) Attend Congressional District meetings or provide a proxy.
  - c) Attend and conduct Town Committee meetings.
  - d) Present a report at each Town Committee meeting as to what transpired at the most recent State Central Committee meeting; or see to it that a State Central Committee person delivered such a report.
  - e) Designate the Campaign Treasurer for local campaigns.
  - f) Any other Duties pertinent to his/her office.
- 3. Vice-Chairman
  - a) Attend Senatorial District meetings or provide a proxy.

- b) Attend Congressional District meetings or provide a proxy.
  - c) Attend Town Committee meetings.
  - d) Upon the occurrence of a vacancy in the office of Town Chairman, the Vice-Chairman shall be responsible for determining the time, date and place for a meeting to select a new Chairman, which the meeting shall be fifteen (15) to thirty (30) days of vacancy. If the Vice-Chairman does not act within two (2) weeks of the vacancy, the State Central Committee person shall be so responsible.
  - e) Any other Duties pertinent to his/her office.
4. Treasurer
- a) Appoint a Deputy Treasurer within 30 days of being elected.
  - b) Give financial reports at each Town Committee meeting.
  - c) File state and local reports as required by local and state statutes.
  - d) See to it that all election finance laws are complied with by the Town Committee and instruct and assist various campaign treasurers with compliance.
  - e) See to it that financial records are examined at least once a year by a Committee appointed by the Town Chairman.
  - f) Any other Duties pertinent to his/her office.
5. Deputy Treasurer (*appointed*)
- a) Assist the Treasurer in the execution of his/her duties as stated above.
  - b) Carry out the duties of the Treasurer in the event the Treasurer fails to act and or discharge his/her duties in accordance with local party rules and applicable State Statutes.
6. Secretary
- a) Notify Town Chairman, Town Committee members, and State Central Committee members of the time, date and place of each committee meeting.
  - b) Keep a record of minutes of each meeting.
    - (1) Record only motions, seconds, a brief description of the topic and the results of the vote:
      - (a) Unanimous or number FOR and number AGAINST the question.
    - (2) See that minutes of each meeting are acted upon by the Town Committee.
  - c) Keep coherent attendance records of Town Committee meetings and report to the Town Committee meetings indicating members present and absent.
  - d) Furnish to the State Chairman at least annually a list of Town Committee Officers and notify the State Chairman as changes occur.
  - e) Any other Duties pertinent to his/her office.

## Section 10 - Notice After Organization

The secretary shall, within 1 week after organization of the Town Committee, file with the Secretary of the State Central Committee the names of the officers and members of the Town Committee and the names and addresses of the Republican Registrar of voters.

## **Section 11 - Committees**

1. The Town Chairman shall within one month of his/her election establish working standing committees including, but not limited to the following - and instruct them in their duties:
  - a) EXECUTIVE COMMITTEE - may consist of the officers of the Town Committee, Chairman of Standing and District Committees: to include advisors, elected officials, as prescribed by the Town Chairman.
  - b) FINANCE - WAYS & MEANS COMMITTEE - is responsible for organizing and coordinating events that will raise those funds necessary by the town committee for carrying out its various programs.
  - c) VOTER REGISTRATION - is responsible for encouraging unregistered and unaffiliated citizens to register Republican. It shall schedule, set-up and staff enrollment sessions and promotional meeting and registration events in all districts. It will work with the Republican Registrar of Voters.
  - d) NOMINATING COMMITTEE - There shall be a Nominating Committee consisting of five (5) persons who shall be appointed by the Town Chairman. The Nominating Committee shall ascertain and propose to the Town Committee eligible Republicans for election to public offices of City Council and Board of Education.
2. The Chairman of the Town Committee shall within one month of election, name the Chairman of each Standing Committee and shall be an ex-officio member of all committees.
3. Each committee shall consist of a minimum of three members.

## **Section 12 - Party Funds not to be spent in Primaries**

1. The Town Committee nor officer thereof shall expend any party funds or provide party services on behalf of any candidate in a pre-endorsement contest or primary.

## **Section 13 - Removal of Town Committee Officers**

1. The Town Chairman, Vice-Chairman or other elected officers of the Town Committee may be removed by the affirmative vote of two-thirds (2/3) of the membership of the Town Committee at a duly warned meeting called for that purpose by one-third (1/3) of the members of the Town Committee.
2. Not less than five (5) days written notice shall be given of any meeting called under subsection (1) of this section.
3. Proxy voting shall not be permitted in any meeting held under subsection (1) of this section.

## Article III

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### Party Endorsed Candidates

#### Section 1 - Nominations

1. Primary - The day for holding primaries for the nomination of a party-endorsed candidate for City/State office shall be the first (1) Tuesday of September (Section 9-423) or as directed by Connecticut State Statutes.
2. Notice - The Town Chairman or, in the event of his/her failure to act, the Vice-Chairman, shall publish notice of the primary date in a newspaper having circulation in the City of New London at least fifty-six (56) days before the date set for the primary.
3. Endorsement - The method of choosing party-endorsed candidates for City office or delegates to nominating conventions shall be by Republican Town Committee.
4. Call - All meetings of the Town Committee called to choose party-endorsed candidates shall be called by the Town Chairman or in the event of his/her failure to act, the Vice-Chairman or a member of the State Central Committee from the district in which such Town Chairman resides shall call the meeting.
5. Nomination - Nominees for City/State office shall be deemed lawfully nominated when: (1) no candidate or slate of candidates other than party-endorsed candidates has been filed by four (4:00) o'clock p.m. on the twenty-fifth (25) day preceding the day of the primary; (2) they are duly nominated as a result of a primary; (3) otherwise lawfully nominated.

## Article IV

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### Party Endorsed Delegates

#### Section 1 - Qualifications

1. All delegates and alternates must be enrolled Republican electors of the City of New London at the time they act.

#### Section 2 - Election

1. Primary - The day for holding primaries for the election of party-endorsed delegates to district and State Conventions shall be the first (1) Tuesday in May in the even numbered years (section 9-424) or as directed by Connecticut State Statutes.
2. Notice - The Town Chairman or, in the event of his/her failure to act, the Vice-Chairman, shall publish notice of the primary date in a newspaper having circulation in the City of New London at least fifty-six (56) days before the date set for the primary.
3. Endorsement - The method of choosing party-endorsed delegates shall be by Republican Town Committee.
4. Election - Candidates for delegates to conventions shall be deemed lawfully nominated when: (1) no candidate or slate of candidates other than party-endorsed candidates has been filed by four (4:00) o'clock p.m. on the twenty-fifth (25) day preceding the day of the primary; (2) they are duly nominated as a result of a primary; (3) otherwise lawfully nominated.

## Article V

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### Petitions

1. Upon written petition personally signed by Twenty-Five (25) percent of the enrolled Republican electors (as of the last completed enrollment list) of the City of New London, presented to the Chairman or Vice-chairman, a meeting of the Republican electors shall be called. The petition must state the purpose of the call of the meeting.
2. If Twenty-Five (25) percent of the members of the New London Town Committee present a petition to the Town Committee, a meeting shall be called. The petition must state the purpose of the call of the meeting.

## Article VI

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### Disputes

1. Any dispute regarding qualification or election of members or officers, procedures, or rules, including endorsement shall be;
  - a) settled by the New London Town Committee, or
  - b) Executive Committee.
2. If a dispute can not be settled locally, it shall be resolved by;
  - a) the State Central Committee, or
  - b) by a Sub-Committee of five (5) of its members, appointed by the Chairman of the State Central Committee, none of whom shall be members of the District or Districts concerned.

## Article VII

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### Amendments

1. Amending the rules of the Republican Town Committee shall be amended by a 2/3 vote of the Town Committee members present and voting.
2. The amended rules shall not become effective until sixty (60) days after the filing of same with the Secretary of the State.

# Article VIII

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## Definitions

The terms used in these rules shall have the same meaning as in Section (9-372) of the General Statutes.

STATE PARTY RULES  
SUPERSEDE TOWN COMMITTEE RULES

Approved by unanimous vote of the New London Republican Town Committee membership present and voting at the September 9, 2008 Town Committee meeting:      Dated: September 9, 2008

Attested:

\_\_\_\_\_  
K. Robert Lewis, *Secretary – NLRTC*

\_\_\_\_\_  
Date

Filed with the Secretary of the State effective:

\_\_\_\_\_  
Date

\_\_\_\_\_  
R. William Vogel, *Town Chairman*

\_\_\_\_\_  
Date

# Appendix

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## Amendments

1.