

## **RULES GOVERNING THE DEMOCRATIC PARTY IN THE CITY OF NORWALK**

### **PREAMBLE**

1. All public meetings of the Democratic Party in the City of Norwalk shall be open to all who wish to attend regardless of race, sex, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion, or physical disability (hereinafter collectively referred to as "status").
2. No test for membership in, nor any oaths of loyalty to, the Democratic Party shall be required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on "status".
3. The time and place of all public meetings of the Democratic Party shall be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all party members and large enough to accommodate all interested persons.
4. The Democratic Party shall support the broadest possible registration without discrimination based on "status".
5. The Democratic Party in the City of Norwalk shall publicize fully and in such manner as to assure notice to all interested parties, a full description of the legal and practical procedures for selection of Town Committee members, Democratic Party officers, and other representatives. Publication of these procedures shall be done in such fashion so that all prospective and current members of the Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each such selection procedure of the Democratic Party in the City of Norwalk.

### **RULES**

#### **SECTION A. NAME OF GOVERNING BODY**

1. Name: The Democratic Party in the City of Norwalk shall be governed by a body known as the Norwalk Democratic Town and City Committee, hereinafter referred to as the Town and City Committee.
2. Purpose: It shall be the purpose of the Town and City Committee:
  - a. To encourage and facilitate the participation of all registered Democrats in the nominating and electing process, and in governmental affairs;
  - b. To promote the election of Democratic candidates in general and special elections;
  - c. To increase voter registration and Democratic affiliation by taking affirmative action to reach all groups and by all other means;

- d. To promote the political education of all citizens in the city of Norwalk and to promote their involvement in all government levels.
3. Finances: The Town and City Committee shall have power to raise and expend funds for the above purposes, but in no case shall Town and City Committee funds be used in support of or opposition to any slate or individual in a primary.
4. Duties and Responsibilities: Town and City Committee members shall strive to:
  - a. Promote the aims and principles of the Democratic Party at the national, state and local levels;
  - b. Promote harmony and justice among all people, regardless of "status";
  - c. Attend, either in person, or by proxy, as many meetings as reasonably possible of the Town and City Committee, applicable committees thereof, and the member's Council District Committee; and
  - d. Perform all other duties assigned by the Town and City Committee, or voluntarily undertaken on its behalf, diligently, and in a responsible manner.

## **SECTION B. COMPOSITION OF TOWN AND CITY COMMITTEE**

1. Composition: The Town and City Committee shall consist of eleven (11) members from each of the council districts of the city of Norwalk, for a total of fifty-five (55) members.
2. Eligibility: Any person who is registered to vote in Norwalk and is enrolled in the Democratic Party is eligible to serve on the Town and City Committee from the council district of his or her voting residence.

## **SECTION C. ELECTION OF THE TOWN AND CITY COMMITTEE MEMBERS**

### **I.) Endorsement by Caucus**

1. Caucus Participation: Candidates for endorsement for membership on the Town and City Committee shall be selected at a caucus of the council district by vote of the eligible participants. All active electors (registered voters) from that district who are enrolled in the Democratic Party are eligible to participate in this caucus and/or be a candidate.
2. Caucus Notice: For each even-numbered year, the Town and City Committee shall fix places, times and dates within that time period provided for by state statute for the holding of the council district caucuses and for any necessary run-off vote and shall publish notice of the same, in a newspaper having a general circulation in the city of Norwalk, at least five (5) days before such caucuses are to be held, or as otherwise provided by law. Said notice shall include notice that the caucus is subject to early closing if, after nominations are closed, there are fewer than, or exactly, the same number of candidates as membership positions to fill.
3. Caucus Rules: Caucuses held pursuant to this section shall be conducted pursuant to the general procedures for caucuses set out in Section K of these rules.

4. Caucus Officials: The chairperson of the district committee, or the next officer in line, shall be the chairperson for the caucus and shall appoint all necessary caucus officials.
5. Becoming a Candidate: Any eligible democrat residing in the council district may become a candidate for endorsement either 1) by notifying the Democratic Registrar of Voters in writing (letter, fax, email), in time for his or her name to appear on the official caucus ballot, or 2) by nomination from the floor at the beginning of the caucus, in order to become a write-in candidate on said ballot. The registrar shall maintain a list of all interested potential candidates and shall make that list available to the press and anyone who asks to see it.
6. Candidate Withdrawal: Any candidate may officially withdraw his or her candidacy by written notice to the registrar. If such withdrawal is subsequent to the preparation of the ballots, the written notice shall be made to the chairperson of the appropriate caucus, who shall post prominently inside the caucus room a notice stating that said candidate has withdrawn, and that any vote for said candidate will be void in its entirety. In the event that the withdrawal of a candidate renders a run-off unnecessary, such runoff may be canceled by the chairperson of the caucus, and the remaining candidate shall be considered the nominee of the caucus.
7. Uncontested Caucus: If, after nominations are closed, there are eleven (11) or fewer candidates for nomination at a caucus for Town and City Committee membership, the chairperson shall declare those persons the nominees of the caucus and the caucus shall be declared closed.
8. Contested Caucus: If there is more than eleven (11) candidates, the caucus will vote by written ballot with each qualified person attending the caucus casting one ballot.
9. Full Ballot Rule: Each ballot cast must contain the same number of votes as membership positions to fill, i.e. votes for exactly eleven (11) separate nominated candidates. Any ballot with an incorrect number, either more or less than eleven (11) will be void. This requirement will be posted in writing and pointed out to all participants periodically during voting. Pursuant to Connecticut Democratic State Party Rules, voting by slate shall only be permitted when the contest is exclusively between two or more full slates.
10. Determining the Winners: The candidates receiving the highest number of the votes validly cast for candidates shall be declared the endorsed candidates for that council district. In the case of a tie for the final two or more positions, a run-off election by written ballot shall be held within that time period provided for by state statute and at least 24 hours later at the location and time noticed for the caucus, between those tied candidates.
11. Reporting Results: The chairperson of each council district caucus shall submit the names of the successful candidates to the Town and City Committee chair-

person, who shall file with the Town Clerk the names and addresses of the party-endorsed candidates selected at the caucus no later than that time provided for by state statute.

12. Insufficient Endorsements: If, for any reason, sufficient endorsements of the nominees to the Town and City Committee are not made, the provisions of C.G.S. (Connecticut General Statutes) 9-419 shall govern, as the same may be amended from time to time. (See Section K)

## II.) Election in a Primary

1. Petitioning for a Primary: Pursuant to current state law, a slate of candidates challenging the party-endorsed candidates, for election to the Town and City Committee, may petition for a primary election to be held the first Tuesday in March. The challenging candidate slate must include challengers at least equal in number to 25% of the number of Town and City Committee members to be elected from that district. The challenging candidates must obtain the signatures of 5% of the enrolled members of the Democratic Party from the district, by 4:00 p.m. on the 34th day preceding the primary date, on petition forms obtained from the Registrar of Voters as prescribed by law. C.G.S. 9-411; C.G.S. 9-405. The chairperson of the Town and City Committee shall publish a notice of the same in a newspaper having a general circulation in the city of Norwalk, on or before the date specified by C.G.S. 9-435, or other applicable statutes.
2. Primary Procedure: The candidates for the Town and City Committee nominated at the above noted district caucuses, shall run in any primary for Town and City Committee members as the party-endorsed candidates. Such nominees shall be deemed elected as members of the Town and City Committee if no opposing slate of candidates has qualified for a within the time period specified by applicable statutes. Primary procedures shall be those set forth in C.G.S. 9-415 and other applicable statutes, as from time to time amended, and the rules of the Democratic Party of the State of Connecticut. (See Section J.)

## **SECTION D. TERMS OF MEMBERS OF THE TOWN AND CITY COMMITTEE**

1. Terms of Office: The terms of the Town and City Committee members shall start on the first Monday following the date of the primary at which they are elected, and they shall serve for two (2) years or until their successors and shall be chosen, but not more than twenty-six (26) months. The terms of all members shall end on the same day.

## **SECTION E. VACANCY ON THE TOWN AND CITY COMMITTEE**

1. Vacancy: A vacancy on the Town and City Committee shall exist whenever a member dies, resigns, is disenfranchised according to law, moves out of the council district in which the member was elected (exclusive of council district boundary changes), or ceases to be an enrolled member of the Democratic Party in Norwalk.

## **SECTION F. FILLING A VACANCY ON THE TOWN AND CITY COMMITTEE**

1. Filling a Vacancy: Except as provided in Section N-5-c, below, any vacancy on the Town and City Committee, arising from any cause, shall be filled within sixty (60) days by the district committee in which the vacancy exists from members of said district committee, by a majority vote of those present and voting, at a meeting of the district committee called for that purpose by 14 day written notice (letter, fax, email).

## **SECTION G. OFFICERS OF THE TOWN AND CITY COMMITTEE**

1. Election of Officers: Within one (1) week after election, the members-elect of the Town and City Committee shall meet for organization and shall elect a chairperson and vice-chairperson, a recording secretary, corresponding secretary, treasurer, assistant treasurer, and other such officers as may be deemed advisable. Said organizational meeting shall be called by the incumbent chairperson of the Town and City Committee or, in the case of his or her absence, inability, neglect or refusal to act, the next officer in line, or, pursuant to Connecticut Democratic State Party Rules, by the state central committee members in the district, and, in the event these fail timely to act, then twenty percent (20%) of the members-elect of the Town and City Committee shall call said meeting. The notice of said meeting shall be in writing, at least seven (7) days prior to the meeting, and said notice shall be given to all members-elect of the Town and City Committee. Election of officers shall be by majority vote of those present and voting.
2. Qualifications of Officers: The officers of the Town and City Committee shall be elected from among the membership of the Town and City Committee; provided, however, that the chairperson and assistant treasurer need not be a member of the Town and City Committee. No person shall hold more than one office of the Town and City Committee.
3. Terms of Office: Officers so elected shall hold office for the term of the Town and City Committee electing them. No officer of the Town and City Committee shall hold that office for more than four (4) consecutive terms.
4. Duties of Officers: Each of such officers shall have the duties usually incident to this office and such other duties as the Town and City Committee may from time to time prescribe. In the event that a vote is taken that results in a tie, the motion is lost; the chairperson may vote to break a tie, unless he or she has already voted. The chairperson cannot vote twice, first to make a tie and then to give the tie-breaking vote. The chairperson shall appoint the chairpersons and members of such committees as he or she deems necessary to properly conduct the business of the Town and City Committee, subject to the approval of a majority of the Town and City Committee. The town chairperson shall review the rules and logistics of the caucus with the persons chairing the caucus prior to the caucus.
5. Filing List of Officers and Members: Within one (1) week after organization of the Town and City Committee the newly elected town chairperson shall have the

newly elected recording secretary file with the secretary of the Democratic State Central Committee and the Norwalk Registrar of Voters, a list of the names and addresses of the officers and members of the Town and City Committee.

6. Removal of Officer for Failure to Attend Meetings: Any officer who fails to attend at least sixty percent (60%) of the meetings of the Town and City Committee in any calendar year may be removed by majority vote of the Town and City Committee at a regular or special meeting properly noticed to include consideration of such removal on the meeting agenda.
7. Vacancy in Town and City Committee Officer Positions: If there shall be a vacancy in any office of the Town and City Committee, arising from any cause, the Town and City Committee shall fill the same within sixty (60) days by a majority vote of those present and voting, at a meeting called for that purpose by 14 day written notice (letter, fax, email).
8. Audit of Treasurer's Books: An audit of treasurer's books and accounts must be made prior to the meeting of the new Town and City Committee. All books and records of the treasurer and secretaries are property of the Town and City Committee and must be turned over to the new Town and City Committee chairperson.
9. Executive Committee: The executive committee shall consist of the officers of the Town and City Committee, the state central committee members from Norwalk, and the chairpersons of the five council district committees. Meetings of the executive committee shall be presided over by the chairperson of the Town and City Committee, and may include other Norwalk democrats as non-voting participants, either temporarily or permanently at the discretion of the chair. The executive committee shall meet at the call of the chair to take such action and render such decisions as may be necessary to carry out the rules, policies, instructions and resolutions of the Town and City Committee between regular meetings thereof, and for any other lawful purpose.
10. Dispute Resolution Committee: The Executive Committee shall appoint a Dispute Resolution Committee to advise the Chair, Executive Committee, and Town and City Committee, as the case may be, on the resolution of disputes between and among party members, concerning the interpretation of these Rules, questions of conflict of interest and other matters of good practice referred to it for its advice and recommendation.
  - a. The committee shall be made up of no fewer than three (3) nor more than five (5) registered Democrats in good standing who are not currently members of the Town and City Committee. The chairperson of the committee shall be appointed by the Town and City Committee chairperson. The terms of the committee members shall be co-terminus with the membership of the Town and City Committee.



- b. The committee shall report its findings and recommendations to the Executive Committee and/or the Town and City Committee, which group shall then determine what course of action may be appropriate and necessary.

## **SECTION H. MEETINGS OF TOWN COMMITTEE**

1. Regular Meetings: The Town and City Committee shall hold regular meetings at least once per calendar month, at the call of the chairperson, who shall have the power to cancel, omit or reschedule a regular meeting. However, no more than two (2) meetings per year can be omitted and not in consecutive months. Any omissions, cancellation or rescheduling of any regular meeting shall be by reasonable written notice (letter, fax, email). Pursuant to Connecticut Democratic State Party Rules, Article VII, Section 8, all meetings of the Town and City Committee shall be open to the public and votes shall not be taken by secret ballot.
2. Special Meetings:
  - a. Special meetings of the Town and City Committee may be called by the chairperson at his or her own discretion, or upon written request, signed by twenty percent (20%) of the members of the committee, presented to the chairperson. Upon receipt of such request, the chairperson or, in the case of his or her absence, inability, neglect or refusal to act, the next officer in line, shall instruct the corresponding secretary to give reasonable written notice (letter, fax, email) of the time, place and purpose of such meeting to all members of the committee. In the event the chairperson or officer neglects or refuses to call a special meeting within four (4) days after such a request is presented, such meeting may be called by twenty percent (20%) of the Town and City Committee, by giving notice of the special meeting, mailed at least seven (7) days prior to the date of the meeting.
  - b. An exception will be made to the requirement of the seven (7) day notice in the case of a meeting called to replace a candidate for nomination or election who shall have died or shall have withdrawn, or shall have become disqualified prior to twenty-four (24) hours before opening of the polls for a primary or election, or to fill any vacancy in any elected or appointed office with official duties in any primary or election. In such cases, if time does not permit of seven (7) days notice, the rule is waived.
3. Quorum: A quorum shall consist of two-fifths (2/5) of the membership of the Town and City Committee.
4. Proxy Voting: Members of the Town and City Committee may be represented by proxy; provided, however, that the person exercising the proxy for a Town and City Committee member shall:
  - a. Be a registered democrat and a member of the district committee residing in the same district in which the Town and City Committee member is elected;

- b. Present to the presiding officer of the meeting a signed authorization from the member designating the name of the proxy holder and the date of the meeting. Alternatively, such a proxy transmitted by letter, fax, or email may be presented;
- c. Hold only one (1) proxy at a time;
- d. Not be a current member of the Town and City Committee.

**SECTION I. SELECTION OF DELEGATES TO CONVENTIONS AND ENDORSEMENT OF CANDIDATES FOR MUNICIPAL OFFICES**

**I.) Selection of Delegates to Conventions**

- 1. Delegate Selection: The Town and City Committee, at a meeting called for the purpose, shall by a majority vote of those present and voting, select delegates to conventions, other than a council district convention called to amend these rules pursuant to Section O-2.
- 2. Full Slate; Apportionment: The selection of delegates to any convention shall be by full slate composed of a number of persons equal to the number of delegates to which the town is entitled under the state rules of the Democratic Party. In the case of state, congressional district, senate district and other conventions including a city-wide delegation, the delegates shall be apportioned evenly among the council districts of the city with any additional delegates chosen at-large by the Town and City Committee. In the case multi-town assembly district conventions and other conventions not including a city-wide delegation, the delegates shall be apportioned among the council districts on the basis of the number of Democratic electors residing in each council district or portion thereof within the geographic boundary of the district.

**II.) Selection of Candidates for Municipal Offices**

- 1. Majority Required: The Town and City Committee, at a meeting called for the purpose, shall by a majority vote of those present and voting, select candidates for municipal office, except for the general assembly. Balloting shall continue until sufficient candidates to fill the offices receive a majority of the votes cast, or until, after several ballots with no change in results, a majority of those present and voting declare the committee deadlocked for the office, or vote to adjourn.
- 2. Who may Vote: In the endorsement of any person for whom only the electors of a political subdivision of the municipality may vote, or in filling a vacancy in an elected office for which only the electors of a political subdivision of the municipality may vote at an election, only the members of the Town and City Committee residing in said political subdivision may participate.

**III.) Selection of Candidates for General Assembly in Districts Wholly Within Norwalk**

- 1. Caucus Participation: Candidates for endorsement for the general assembly from districts wholly within Norwalk shall be selected at a caucus of their assembly



district by vote of the eligible participants. All active electors (registered voters) from that district who are enrolled in the Democratic Party are eligible to participate in this caucus.

2. Caucus Notice: At least two (2) weeks before the first day of the period set by the laws of the state of Connecticut for choosing candidates for the general assembly in each even-numbered year, the Town and City Committee shall fix places, times and dates within that time period for the holding of each assembly district caucus and for any necessary run-off vote and shall publish notice of the same, in a newspaper having a general circulation in the city of Norwalk, at least five (5) days before such caucuses are to be held, or as otherwise provided by law. Said notice shall include notice that the caucus is subject to early closing if, after nominations are closed, there is only one candidate.
3. Caucus Rules: Caucuses held pursuant to this section shall be conducted pursuant to the general procedures for caucuses set out in Section K of these rules.
4. Caucus Officials: The chairperson of the Town and City Committee shall appoint a neutral chairperson for the caucus. The caucus chairperson shall appoint necessary caucus officials.
5. Becoming a Candidate: Any eligible democrat may become a candidate for endorsement either 1) by notifying the Democratic Registrar of Voters in a writing (letter, fax, email), received at least one business day before the caucus, in order for his or her name to be printed on the caucus ballot, or 2) by nomination from the floor at the beginning of the caucus, in order to become a write-in candidate on said ballot.
6. Candidate Withdrawal: Any candidate may officially withdraw his or her candidacy. If such withdrawal is subsequent to the preparation of the ballots, the chairperson of the caucus shall post a notice stating that said candidate has withdrawn, and that any vote for said candidate will be void. In the event that the withdrawal of a candidate renders a run-off unnecessary, such run-off may be canceled by the chairperson of the caucus, and the remaining candidate shall be considered the nominee of the caucus.
7. Uncontested Caucus: If, after nominations are closed, there is only one candidate for nomination, the chairperson shall declare that person the nominee of the caucus for that general assembly district.
8. Contested Caucus: If there is more than one candidate, the caucus will vote by written ballot with each qualified person attending the caucus having one vote.
9. Determining the Winner: That candidate for nomination receiving a plurality of the votes validly cast for a candidate shall be declared the endorsed candidate for that general assembly district. In the case of a tie between the two highest vote-getters, a run-off election by written ballot shall be held within that time period provided for by state statute and at least 24 hours later at the location and time noticed for the caucus, between the two tied.

10. Reporting Results: The chairperson of each assembly district caucus shall certify to the Town Clerk and to the Secretary of the State the name of the party-endorsed candidate selected at the caucus no later than that time provided for by state statute.

#### IV.) Selection of Candidates for the General Assembly in Districts Partially Within Norwalk

Note for informational purposes only: Candidates for the general assembly from districts partially within Norwalk and partially within another municipality are endorsed at a convention called by the Connecticut Democratic State Central Committee pursuant to its rules, and to state law.

#### V.) Selection of Candidates For the General Assembly in Special Elections

1. Special Elections: In the case of any special election for the general assembly, candidates will be endorsed pursuant to the time frame and procedures of the applicable provisions of these rules, in conformity to and as modified by, state law and Connecticut Democratic State Party Rules.

#### VI.) Additional Provisions Concerning Endorsement of Candidates & Selection of Delegates

1. Failure to Call: If the chairperson of the Town and City Committee or, in the case of his or her absence, inability, neglect or refusal to act, the next officer in line, neglects or refuses to act in order to timely call such a caucus or Town and City Committee meeting for the purpose of candidate endorsement or delegate selection, such caucus or meeting may be called by twenty (20%) percent of the Town and City Committee, and if the members of the Town and City Committee fail to act, such caucus or meeting shall be held the night before the last date required by law for such meeting or caucus, at 8:00 p.m., in front of Norwalk city hall, from where such caucus may adjourn to a room in city hall, or another convenient place, to conduct its business.
2. Insufficient Endorsements: If, for any reason, sufficient endorsements of candidates for municipal office, state office, Town and City Committee members or delegates to conventions are not made, the provisions of C.G.S. 9-418, 9-419 and 9-420 as the same may be amended from time to time, shall govern.
3. Certification of Candidates: The secretary and the chairperson of the Town and City Committee or caucus, as the case may be, shall certify candidates selected as provided, and the title of the office or position for which the primary or election is to be held. In the case of the endorsement of a person for an office or position for whom only the electors of a political subdivision of the municipality may vote, the secretary of the Town and City Committee shall also certify to the Town Clerk the name or number of such political subdivision or senatorial district.
4. Selection and Certification Period: The endorsement of a nominee to run in a primary for municipal office or election to the Town and City Committee, or selection as a delegate to a convention, shall be made at the times provided in the State Election Calendar, and not earlier than is provided under the applicable

provisions of C.G.S. 9-405, 9-417, and 9-420 and shall be certified to the Town Clerk by the chairperson and the secretary of the Town and City Committee or caucus within the time period required by the applicable provisions of said statutes and Calendar.

5. Tie Votes: In the event that a vote taken on the endorsement of a nominee at a Town and City Committee meeting results in a tie, the chairperson may vote to break the tie, if he or she has not already voted. If there is a tie, and the chairperson has already voted, there must be another ballot. For tie votes at a caucus, see Section K-11.
6. Vacancies in Nomination:
  - a. If a candidate for nomination to a municipal office or as convention delegate, or a nominee to municipal office, or delegate to a convention, dies, withdraws or for any reason becomes disqualified to hold the position he or she seeks, prior to ten (10) calendar days before the election, primary or convention, the vacancy shall be filled by the same method by which the original candidate or nominee was chosen, as provided in C.G.S. 9-460. In the event a caucus is held, it shall be called within five (5) days of the occurrence of the vacancy, and held within seven (7) days of the occurrence of the vacancy.
  - b. If a candidate for nomination to a municipal or state office, or delegate to a convention, or nominee for such office or convention dies, withdraws or for any reason becomes disqualified to hold the position he or she seeks, ten (10) days before the election, but more than twenty four (24) hours before the primary or convention, the vacancy shall be filled by the same method by which the original candidate or nominee was chosen, as provided in C.G.S. 9-460.
  - c. No nominee or candidate for nomination to an office or as delegate to a convention shall be deemed to have withdrawn until a letter of withdrawal signed by the candidate is filed with the Town Clerk, the Town and City Committee chairperson and the Secretary of the State, as required by law.
  - d. In the case of a candidate for nomination to office, the Town and City Committee chairperson shall immediately certify the name of the person selected to fill the vacancy to the Democratic Registrar of Voters, as required by law.
  - e. In the case of a nominee for office, the chairperson shall certify the name of the person selected to fill the vacancy to the Secretary of the State and the Town Clerk. Such certification shall include a statement setting forth the reason for the vacancy, as required by law.
7. Alternate or Proxy: Each delegate to a convention elected in conformity with law and with these rules may in writing designate an alternate delegate or a proxy to

act for him or her in his or her absence. In the absence of such alternate delegate or proxy, the Town and City Committee chairperson shall fill any vacancy arising for any cause in delegations to conventions.

## **SECTION J. PRIMARY PROCEDURES**

### **1. State Primary Law and Plurality:**

- a. The nominations of the Democratic Party to all offices and the election of members of the Town and City Committee shall be made in all respects as provided for in the state primary law, as the same may be from time to time amended.
- b. Whenever a primary for nomination to municipal office, or for election of members of the Town and City Committee is to be held under the provisions of such law, the nominee of the Democratic Party for such office or offices, shall be determined by a plurality of votes cast.

### **2. Primary Petition Forms:**

State law currently requires that:

- a. Petition forms for candidates to challenge party-endorsed candidates, or to fill a vacancy in any nomination to municipal office or for election of members of the Town and City Committee shall be available from the Registrar of Voters as is provided under C.G.S. 9-409.
- b. Any person who requests a petition form from the Registrar of Voters shall give his or her name and address, and the name, address and office or position sought for each candidate for whom the petition is being obtained, and shall file a statement signed by each such candidate that he or she consents to be a candidate for such office or position.
- c. Such petitions must be signed by at least 5% of the enrolled Democratic electors in the subdivision electing the candidate(s) (C.G.S. 9-408).
- d. Such petitions shall be filed with the Registrar of Voters not later than four p.m. on the 34th day preceding the established primary date for the town committee and other offices to be voted on in a municipal election and on the 63rd day preceding the established primary date for the general assembly and other offices to be voted on in a state election (C.G.S. 9-405).

## **SECTION K. GENERAL CAUCUS PROCEDURES**

Any caucus held pursuant to these rules shall be conducted according to the following general procedures.

1. Caucus Site: Each caucus shall be held at Norwalk city hall or in the appropriate district in a public room large enough to hold at least fifty (50) people, or such

larger group as may reasonably expected to participate at a contested assembly district caucus.

2. Caucus Costs: The Town and City Committee will pay all caucus costs and will provide sufficient ballots, a ballot box, and other materials to each caucus.
3. Eligibility to Vote: Only those people whose names appear on the last completed enrollment lists of the Democratic Party in the political subdivision holding the caucus shall be allowed into the caucus and permitted to vote. There shall be no proxy votes at caucus, and no absentee votes. The press shall also be allowed to enter the caucus room but shall not vote.
4. Official Checklist: The Registrar of Voters shall provide the Town and City Committee with an up-to-date official checklist of all enrolled democrats in each district. Each person voting in the caucus shall give his or her address and name to the checkers and be marked on the checklist as attending.
5. Providing Ballots: The chairperson of the Town and City Committee, with the assistance of the Democratic Registrar of Voters, shall provide sufficient printed ballots listing candidates in alphabetical order to each caucus. Each ballot shall also contain lines for a write-in vote or votes.
6. Secret Ballot: All written ballots shall be secret. The chairperson of the caucus should provide adequate privacy for voters preparing a written ballot to insure confidentiality of the ballot. No one will be permitted to remain in the vicinity of the ballot box except the ballot box tenders and an individual casting his or her vote. The chairperson of the caucus shall arrange the caucus site so that there are separate areas for voting and for speechmaking, if allowed.
7. Electioneering: No person shall solicit in behalf of the candidacy of another or himself or loiter or peddle or offer any advertising matter, ballot or circular to another person within the room being used for a Town and City Committee caucus, or within a radius of seventy-five (75) feet of any outside entrance in use as an entry to any assembly district caucus, except for candidate speeches where allowed.
8. Caucus Officials: The caucus chairperson shall appoint a secretary of the meeting, along with sufficient checkers, ballot box tenders, and ballot counters, plus any other necessary caucus officials, including a moderator for assembly district caucuses that are expected to be contested. The Registrar of Voters shall assist the Town and City Committee and caucus chairperson in selecting qualified officials for each caucus, preferably democrats who have had experience in working at the polls in elections.
9. Caucus Procedure & Nominations from the Floor: The chairperson shall call the caucus to order promptly at 7:30 p.m. and shall read the posted names of the candidates already on the ballot, and may point them out or ask them to identify themselves, if present. The chairperson shall then ask if there are any other candidates. Any qualified caucus participant may declare his or her own candidacy

and/or propose the candidacy of one or more other qualified consenting persons who are present, or from whom he or she gives to the chairperson written permission or authorization. No second is required. No speeches on behalf of candidates shall be allowed at Town and City Committee caucuses. Any such nominations from the floor shall be added by hand to the posted list of candidates already on the ballot. Nominations from the floor will be declared closed when the caucus chairperson calls for them three times, without hearing an affirmative response.

10. Voting Times: At all contested caucuses, the polls shall remain open for voting from 7:30 p.m. until 9:00 p.m. No person shall be permitted to cast his or her vote after 9:00 p.m. unless such person had entered and was within the caucus room at 9:00 p.m. At the close of voting, the ballots shall be tallied and the winners declared. Caucus officials shall sign all tally sheets and at least two official sheets with the results shall be prepared and signed, one results sheet shall be kept by the caucus chairperson and another shall be sealed in the ballot box.
11. Tie Votes: At caucuses, any such ties are to be resolved by runoff votes in accordance with these rules. The runoff vote may be held at Norwalk city hall, or at a location within the municipal district involved, as specified in the official notice of the caucus.
12. Return of Caucus Materials: After the caucus, all of the counted ballots, checker list, unused ballots, and ballots that were not counted on account of containing too many or too few votes, together with a results sheet and other caucus materials, shall be sealed in the ballot box and returned to the Registrar of Voters by the caucus chairperson, to be kept and preserved by the Registrar of Voters so that they are available for a recount or other challenge and until the time for a primary is over or as otherwise directed by the chairperson of the Town and City Committee, or required by law:
13. Return Date: Caucus materials shall be returned on the first business day after the caucus, by 4:30 p.m., except that, in the case of a tie requiring a run-off, caucus materials shall be returned no later than 9:00 a.m. on the day after the caucus.

#### **SECTION L. PARLIAMENTARY AUTHORITY, AND OTHER LAWS AND RULES**

1. Conflicts of Rules: If any provision of these rules is found to be in conflict with the provisions of any state or national law or state or national Democratic Party rules, the provision of the state or national law or party rules shall prevail.
2. Rules of Order: The rules contained in the latest edition of Robert's Rules of Order shall govern the Town and City Committee in all cases to which they are applicable and in which they are not inconsistent with these rules.



## **SECTION M. DEFINITIONS**

1. Next Officer in Line: The order of precedence shall be: chairperson or co-chairperson, vice-chairperson, recording secretary, corresponding secretary, treasurer, assistant treasurer.
2. Written Proxy or Notice: When a written proxy or written notice is required under these rules, the writing shall be a letter or other document signed by the person involved, or an email, or fax from said person, which, on the available evidence, reasonably appears to be genuine.
3. Caucus, Convention, Primary, Majority, Plurality: The terms “caucus”, “convention”, “primary”, “majority”, and “plurality” shall have the meaning given them under state law, and the Connecticut Democratic State Party Rules.

## **SECTION N. COUNCIL DISTRICT COMMITTEES**

1. Composition of District Committees: There shall be a district committee in each council district of the city of Norwalk, composed of electors on the last completed enrollment list of the Democratic Party of such district. The district committees in existence when these rules are adopted shall be the district committees for the purpose of these rules. There shall be no limit on the number of members of the district committee.
2. Purpose of District Committees: It shall be the purpose of the District Committees to:
  - a. Encourage and facilitate the participation of all registered Democrats in the nominating and electing process and in governmental affairs.
  - b. To promote the election of Democratic candidates in general and special elections.
  - c. To increase voter registration and Democratic affiliation by taking affirmative action to reach all groups, and by all other means.
  - d. To promote the political education of all citizens in the city of Norwalk and to promote their involvement in all governmental levels.
3. Powers of District Committees: Each district committee may register as a PAC as authorized by state law and shall have power to raise and expend funds for the above purposes, but in no case shall district committee funds be used in support of or opposition to any slate or individual in a primary.
4. District Committee Membership:
  - a. Any person who is registered to vote within a council district and is enrolled in the Democratic Party is eligible for membership.
  - b. To become a member of a district committee, the person must attend three (3) meetings within a twelve (12) month period, expressing at the first meeting his or her desire to join the committee by signing the atten-

dance record, upon which the secretary will maintain appropriate records and will place that person's name on the mailing list to receive meeting notices for the next twenty-four (24) months. At the second meeting the person attends, he or she will have a voice but no vote. At the third meeting, the person becomes a full member of the committee.

- c. Maintaining membership in good standing on a district committee requires attendance at three (3) regular or special meetings during a twelve (12) month period consisting of the then current month and the previous eleven (11) months. Failure to do so will result in loss of the right to vote at the district committee meeting. The secretary of the district committee shall maintain an attendance list, and the district chair shall forward such list to the Secretary of the Town and City Committee after each district committee meeting. Any member may regain voting rights upon attending sufficient meetings to meet the good standing requirement. Any member dropped or about to be dropped from the mailing list may remain on the mailing list for an additional twelve (12) month period by expressing, in writing, an interest in continuing to receive such notices.
- d. No district committee shall remove a member from its roll except for failure to reside within the district or failure to be an enrolled democrat.
- e. Any district committee member who moves to another council district in the city of Norwalk shall automatically become a member of that district's committee, immediately upon notifying the new district committee. The member shall be added to its mailing list for notice of meetings, etc. Credit for meetings attended as required for the preservation or restoration of said member's voting rights on ward committee matters as provided in Section N-4-c, above, shall be transferred along with his or her committee membership.
- f. The district secretary and district chairperson shall, upon request, promptly provide the Town and City Committee officers with a then current lists of district members in good standing, including such members phone numbers and email addresses.
- g. If the number of active members of a district committee falls below fifteen (15) the Executive Committee of the Town and City Committee shall consult with the officers of the district committee to develop a plan to increase its membership.

5. District Committee Officers:

- a. In January of each even-numbered year, each district committee shall meet and elect from among its members a chairperson or co-chairpersons, a vice-chairperson, a treasurer, a secretary and other such officers as the committee deems necessary. In the case of a vacancy in the office of chairperson, the line of succession shall be as specified in Section M-1.

- b. No officer of the district committee shall hold that office for more than three (3) consecutive two (2) year terms.
  - c. In the event that the chairperson of the district committee is not a member of the Town and City Committee, the chairperson shall automatically become a member of the Town and City Committee by filling the open position created by the next-occurring vacancy from the district on the Town and City Committee, notwithstanding the provisions of Section F, above.
6. Vacancy in District Committee Officer Positions: If there shall be a vacancy in any office of a Council District Committee, arising from any cause, the District Committee shall fill the same within sixty (60) days by a majority vote of those present and voting, at a meeting called for that purpose by 14 day written notice (letter, fax, email).
  7. District Committee Meetings: Each district committee shall meet in at least six months each year, in accordance with a meeting schedule adopted at the first meeting of the year. It shall be the responsibility of the chairperson to arrange for such meetings and assure reasonable notice of each meeting to committee members in writing (letter, fax, email). At least one committee meeting shall be held each calendar quarter.
  8. District Committee Special Meetings: Special district committee meetings may be called by the chairperson at his or her own discretion, and shall be called by him or her upon petition of any five district committee members who have voting rights; however, adequate written notice shall be given to all members at least seventy-two (72) hours before any such meeting. Such notice may be waived, in writing, provided such waiver is signed by at least seventy-five percent (75%) of the district committee members eligible to vote.
  9. District Committee Quorum: A quorum shall consist of at least twenty percent (20%) of those members of a district committee who have voting rights.
  10. Proxies: Proxy voting is not permitted at any district committee meeting.

## **SECTION O. AMENDMENT OF TOWN AND CITY COMMITTEE RULES**

These rules may be amended by either of the following procedures:

1. Meeting of the Town and City Committee:
  - a. The Town and City Committee, at a meeting called for that purpose, may, by a two-thirds (2/3) vote of those present and voting, amend these rules.
2. City-wide Convention:
  - a. The rules may also be amended by a majority vote of a city convention of delegates chosen by the enrolled democrats of the city of Norwalk.

- b. The chairperson of the Town and City Committee, or in the event of his or her failure to act, the vice-chairperson shall call a convention within twenty (20) days of the filing, with the Democratic Registrar of Voters, a petition signed by at least five percent (5%) or 500 whichever is less of the enrolled Democratic Party members. The Town and City Committee chairperson, or in the event of his failure to act the vice-chairperson, shall designate the time and place of said convention.
  - c. Such convention shall consist of three (3) delegates from each council district elected at a caucus of the enrolled party members of that district. It shall be the duty of the Town and City Committee chairperson or, in the event of his or her failure to act, the vice-chairperson to call such caucuses, designating the time, places and date, by publishing the call, in a newspaper having general circulation in the city, at least five (5) days before the date of such caucuses.
  - d. The Town and City Committee chairperson shall be the temporary chairperson of the convention. The convention shall elect a permanent chairperson, a secretary and such other officers as it deems necessary.
3. Increased membership: Pursuant to Article VII, Section 7 of the Connecticut Democratic State Party Rules, the Town and City Committee, at a meeting called for the purpose may, by a majority vote of those present and voting, amend these rules where applicable, to increase its membership. The new positions thus added shall not be filled until the next regular primary date for the election of members of the Town and City Committee, and such additional members shall begin their term on the first Monday following that date.

**SECTION P. EFFECTIVE DATE AND FILING OF RULES**

- 1. Effective Date: Party rules shall not be effective until the date provided by C.G.S. 9-374 or other applicable statutes.
- 2. Filing of Rules: Within seven (7) days after party rules or any amendments to party rules are adopted, a copy of the same shall be filed with the Secretary of the State, with the Town Clerk, and with the secretary of the Democratic State Central Committee, in accordance with state law and Connecticut Democratic State Party Rules.

The above rules governing the Democratic Party of the City of Norwalk were adopted by a two-thirds (2/3) vote at a duly noticed meeting of the Norwalk Democratic Town and City Committee held on April 23, 2015.

s/Edwin Camacho  
 Chairperson,  
 Norwalk Democratic Town and City Committee

s/Galen W. Wells  
 Secretary