

**Rules Governing the Democratic Party of the Town of Manchester, Connecticut**  
Adopted April 24, 2025

**PREAMBLE**

We, the members of the Democratic Party of the Town of Manchester, seek to promote our democratic values, serve the needs of our town and all of its residents, and work to elect Democrats to local, state, and federal office.

Because we welcome all Manchester residents who share this purpose – regardless of race, sex, ethnicity, national origin, gender identity, sexual orientation, class, economic means, educational attainment, disability, neurodivergence, religion, creed, or belief system – the Democratic Party of the Town of Manchester shall actively work to dissolve systemic barriers that have prevented members of historically marginalized communities from fully participating in civic life.

Further, because the policies and procedures of the Democratic Party of the Town of Manchester must be just, transparent, and clearly communicated in order for our party to be effective and fully inclusive, we establish the following Rules.

**CONTENTS**

|       |                                                                             |    |
|-------|-----------------------------------------------------------------------------|----|
| I.    | DEFINITIONS AND ABBREVIATIONS                                               | 1  |
| II.   | THE DEMOCRATIC TOWN COMMITTEE                                               | 2  |
| III.  | ENDORSEMENTS AND ELECTIONS OF TOWN COMMITTEE MEMBERS                        | 7  |
| IV.   | ENDORSEMENT AND NOMINATION OF CONVENTION DELEGATES AND MUNICIPAL CANDIDATES | 10 |
| V.    | PRIMARIES                                                                   | 10 |
| VI.   | COMMITTEES                                                                  | 10 |
| VII.  | PROCEDURE                                                                   | 14 |
| VIII. | AMENDMENTS TO LOCAL PARTY RULES                                             | 14 |
| IX.   | COMPLIANCE                                                                  | 15 |
| X.    | DATE OF EFFECT                                                              | 15 |

**I. DEFINITIONS AND ABBREVIATIONS**

Unless otherwise defined herein, terms used in these rules shall have the same meanings as defined in Title 9 of the Connecticut General Statutes, as may be amended from time to time.

1. **“CGS”**: The Connecticut General Statutes.
2. **“DTC”**: The Manchester Democratic Town Committee.

3. **“House District”**: A geographical and political subdivision within the Town of Manchester that is located within a single State House of Representatives District.
4. **“Party Caucus”**: The biennial caucus of the Democratic Party of the Town of Manchester at which a new Town Committee is endorsed (the “Caucus”).
5. **“Primary”**: An election, held for the election of candidates for membership on the Town Committee or for nomination to a municipal office pursuant to CGS Secs. 9-405 to 9-450, which includes both party-endorsed (if any) and non-party-endorsed candidates.
6. **“Primary Date”**:
  - a. **For Town Committee Membership**: the first (1<sup>st</sup>) Tuesday in March in even-numbered years. (CGS Sec. 9-425).
  - b. **For Municipal Office**: the fifty-sixth (56<sup>th</sup>) day preceding the date of the election. (CGS Sec. 9-423(b)). (note: In Manchester, elections for municipal offices are held on the first Tuesday after the first Monday in odd-numbered years (CGS Sec. 9-164)).
7. **“Primary Petition Deadline”**: Four o’clock p.m. on the thirty-fourth (34<sup>th</sup>) day prior to the Primary Date. (CGS Sec. 9-405).
8. **“State Rules”**: The Connecticut Democratic State Party Rules.
9. **“Voting District”**: A geographical subdivision of the Town of Manchester within which a single polling place is located to which the residents therein are assigned. (CGS Sec. 9-1(v), 9-169).

## II. THE DEMOCRATIC TOWN COMMITTEE

1. **Leadership of the Democratic Party**. Leadership of the Democratic Party of Manchester shall be vested in the Democratic Town Committee, which is charged with promoting our democratic values, engaging all Manchester residents, and working to elect Democratic candidates to local, state, and federal office.
2. **Election of Members**. DTC members shall be elected in accordance with the Connecticut General Statutes (CGS Secs. 9-405 to 9-450), the State Rules (Art. VII), and these Rules (Sec. III).
3. **Organizational Party Caucus**. A new DTC shall be organized every two years at a Caucus of the Democratic Party of the Town of Manchester which shall take place in January of each even-numbered year (see Sec. III.1).

4. **Term.** Each DTC shall sit for two years, commencing on the Wednesday after the first Tuesday in March in each even numbered year and ending on the first Tuesday in March of the next even-numbered year. (State Rules, Art. VII Sec. 3).

## 5. Structure of the DTC.

- a. **Size.** The size of the DTC shall be set by the DTC, but any change to the size of the DTC must be ratified by the membership no later than the September meeting of the second year of the DTC. Changes to the size of the DTC shall only be effective for the successor DTC. The size of the DTC shall not be greater than one-half of one percent of the total population of registered Democrats in the Town of Manchester as determined by the Secretary of the State.
- b. **Composition.** Members of the DTC are elected from each of the House Districts. The number of members allocated to each House District shall equal the whole number produced by multiplying the size of the DTC by the quotient produced by dividing the number of registered Democrats residing in the House District by the number of registered Democrats residing in the Town of Manchester.
- c. **House District Registry List.** At least fifteen (15) days, but not more than twenty (20) days prior to each Caucus, the Democratic Registrar of Voters shall calculate and advertise the total number of enrolled Democratic voters in each House District and shall provide to the DTC a true copy of the registry list which was last compiled, which data shall be used to calculate the allocation of members as described in Sec. II.5.b.
- d. **Voting District Representation.** Every Voting District within a House District shall be allocated no fewer than three (3) members.

## 6. Members.

- a. **Requirements.** No person shall be endorsed for, or elected to, membership on the DTC unless the person meets all of the following requirements: the person must: 1) be an enrolled member of the Democratic Party; 2) reside in the Town of Manchester; and 3) reside in the House District in which the person is nominated.
- b. **Term.** The term of office of each member of the DTC shall commence at the same time as the DTC to which they were elected, or, if the member filled a vacancy, at the moment of certification by appropriate authority of his or her election, whether at the Caucus or at a Regular or Special DTC meeting. The term of office of each member of the DTC shall terminate with the term of the DTC to which the member was elected or appointed, unless terminated earlier under the provisions of Sec. II.6.c.

- c. **Termination.** In the event that a member, candidate, or nominee to membership to the DTC ceases to meet any of the requirements enumerated in Sec.II.6.a, that person's membership, candidacy, or nomination shall terminate, and a vacancy in that person's position shall arise.
- d. **Vacancy.** Vacancies on the DTC, arising for any reason, including failure to elect, shall be filled by a majority vote of the House District Committee for the House District in which the vacancy exists. A vote to fill a vacancy may be held at any Special meeting of the House District Committee called for that purpose, or at any Regular meeting of the DTC following the creation of the vacancy, with appropriate notice to members of the House District Committee from the House District Chair.
- e. **Responsibilities.** DTC members are expected to participate in and/or contribute to the activities of the Manchester Democratic Party. Participation includes, but is not limited to, some combination of campaign activities, monetary contributions, service on Committees, attendance at meetings, and, pursuant to State statute, participate in the endorsement of candidates for municipal office. (Endorsement of candidates for non-municipal offices is covered by Title 9 of the State statutes).

## 7. Officers.

- a. **Election.** All officers of the DTC shall be elected by a majority of the DTC members present and voting at the first meeting of the term of each DTC. Officers so elected shall hold their office until their successors have been duly elected in the manner provided for in these Rules, or until their resignation is communicated to the DTC, or until they have been disqualified from membership on the DTC pursuant to Sec. II.6.c.
- b. **DTC Chair.** The DTC shall elect a chair, who shall be the chief executive officer of the DTC and shall preside at all meetings of the DTC. The DTC Chair shall provide to the Secretary, an agenda for each meeting for distribution to the DTC. The DTC Chair shall present a report of the condition of the affairs of the DTC at each Regular meeting. The DTC Chair shall cause to be called Regular and Special meetings of the DTC in accordance with these Rules. The DTC Chair shall sign all documents in the name of the DTC. The DTC Chair shall see that the books, reports, statements and certificates required by State statutes are properly kept, made and filed according to law. The DTC Chair shall enforce these Rules and perform all the duties incident to the position and office which may be required by law.
- c. **DTC Vice-Chair.** The DTC shall elect a Vice-Chair, who shall perform such duties as may be assigned by the DTC or designated by the DTC Chair. Should the DTC Chair be absent or unable to perform the duties required of that office, the Vice-Chair may

act as DTC Chair and may exercise the full powers and responsibilities bestowed upon the DTC Chair by these Rules.

- d. Secretary.** The DTC shall elect a Secretary, who shall keep the minutes of the meetings of the DTC in appropriate books. The Secretary shall maintain a current and accurate roster of DTC members, and the membership of each Committee organized under these Rules. The Secretary shall give and serve all notices of the DTC. The Secretary shall ensure that DTC members receive the agenda for upcoming Regular or Special meetings. The Secretary shall be custodian of the records of the DTC. The Secretary shall ensure that all communications officially sent to the DTC by the DTC Chair or any other member, or by any other Democratic Party organization, are published to the DTC at its Regular meetings. The Secretary shall attend to all official correspondence of the DTC and shall perform all other duties incident to the office of Secretary. Any duties assigned herein to the Secretary may be performed by the DTC Chair.
- e. Treasurer.** The DTC Chair shall appoint a Treasurer (CGS Sec. 9-609(a)) who a) meets the qualifications specified in State statute (CGS Sec. 9-608), and b) shall have been elected by the DTC, and who shall perform all duties of a Treasurer of a party committee as required by State law. The Treasurer shall be responsible for all of the funds of the DTC and shall deposit all such funds in the name of the DTC in a depository institution designated by the DTC. The Treasurer shall keep an accurate accounting of all receipts and disbursements of DTC funds and shall address the DTC on the subject of its finances at each Regular meeting and as directed by the DTC Chair or by law. The Treasurer shall sign all notes, drafts, and other instruments ordering the payment of money on behalf of the DTC and shall be responsible for personally tendering or authorizing the tender of all payments made by the DTC.
- f. Deputy Treasurer.** The DTC Chair may appoint a Deputy Treasurer, who meets the qualifications for a party committee treasurer specified in State statute (CGS Sec. 9-608), and who shall assist in the performance of the Treasurer's duties and shall assume the office of Treasurer in the event of a vacancy.
- g. Elections Vice-Chair.** The DTC shall elect an Elections Vice-Chair, who shall be a member of the DTC versed and experienced in the conduct of Democratic electoral campaigns. The Elections Vice-Chair shall assist the Nominating Committee with its duties as described in Sec. VI.5, and shall aid with the conduct of the DTC's electoral activities. The position of Elections Vice-Chair may be held concurrently by the DTC Vice-Chair if, in the judgment of the DTC, the incumbent in the office of DTC Vice-Chair is suited to fulfill both roles.
- h. Certification.** Within one week after the first meeting of a new term of the DTC, at which officers are elected, the Secretary shall file with the Secretary of the Democratic State Central Committee a list of the names and addresses of the officers

and members of the DTC and the name and address of the Democratic Registrar of Voters.

- i. **Vacancy.** Vacancy in any office normally elected by the DTC shall be filled by a majority vote of the DTC at a Special meeting called for that purpose, or at any Regular meeting of the DTC following the creation of the vacancy.
- j. **Removal of Officers.** An officer of the DTC may be removed from office for just cause by a two-thirds vote of the DTC members present and voting at a Special meeting called for that purpose.

## 8. Meetings.

- a. **Regular Meetings.** The DTC shall meet as frequently as the members may decide, but not fewer than four (4) times each year. The time and place of each Regular meeting shall be determined by the DTC Chair and shall be announced to the DTC at the end of the preceding Regular DTC meeting.
- b. **Special Meetings.** Special meetings of the DTC shall be called by the DTC Chair as the DTC Chair deems necessary, or upon receipt of a written request signed by 40% of the members of the DTC. A Special meeting of the DTC may be called and held concurrently with a Regular meeting of the DTC.
- c. **Notice.** The DTC Chair shall instruct the Secretary to give reasonable notice of the time, place, and purpose of all Regular and Special meetings to all members of the DTC, which notice may be given electronically pursuant to Sec. VII.2. Any person elected as a Democrat to a public office which serves Manchester shall receive notice of Regular and Special meetings of the DTC.
- d. **Slate Voting.** At any DTC meeting duly called for the election of delegates to any convention, or for the selection of party-endorsed candidates for DTC membership or for municipal offices, nominations may be made by (1) presentation to the DTC of a slate composed of a number of persons not exceeding the number of such delegates, candidates, or members available, or (2) by nomination of individual candidates. When voting for a slate, each member of the DTC present and voting shall vote for a number of candidates not to exceed the number to be elected or endorsed. Voting by slate, that is, voting for a slate as opposed to voting for individual members appearing on a slate, is only permitted when the election is between two or more equal slates.
- e. **Quorum.** A quorum for purposes of a DTC meeting shall consist of 40% of the DTC membership as determined by the DTC Chair.

- f. Accessibility.** All Regular and Special meetings of the DTC, and all Party Caucuses, shall be held in spaces which are accessible to all party members and large enough to accommodate all interested persons. At the discretion of the DTC Chair, meetings of the DTC may be conducted by electronic means, including teleconferencing, when necessary or appropriate, subject to any constraints imposed by statute or State Rules.
- g. Non-Member Participation.** Any registered Democrat, pre-registered minor, or high school student residing in the Town of Manchester may observe the deliberations of the DTC, and any designated guest may address the DTC at the DTC Chair's discretion. All DTC meetings, unless called for a special purpose or voted into executive session by the members present and voting, shall be open to the public, but in no instance shall non-members be permitted to vote on matters before the DTC.

### **III. ENDORSEMENTS AND ELECTIONS OF TOWN COMMITTEE MEMBERS**

#### **1. Organizational Party Caucus.**

- a. Preferred Method.** The preferred method for selecting members of the new DTC shall be the Organizational Party Caucus, to be held in January (as required by CGS Sec. 9-391, between seven and eight weeks prior to the Primary Date) of each even-numbered year, at which Manchester Democrats endorse a slate of candidates for DTC membership. Unless a Primary becomes necessary as required by State law, State Rules, or these Rules, persons endorsed at the Caucus shall be deemed elected to the new DTC as of four o'clock p.m. on the Primary Petition Deadline.
- b. Time and Location.** No later than the final Regular meeting of its second year, each DTC shall fix a time, date, and location for the holding of the next Caucus and shall ensure that the location conforms to the requirements of Sec. II.8.f of these Rules.
- c. Participation.** Participants shall be grouped by House District at the Caucus. Participants from each House District shall choose party-endorsed candidates for the position of DTC member from among qualified House District residents. Any House District resident, whose name appears on the most recently completed Democratic enrollment list for the Town of Manchester, shall be entitled to participate in the Caucus.
- d. Filing for Election.** Residents of Manchester whose names appear on the last completed Democratic Enrollment list for their House District may have their names placed on the ballot for DTC membership at the Caucus by filing, or causing to be filed, with the Democratic Registrar of Voters, not more than ten (10) and not fewer than five (5) days prior to the Caucus, a signed or electronic statement that the resident desires to appear on such ballot. Forms for this statement may be obtained

from the Democratic Registrar of Voters. This section shall not be construed to prevent nominations from the floor during the Caucus.

- e. **Withdrawal of Candidacy.** Any person or group of persons who have properly filed a request for appearance on the ballot pursuant to Sec. III.1.d may withdraw from the ballot up to twenty-four (24) hours before the Caucus commences, by filing with the Democratic Registrar of Voters a signed statement clearly declaring a desire to no longer appear as a candidate.
- f. **Notice.** The DTC Chair shall cause a notice of the date, time and location of each Organizational Party Caucus to be published, along with an explanation of the proceedings to be conducted at each such Caucus, in a newspaper having a general circulation in Manchester. Notice shall be published not fewer than five (5) days, but not more than fifteen (15) days before the Caucus. The Treasurer shall ensure sufficient funds are reserved for this purpose. This notice shall also contain the following statement:

Residents of Manchester whose names appear on the last completed Democratic Enrollment list for their State House of Representatives District may have their names placed on the ballot at this caucus by filing, or causing to be filed, with the Democratic Registrar of Voters, not more than ten (10) and not less than five (5) days prior to the caucus, a signed or electronic statement that they desire to have their names appear on such ballot. Forms for this statement may be obtained from the Democratic Registrar of Voters.
- g. **Moderators.** The acting District Chair from each House District shall serve as the moderator for the District-level selection of party-endorsed candidates as described in Sec. III.1.c. In the event that the position of District Chair is vacant from a House District, the Caucus participants from such District shall choose a moderator from among themselves.
- h. **Presiding Officer.** The DTC Chair shall serve as the presiding officer of the Caucus. In the event that the position of DTC Chair is vacant at the time of the Caucus, the House District Chairs, or those selected by their House District Committees to serve as moderators in their absence, shall choose a presiding officer from among the Caucus participants.
- i. **Uncontested Endorsement.** In the event that there are no nominations for membership in addition to the slate proposed by the House District Committee, in such number as to exceed the number of members allocated to the House District, endorsement may be made by a voice vote of the participants in each House District caucus.

- j. Contested Endorsement.** In the event that there are nominations for membership in addition to the slate proposed by the House District Committee, in such number as to exceed the number of members allocated to the House District, endorsement shall be made pursuant to sections III.1.k and III.1.l herein.
- k. Ballots and Caucus Documents.** In the event of a Contested Endorsement, the Democratic Registrar of Voters shall be prepared to provide each House District caucus a quantity of ballots sufficient for the number of voters in each House District. Each Caucus participant shall be entitled to vote on his or her ballot for as many candidates as they wish, up to the total number of seats from that House District to be filled.
- l. Counting.** When the presiding officer has declared the voting ended, each moderator shall open the ballot box for his or her House District and shall tally all ballots on the tally sheet for the moderator's House District. Each slate of candidates may appoint one teller to oversee and certify the tabulation. Such tally sheets shall be provided to the presiding officer, who shall also take custody of the original ballots.
- m. Endorsement.** The persons who receive the most votes within their House District, up to the total number of vacant seats to be filled from such House District, shall become the party-endorsed candidates for the position of DTC member from such House District. In the event that there is a tie for the last open endorsement from a House District, the presiding officer of the Caucus shall choose a winner from among the tied candidates by lot.
- n. Failure to Endorse.**

  - i. No Primary Required.** If for any reason a Caucus held pursuant to these Rules fails to endorse a number of candidates equal to the number of vacancies to be filled, and no Primary is to be held, then the seats shall remain vacant until the DTC fills them pursuant to Sec. II.6.d.
  - ii. Primary Required.** In the event that a Primary is to be held pursuant to Sec. V, and the number of declared non-party-endorsed candidates for DTC is equal to or less than the number of vacant seats from their House District, then pursuant to State law each non-party-endorsed candidate, together with the party-endorsed candidates, shall be deemed elected to the DTC as of the Primary Date (State Rules, Art. VII Sec. 1.A).
- o. Certificate of Endorsement.** The presiding officer and Secretary shall certify to the Town Clerk, the names and residential addresses of the endorsed candidates for DTC not later than four o'clock p.m. on the forty-eighth (48<sup>th</sup>) day prior to the Primary Date (CGS Sec. 9-391).

2. **Election.** If a Primary is held, the candidates receiving the most votes shall be deemed elected to the DTC as of the certification of the vote total by the Town Clerk. If no Primary is to be held, then the party-endorsed candidates shall be deemed elected to the DTC as members from their House District, as of four o'clock p.m. on the Primary Petition Deadline.

#### **IV. ENDORSEMENT AND NOMINATION OF CONVENTION DELEGATES AND MUNICIPAL CANDIDATES**

1. **Election of Delegates to Conventions.** At a meeting called for the purpose, the DTC shall elect delegates to conventions by a majority vote of those present and voting. In the election of a delegate for whom only the electors of a House District may vote, only the members of the DTC elected from the said House District may vote.
2. **Endorsement of Candidates for Municipal Office.** At a meeting called for the purpose, the DTC shall by a majority vote of those present and voting, select party-endorsed candidates for municipal offices, who shall run in the Primary for such office as party-endorsed candidates, if a Primary is required under Sec. V.1. If a Primary is not required, endorsed candidates shall be deemed nominated as of the Primary Petition Deadline.
3. **Slate Voting.** Slate Voting as described in Sec. II.8.d shall be allowed for endorsement described in this section.

#### **V. PRIMARIES**

1. **When Required.** A Primary for DTC membership or municipal office shall be held only if candidacy petitions are filed in accordance with CGS Sec. 9-415.
2. **Date of Primary.** If required, the Primary shall be held on the Primary Date as defined in Sec. I.6. Notice of the Primary shall be made as prescribed by State law and shall be made by the Town Clerk using procedures required by the Secretary of the State.
3. **Vacancy.** If a Primary for DTC Membership or municipal office is required pursuant to these Rules, and a candidate dies or withdraws his or her name from nomination, or for any reason becomes disqualified to serve, and the candidate, or slate containing such withdrawn candidate, wins, the seat to which the withdrawn candidate was named shall be deemed vacant and may be filled pursuant to CGS Sec. 9-428.

#### **VI. COMMITTEES**

1. **Committee Rules.**

- a. Each Committee created and appointed under these Rules shall conduct its business in keeping with these Rules.
- b. No Committee business may transact without a quorum in attendance, consisting of at least 50% of appointed Committee members.
- c. Meetings of Committees under these Rules may be regularly scheduled or called with appropriate notice to be given by the Committee chair.
- d. Emergency Committee meetings for limited purposes may be called in exigent circumstances with the approval of the DTC Chair.
- e. Meetings may be conducted by electronic means, including teleconferencing, when necessary or appropriate.
- f. Committee appointments, except ones which are ex officio under these Rules, shall be made with due consideration to ensure equitable representation of members from all communities within Manchester, paying special attention to include robust representation of historically marginalized communities, including but not limited to marginalization based on race, gender, ethnicity, sexual orientation, gender identity, ability, religious affiliation, and socioeconomic status. All Committees shall work to ensure that perspectives of marginalized communities are represented in their deliberations.
- g. The DTC Chair may attend and participate ex officio in meetings of all Committees formed hereunder for which he is not listed as a member, and shall receive notice thereof, but shall not be permitted to cast a vote, and shall not be counted for purposes of a quorum, nor may he vote.

## 2. **House District Committee.**

- a. **Organization.** Each House District shall have a House District Committee consisting of the DTC members residing in the House District.
- b. **House District Chair and Vice-Chair.** Each House District Committee shall, within thirty (30) days of the certification of the election of the DTC, elect from their membership a House District Chair and Vice-Chair, who shall not be of the same gender identity as each other, and who shall hold office for the term of the then current DTC. The House District Chair and Vice-Chair shall be responsible for organizing their House District Committee at each Party Caucus. All House District Committee members shall be notified of the opportunity to declare their candidacy and address their House District Committee regarding such candidacy.
- c. **Responsibilities.**

- i. **Executive Committee.** The House District Chair shall serve on the Executive Committee (see Sec.VI.4).
- ii. **Preparation for Caucus.** No later than fifteen (15) days prior to the Organizational Party Caucus, the House District Chair shall, in coordination with the members of the House District Committee, and with due consideration to ensure equitable representation of members from all communities within Manchester, compile a slate of proposed members of the successor DTC from that House District which shall be submitted to the DTC Chair.

### 3. Voting District Committee.

- a. **Organization.** Each Voting District within the Town of Manchester shall have a Voting District Committee consisting of the DTC members residing in the Voting District.
- b. **Responsibilities: Voting District Representative(s).** Each Voting District Committee shall, within thirty (30) days of the commencement of the term of the DTC, elect from their number two Voting District Representatives, one who shall serve on the Executive Committee as described in Sec. VI.4, and one who shall serve on the Nominating Committee as described in Sec. VI.5. The Voting District Committee may elect the same person to both positions. All Voting District Committee members shall be notified of the opportunity to declare their candidacy for Voting District Representative and address their Voting District Committee regarding such candidacy.

### 4. Executive Committee.

- a. **Membership.** There shall be an Executive Committee, which shall consist of the elected officers of the DTC, the House District Chairs, Voting District Representatives, the Chairs of each Committee defined herein, and such other members as the DTC Chair may deem advisable. The DTC Chair (or acting DTC Chair, if necessary) shall preside over the Executive Committee.
- b. **Function.** The Executive Committee shall assist the DTC Chair in executing the functions and policies of the DTC. The Executive Committee shall be advisory only and shall not be empowered to create policy or enact rules governing the DTC.

### 5. Nominating Committee.

- a. **Responsibilities.** The Nominating Committee shall recommend candidates to the DTC for all municipal elective offices. The Nominating Committee may recommend more than one candidate for each available position.

- b. Chairs.** The Nominating Committee shall be presided over by two (2) co-chairs, who shall be DTC members appointed by the DTC Chair, and who shall be entitled to vote in all Committee matters. In the event that neither co-chair can serve at a meeting of the Nominating Committee, the members of the Committee shall elect an acting chair for that meeting from the members in attendance.
- c. Membership.** Committee membership shall consist of the Voting District Representative of each Voting District, or the Voting District Representative's designee. No DTC member seeking nomination from the Nominating Committee shall be eligible to serve on the Nominating Committee. If the Voting District Representative is under consideration for a nomination, the DTC Chair shall appoint a member from the same House District as the disqualified member to serve on the Nominating Committee.
- d. Participation.** The DTC Chair and the Elections Vice-Chair shall receive notice of meetings of the Nominating Committee and be entitled to participate in all Committee meetings and deliberations, unless disqualified under Sec. VI.5.c, but in no instance shall the DTC Chair or Elections Vice-Chair be permitted to cast a vote or call a meeting and shall not be counted in determining the presence of a quorum.

## **6. Rules Committee.**

- a. Appointment.** The DTC Chair shall appoint a Rules Committee, which shall be responsible for periodically reviewing and suggesting to the DTC revisions to these Rules pursuant to Sec. VIII.
- b. Membership.** The Rules Committee shall be presided over by a chair, who shall be appointed by the DTC Chair. The Committee shall be comprised of no fewer than three (3), but no more than fifteen (15) members, to be appointed by the DTC Chair.
- c. Responsibilities.** The Rules Committee shall actively review the systems and procedures of the DTC to ensure compliance with State law, State Rules, and the promotion of equity for historically marginalized communities in Manchester.

## **7. Finance Committee.**

- a. Membership.** The DTC Chair shall appoint a Finance Committee, which shall be responsible for developing programs to finance the activities of the DTC.
- b. Chair.** The Finance Committee shall be presided over by the Treasurer of the DTC.

## **8. Outreach Committee.**

- a. Appointment.** The DTC Chair may appoint an Outreach Committee, which shall be responsible for the establishment and effectuation of programs and efforts to increase voter registration and Democratic Party enrollment.
- b. Participation.** The Democratic Registrar of Voters shall receive notice of meetings of the Outreach Committee and be entitled to participate in all Committee meetings and deliberations but shall in no instance be permitted to cast a vote or call a meeting and shall not be counted in determining the presence of a quorum.
- c. Responsibilities.**
  - i.** The Outreach Committee shall orient new members to the DTC and serve as a resource for them.
  - ii.** The Outreach Committee will seek out opportunities for Manchester Democrats to contribute to the overall well-being and quality of life of the residents of Manchester.

## **9. Other Committees.**

- a.** The DTC Chair may create and appoint members to such other Committees as may from time to time seem advisable for specific purposes and limited duration.
- b.** No Committee created by the DTC Chair shall be empowered to create policy, enact rules, or expend DTC funds unless the DTC, by a majority vote, so empowers it.

## **VII. PROCEDURE**

- 1. Parliamentary Procedure.** Robert's Rules of Order shall be considered as conclusive on parliamentary issues, except as otherwise provided by these Rules.
- 2. Notice.** Electronic communications shall be deemed sufficient for notice under these Rules, except as prohibited by State law or the Rules of the State Central Committee.

## **VIII. AMENDMENTS TO LOCAL PARTY RULES**

- 1. Amendments by Town Committee.** These Rules may be amended by a two-thirds majority vote of a quorum of members of the DTC present and voting at a Special meeting called for such a purpose, provided that copies of the proposed amendments shall be made available to each DTC member not fewer than three (3) days prior to the meeting called for the purpose of voting on said amendments. (State Rules, Art. X, Sec. 3).

## **2. Amendments by Town Caucus.**

- a. Petition.** Pursuant to State Rules (Art. X, Sec. 1), these Rules may be amended by a caucus of registered Democratic voters, upon the filing with the Democratic Registrar of Voters of a written petition signed by no fewer than five hundred (500) enrolled Democrats residing in the Town of Manchester. Such Town Caucus shall be called by the DTC Chair and held within thirty (30) days of the filing of a petition at a location suitable for the purpose.
- b. Notice.** The DTC Chair shall direct the publication of a notice of the date, time and place of such a caucus in a newspaper having a general circulation in Manchester at least twice, once not more than fifteen (15) days nor fewer than ten (10) days before such date, and once not more than five (5) days before such date. Such notice shall state:

Any member of the Democratic Party residing in the Town of Manchester, whose name appears on the rolls of the Democratic Registrar of Voters, may attend and vote at an upcoming caucus to amend the Rules of the Manchester Democratic Town Committee.

## **IX. COMPLIANCE**

In the event that these Rules fail to address any pertinent question, or any provision of these Rules is found to fail to comply with the provisions of any law of the United States, the State of Connecticut, or the Rules of the Democratic Party of Connecticut, the relevant provisions of the appropriate superior authority shall govern.

## **X. DATE OF EFFECT**

These Rules, and any subsequent amendments thereto, shall take effect sixty (60) days following their filing with the Secretary of the State Central Committee.