

BY-LAWS OF
THE BRISTOL REPUBLICAN
TOWN COMMITTEE

Adopted as of September 24, 2018

PREAMBLE

The Bristol Republican Town Committee (BRTC) is a political organization whose purpose is to provide an avenue for its members to participate in local, state and federal government. It is comprised of individuals from various races, creeds, ethnic backgrounds, walks of life, and political philosophies.

The Republican Town Committee of Bristol provides a forum for the exchange of ideas related to governance, at all levels of government, while continuing to ensure the rights and freedoms of the citizenry.

A goal of the Bristol Republican Town Committee is to support Republican candidates for office in their election efforts.

The Bristol Republican Town Committee operates for the benefit of Republicans as a whole and the **welfare of the** City of Bristol and its citizens. Following are the bylaws of the Republican Town Committee.

ARTICLE I – GOVERNING RULES

The rules of operation for the Bristol Republican Town Committee, in order of precedence, are:

Connecticut State Statutes
Rules of the Republican State Central Committee
Bylaws of the Bristol Republican Town Committee
Robert's Rules of Order

ARTICLE II – ORGANIZATION

Section 1 – Town Committee Members

The Bristol Republican Town Committee **is** composed of forty-two (42) registered Republican voters. However, when circumstances warrant, the committee, by a two thirds (2/3) majority vote may adjust this structural requirement to meet the needs of the organization. The members shall be elected on even-numbered years as prescribed by the State Central Committee. The terms of the members shall start on the first Monday following the primary date set in conjunction with their election, and shall serve for two

(2) years or until their successors have been chosen, but not for more than twenty six (26) months.

Section 2 – Town Committee Officers

There shall be a Chairperson who need not be a member of the Town Committee, but shall be a registered Republican voter in Bristol, and must remain so throughout his/her term.

The Town Chairperson shall appoint two Vice Chairpersons. The First Vice Chairperson shall be in charge of administration and shall assist the Town Chairperson in promoting the Bristol Republican Town Committee. The Second Vice Chairperson shall be in charge of operations and shall have the responsibility of overseeing all Bristol Republican Town Committee events. Both Vice Chairpersons shall serve at the pleasure of the Town Chairperson

The Town Chairperson shall appoint a reporting secretary and may also appoint a corresponding secretary both of whom shall serve at the pleasure of the Town Chairperson.

The Town Committee shall elect a Treasurer.

All officers of the Town Committee need not be members of the Town Committee.

SECTION 3 – Emeritus Members

Emeritus members may be elected by the Town Committee from time to time. Nominees shall be presented by the Executive Committee. It is suggested that two (2) nominees be considered during each two (2) year term.

SECTION 4 – Organization Meetings

The forty-two (42) Town Committee members shall meet within (30) days after the beginning of their term, at the call of the previous Town Committee chairperson, or in the event of his/her failure to act, at the call of the vice-chairperson of administration or a member of the State Central Committee from the Senatorial District in which said chairperson resides. The presiding officer at the meeting shall conduct the election of a permanent chairperson. The presiding officer will cast a vote to break a tie if necessary. This vote shall be in addition to any other voting rights the presiding officer may have. The chairperson must be elected by a majority of the votes cast.

SECTION 5 – Officer’s Responsibilities

A. THE TOWN COMMITTEE CHAIRPERSON shall:

- Attend and conduct Town Committee meetings.

- Appoint Committee Chairs
- Secure a report to be presented at each Town Committee meeting as to what transpired at the most recent State Central Committee meeting and assure that the State Central Committee person delivers said report to the Town Committee. If the report cannot be given by that person it shall be read by the secretary.
- Be an ex-officio member of all committees.

B. THE FIRST VICE CHAIRPERSON – ADMINISTRATION shall:

- Serve as the ex-officio member of all standing committees as assigned by the Town Chairperson
- Oversee all activities of assigned standing committees and report the progress of those committees to the Town Chairperson.
- Assist the Town Chairperson in developing overall party policy.
- Attend Town Committee meetings and in the absence of the Town Chairperson, conduct said meetings.
- Upon the occurrence of a vacancy in the office of the Town Chairperson, be responsible for determining the time, date, and place for a meeting to elect a new chairperson. The election shall take place no sooner than fourteen (14) and no more than thirty (30) days after the occurrence of the vacancy.

C. THE SECOND VICE CHAIRPERSON-OPERATIONS shall:

- Serve as the ex-officio member of all standing committees assigned by the Town Chairperson.
- Coordinate activities with the Town Committee.
- Be in charge of all Town Committee mailings and headquarters operations.
- Organize Town Committee special and civic events.

D. THE RECORDING SECRETARY shall:

- Keep attendance records of the Town committee meetings.
- Keep a record of the minutes of each meeting and distribute minutes from the previous meeting for the next meeting of the Town Committee.

E. THE CORRESPONDENCE SECRETARY shall:

- Notify the Town Committee Officers, elected Town Committee members, the Republican Registrar and the State Central Committee members of the time and place of each Town Committee meeting. Notices shall be in email form or sent by regular mail at a member's request. Notification shall be no earlier than fourteen (14) and no less than seven (7) days prior to the meeting
- Oversee Marketing and Social Media activities.
- Furnish the Republican State Chairperson with a list of the meetings that were held by the Town Committee during the previous six (6) months. This list must indicate dates and places, and it must be supplied at least every (6) months.

F. TREASURER shall:

- Be the Chief Financial Officer.
- Prepare a written report to be submitted to the Town Committee Chair and Secretary and reported at each Town Committee meeting.
- Comply with all state election laws.
- Secure, organize and preserve Treasurer reports for the current and four preceding years and pass them on to his or her successor.
- Inform campaign managers, treasurers, and candidates of proper campaign financial reporting, campaign fundraising, and campaign compliance measures.
- Instruct said campaigns of state election laws
- Keep abreast of any changes or updates to Connecticut campaign reform measures
- Ensure Town Committee fundraising efforts are in full compliance with State guidelines.

SECTION 6 – Executive Committee

The Executive Committee shall be composed of the officers of the Town Committee. The executive committee shall have general supervision of the affairs of the town committee between its business meetings, make recommendations to the town committee and perform such other duties as are specified in these bylaws or as are directed by the town committee. The voting members of the executive board shall be the officers of the Town Committee. A quorum shall be three (3) voting members of the Executive Committee.

SECTION 7 – Removal of Town Committee Officers

A. The town committee chair may be removed by the affirmation vote of two-thirds (2/3) of the entire authorized membership for the town committee at a duly warned meeting called for that purpose by one third (1/3) of the members of the Town Committee.

B. Not less than five (5) calendar days written or email notice shall be given of any meeting called under subsection (A) of this section.

C. Proxy voting shall not be permitted in any meeting held under subsection (A) of this section.

SECTION 8 – Committees

A. Fundraising and Budget Committee

Shall be composed of a Chairperson appointed by the Town Chairperson. The Committee Chairperson shall appoint no less than four (4) other members with at least one member from each council district. The Chairperson and Committee members do not have to be members of the Town Committee. The Treasurer shall be a member of the Fundraising and Budget Committee.

The Fundraising and Budget Committee shall be responsible for submitting an operating budget annually in the Month of October. This budget shall be voted on by members of the Town Committee in November of each year.

The Fundraising and Budget Committee will be responsible for raising the necessary funds to implement the budget. Pursuant to State Party rules, no funds shall be expended on behalf of any candidate during a primary. The budget year shall be January through December, and shall be audited within sixty (60) days of the end of the budget year.

B. Audit Committee

Three auditors shall be elected annually by the town committee in November. The auditors shall audit the financial records within sixty days of the end of the budget year. The auditors shall report the results of their audit no later than the March town committee meeting. The auditors need not be members of the town committee but shall not be members of the fundraising and budget committee.

C. Bylaws Committee:

This committee shall consist of five (5) members appointed by the Town Committee Chairperson and must include the Chairperson.

The first meeting shall be convened by the Town Chairperson within ninety (90) days of the organizational meeting.

The Bylaws Committee must organize at least once every four years.

D. Additional committees.

The town committee may establish such other committees as it deems necessary. Unless otherwise provided by motion, the town chair shall appoint the committee chair, and the committee chair shall appoint the members of the committee.

E. All committee members serve at the pleasure of the appointing authority.

SECTION 9 – Meetings

Regular meetings shall be held on the last Monday of each month except when the last Monday shall fall on a holiday or holiday eve. Meetings may be cancelled by a Town Committee vote at the preceding regular meeting. The meeting shall then be held at the call of the Chairperson. There will be no regular monthly meeting in the month of December. Special meetings may be called at any time by the Chairperson or by twenty percent (20%) of the membership of the Town Committee. The membership must do this by written petition.

ARTICLE III
PRIVILEGES –SPEAKING, FLOOR, VOTING

Section 1 – Speaking Privileges

Speaking privileges are defined for the purpose of these bylaws as:

Being able to address the Town Committee as a whole, but may not do so when there is motion on the floor, the exception being individuals who are recognized by the Chair.

- A. All Republicans registered in the city of Bristol shall have speaking privileges before the Town Committee upon recognition from the Town Chairperson.
- B. Anyone not a registered Republican in the city of Bristol may address the Town Committee by seeking approval from the Chair.
- C. Officers who are not Town Committee members.
- D. Emeritus members.
- E. Elected or appointed Republican officials who represent all or part of the City of Bristol, and the State Central Committee person(s) representing Bristol upon recognition by the Chair.

Section 2 – Floor Privileges

Floor privileges are defined for the purpose of these bylaws as:

Being able to address the Town Committee as a whole and engaging in debate when there is a motion on the floor

- A. The following people shall have full floor privileges. Town Committee Members, Officers of the Town Committee, elected or appointed Republican officials who represent all or part of the City of Bristol, the State Central Committee person(s) representing Bristol, Presidents of all Republican Clubs recognized by the current Town Committee, endorsed Republican candidates for City and Assembly District office and Emeritus members

- B. Chairpersons of Standing Committees and other committees appointed by the Town Chairperson shall have floor privileges limited to their committee or appointment.

Section 3 – Voting Privileges

Voting privileges are defined for the purpose of these bylaws as:

Being able to make, second, debate and vote on all motions.

- A. Members of the Town Committee shall have voting privileges. Any member of the Town Committee who is unable to attend any meetings of such committee may give his/her proxy in writing to any enrolled Republican elector within such member's council district. Such proxy shall be filed with the Recording Secretary. Proxy voting shall be in accordance with the provisions of this section. Where proxy voting is permitted by these rules and bylaws, proxies shall be written, dated and signed by the principal and shall be valid only for the meeting specified therein, or any adjournment thereof.
- B. The Town Chairperson may make, second, or debate a motion only if he/she temporarily relinquishes the Chair, in order of precedence, to the Vice-Chairperson, Secretary or Treasurer or other designated member of the Town Committee and is recognized for that specific purpose until the pending question is resolved. The Chairperson may vote only in case of a tie. This is in addition to any vote he/she may have as a member of the Town Committee.

ARTICLE IV – VACANCIES IN TOWN COMMITTEE

Whenever a vacancy exists on the Town Committee, the procedure for filling such vacancy shall be as follows:

- A. Failure to remain a registered voter in the Town of Bristol shall be tantamount to immediate resignation.
- B. The Town Chairman shall notify members of the Town Committee of the vacancy and a meeting will be called to elect a replacement. Notice of such meeting will be five (5) days sent through email to the remaining members of the Town Committee.
- C. At the meeting, nominations will be open from the floor, and regular parliamentary procedures will be followed in the voting for the election of replacements.

ARTICLE V – ATTENDANCE

Failure to attend meetings in person, or by proxy, shall constitute an absence. In the event a member(s) of the Town Committee shall be absent from two (2) regular consecutive meetings, or four (4) meetings in a calendar year, they will receive an email from the Recording Secretary 7 calendar days prior to the next regular meeting noticing that they could surrender membership if another absence is recorded. In the event the membership is surrendered; the Recording Secretary of the Town Committee shall write him/her an email or letter advising him/her of their resignation and they have been removed from

membership. Article IV- Vacancies In Town Committee will govern replacement. Removed members may be re-nominated.

ARTICLE VI – CANDIDATES FOR PUBLIC OFFICE

Section 1 –Municipal Candidates

All party endorsed municipal candidates including but not limited to Mayor, Council, Board of Education, Treasurer, and Board of Assessment Appeals shall be selected by a majority of Town Committee Members present and voting at a meeting or meetings scheduled for the purpose of selecting candidates. Only registered Republicans shall be eligible to run as party endorsed candidates.

Section 2 – Endorsement of candidates for state and district office

Candidates for single-town state representative, state senate, registrar of voters and judge of probate districts shall be chosen by a majority vote of the town committee members present and voting as prescribed by state law and state party rules.

Section 3 – Endorsement of Delegates for state and district office

Delegates to conventions for state representative, state senate and judge of probate candidates for multi-town districts shall be chosen by a majority vote of the town committee members present and voting from those respective districts as prescribed by state law and state party rules.

Section 4 – Party Assistance not to be provided

Neither the Town Committee nor any officer thereof shall expend any party funds, or provide party services of value on behalf of any candidate in a pre-endorsement contest or primary.

Section 5 - Endorsement Call and Meeting

The meeting shall be called in accordance with state statutes and state party rules.

ARTICLE VII - VACANCIES IN CANDIDATES AND NOMINATIONS FOR MUNICIPAL OFFICE

The Town Committee is authorized to fill vacancies in Party endorsed candidates for municipal office as provided in Connecticut General Statutes, Section 9-428 of the State Election laws and to fill vacancies in nominated candidates for municipal office as provided in Section 9-460 of the Connecticut Statutes of the State election laws.

ARTICLE VIII – GOOD OF THE PARTY

It is the responsibility of all the members of the Town Committee to promote the image of the Republican Party. To properly implement this responsibility, the following procedures shall be followed.

- A. All Members of the Town Committee shall apprise the Corresponding Secretary and Town Chairperson concerning releases to the press, advertisements concerning the party, etc. The exception being:
 - a. Letters to the Editor Releases by Elected Officials
 - b. Releases by nominees and those who have publicly announced their intentions to seek elected office.

- B. All Committee Chairpersons shall keep the Town Chairperson advised as to time, date and place of any meeting. It is requested that he/she be notified at least forty-eight (48) hours prior to said meeting.

- C. All Members of the Town Committee are expected to actively participate in the following activities:
 - a. Attend Committee Fundraisers
 - b. Participate at Trade Shows and Fairs on behalf of the Committee
 - c. Canvas with Candidates
 - d. Make phone calls during election season
 - e. Write postcards
 - f. Cover polling locations to support candidates
 - g. Placement of yard signs
 - h. Recruitment efforts of Bristol Republicans

ARTICLE IX – QUORUM

One third (1/3) of the Town Committee members at a regular or special meeting shall constitute a quorum.

ARTICLE X – AMENDMENTS

These Bylaws may be amended at any regular Town Committee meeting. The proposed amendments shall be provided to the members, in writing, no less than five (5) days before said meeting. In order to amend said bylaws, a two-thirds (2/3) affirmative vote is required of the Town committee membership present and voting at said meeting.

The Bristol Republican Town Committee approved these Bylaws on September 24, 2018