

KILLINGWORTH REPUBLICAN TOWN COMMITTEE

BYLAWS

The Standing Rules Governing the Regulation of the
Killingworth Republican Town Committee (“KRTC”)

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Mission

Killingworth Republicans believe in the wisdom of the people to manage their own lives and, through the generosity of the human spirit, share their good fortune with those less fortunate.

Our Mission as Killingworth Republicans is to promote Republican values and ideas;

- Elect candidates that support and promote these values and ideas; and
- Help them lead effectively based on our common principles.

Our Principles:

- The protection of the individual's God given and constitutionally recognized rights: freedom of speech, religion and association;
- Smaller more efficient government;
- Strong family units are fundamental to the strength of our community. Government policies should seek to encourage strong functional families and never undermine core family values;
- Respect for the rule of law;
- Intelligent and reasonable taxation on individuals, businesses and investments. Our economy benefits when hard-earned dollars are left in the hands of those who earned them;
- The encouragement of less burdensome regulation on individuals and businesses;
- The private property rights of all individuals;
- The accountability of public schools to ensure that public funds are spent wisely, and that educational progress can be effectively measured and evaluated;
- The freedom of parents to send their children to schools that succeed;
- Support and encourage teaching students about America's national heritage and the responsibilities of citizenship;

ARTICLE I

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

- a. To encourage qualified Republicans to run for office.
- b. To recommend qualified Republicans for elective and appointive offices with a particular focus on the best interests of Killingworth.
- c. To conduct and participate in Party caucuses and/or conventions.
- d. To organize and direct general and special election campaigns.
- e. To study and support or oppose State legislation concerning the Town of Killingworth.
- f. To study and recommend improvements in local government.
- g. To sponsor and encourage constructive Party activities.
- h. To generate, administer and distribute Party funds.
- i. To submit the required periodic reports to the State Elections Commission through the office of the Secretary of the State and the State Party Headquarters.
- j. To support Republican Party Local, State and National initiatives and candidates where appropriate.

ARTICLE II

Section 1 - Composition

The Killingworth Republican Town Committee shall consist of a maximum of thirty-five (35) members.

Section 2 - Membership Qualifications

a. Regular Members

In order to be a regular member, a person must be enrolled as a Republican elector of the Town of Killingworth during the entire term of his/her membership or when presented at open caucus. Erasure from the Republican enrollment list will disqualify the person from being a member of the KRTC. Proposed members must be endorsed by the Nominating Committee and be voted in by the membership.

Attendance

Members are expected to attend at least 75% of the regular monthly membership meetings and participate in KRTC activities. Any member of the KRTC who is absent from 25% or more of KRTC meetings without excuse by the KRTC Chair shall not be eligible for KRTC endorsement for re-election. Notification of intended absence should be presented to the KRTC Chair, Vice Chair or Secretary prior to the scheduled meeting. Absences deemed reasonable by the KRTC Chair will be excused and will thereby not impact eligibility for KRTC re-election endorsement.

b. Associate Members

Associate members are permitted. They shall be elected by the KRTC upon presentation to the membership by the Nominating Committee and their number shall be set by vote of the KRTC. Associate members have all the privileges of regular members except that of voting. Associate members can be endorsed by the KRTC for election as KRTC members and/or candidates for elected office.

c. Honorary Members

There shall be honorary members of the KRTC in addition to the current honorary members; honorary members will be selected by the KRTC from a list presented by its Nominating Committee. The honorary membership shall be limited to registered Republicans of the Town of Killingworth who have contributed long-time service to government and/or the Republican Party. Membership on the KRTC shall not preclude membership in the honorary list. Honorary membership shall be for life so long as the member concerned shall remain a registered Republican. Honorary members have all the privileges of regular members except that of voting. Honorary members can be endorsed by the KRTC for election as regular KRTC members and/or candidates for elected office.

ARTICLE III

Section 1 - Election

a. Primary

The date for primaries for election of KRTC members shall be the first Tuesday of March in the even-numbered years or such other date established by the State Central Committee.

b. Endorsements

Party endorsed candidates for KRTC regular membership shall be selected between the 47th and the 56th day before the date set for the primary unless otherwise directed by the State Central Committee. At-large endorsements shall be made by town wide caucus. No proxy voting shall be permitted for such endorsements.

The names of party-endorsed candidates for KRTC membership shall be filed with the clerk of the municipality no later than the 46th day preceding the date of the primary by the Chairman or presiding officer and the Secretary of the KRTC, except when such 46th day is a Saturday, Sunday or legal holiday such filling will take place not later than the next succeeding business day.

c. Caucus

It shall be the duty of the Republican Town Chairman or in his/her absence, the Vice-Chairman to call such caucus designating the time, place, and day, by publishing said call in a newspaper having a circulation in such town, at least five (5) days before the day of such caucus or caucuses. But if the KRTC Chairman or Vice-Chairman shall fail to act, a member of the State Central Committee for the district in which the KRTC Chairman resides shall call the caucus or caucuses.

d. Term

Pursuant to Section 9-392, CT Gen. Statutes, the terms of KRTC Committee members shall start on the first Monday following the date of the primary set in connection with their election, and they shall serve for two (2) years or until their successors have been chosen or they formally resign, but not more than twenty-six (26) months.

When local rules are amended to increase KRTC membership, said rules shall specify the day new terms shall begin, and how the new positions shall be filled. The terms of all KRTC members shall end on the same day. Any new member nominated and elected to the KRTC shall take office immediately upon election and serve until the end of the term currently in session.

Section 2 - KRTC Chairman and other Officers

The KRTC shall meet within two (2) weeks after the beginning of their term at the call of the previous committee Chairman and/or Vice Chairman or in the event of their failure to act, at the call of a member of the State Central Committee from the district, in which said Chairman resides, and elect a Chairman and Vice-Chairman, a Secretary, a Treasurer, an assistant Treasurer and such other officers as may be deemed necessary. The Chairman must be chosen from within the membership of the KRTC and in either case may cast a vote to break a tie, including a tie in the vote for selection of party endorsed candidates under Sec. 9-386 of the General Statutes. All other officers must be chosen from within the membership of the KRTC.

The terms of all officers shall be for two (2) years or until their successors have been duly elected or they formally resign but no more than twenty-six (26) months.

a. KRTC Chairman

The primary role of the KRTC Chairman is that of an administrator. The Chairman shall hold and attend KRTC meetings, appoint initial Sub-committee Chairmen and sub-committee members who shall serve at the pleasure of the Chairman, serve as liaison between elected officials and the committee, be a motivator of membership, work to set KRTC strategic direction and policy, support State Central Committee members, attend District functions, publish all notices required by law and file all papers required by primary or election laws.

b. Vice-Chairman

The Vice-Chairman should be fully informed of the activities and policies of the KRTC and take an active part in programs on both the town and district levels. The Vice Chairman should be willing and able to substitute for the Chairman, not only at KRTC meetings, but at political and civic functions he/she is unable to attend. In the event of a vacancy in the office of KRTC Chairman, the Vice-Chairman will be responsible to determine the time, date and place for a meeting to select a new KRTC Chairman. This meeting will be held between fifteen (15) and thirty (30) days of the vacancy and maybe combined with a regularly scheduled meeting of the KRTC. If the Vice-Chairman does not act within two (2) weeks of the vacancy, the State Central Committee representative shall be notified of the vacancy and be responsible for calling the meeting.

c. Secretary

The Secretary shall take and keep a record of the minutes of each KRTC meeting, and handles such correspondence as is required by the Committee. He or she shall keep attendance records. He or she shall keep track of and maintain an adequate supply of such things as printed stationary, up-to-date KRTC membership lists, copies of local party rules, and etc. The secretary shall conduct the KRTC meeting in the absence of the Chairman and the Vice-Chairman.

Minutes are required to be inclusive of all business of the KRTC as a record of the meeting from the time of the formal commencement (symbolized by the call to order) of the meeting, until the meeting adjournment (adjournment approved). They shall capture the meeting discussions as facilitated by the meeting Chair. This does not necessarily include any side-bar discussions before, after, or during the meeting.

d. Treasurer

The treasurer shall give financial reports at each KRTC meeting. He or she shall comply with all election finance laws, assist the campaign Treasurer(s) with their statutory responsibilities, pay all authorized bills of the KRTC, and serve as a member of the Finance Committee.

Expenditures can be requested by any of the seated Sub-Committee Chairs to the Executive Committee for review and approval up to the lesser of \$500 or 50% of the current KRTC monies. Requests above that amount shall be presented at the next sitting of the KRTC. Requests must have a justification and all budgets approved must be capped with a maximum amount and all expenditures shall be accounted for and confirmed by receipts plus any other appropriate documentation.

e. Assistant Treasurer

The assistant treasurer shall carry out the duties of the Treasurer in the absence of the Treasurer or at the request of the Chairman and serve as a member of the Finance Committee.

f. Committees

There shall be Sub-Committees which include:

- Nominating,
- Public Relations/Issues,
- Finance,

- Campaign
- Rules, Ethics and Bylaws
- and may also, include such other various Sub-Committees which may be required to facilitate the orderly business of the KRTC functions as outlined in Article I.

The KRTC Chairman, within one (1) month of his/her election shall establish the above Sub-Committees and shall require a report as to the activities of each Committee Chairman at the regularly held KRTC meetings. Sub-Committees must have a minimum of 3 active members as documented by Sub-Committee's minutes. The Chairman may at times when required in his sole discretion appoint, request the resignation of or un-appoint any Sub-committee member or Chairman for cause or not. The KRTC Chairman and Vice-Chairman shall be ex-officio members without a vote on all Sub-Committees of the KRTC of which they are not regular or appointed members, and shall be notified of, and invited to, and receive the minutes of all Sub-Committee meetings.

g. Committee Responsibilities

1. Nominating – Shall:

- Current Republican office holders shall be invited to be considered for another term when their seat is up for re-election
- Recruit, consider and recommend qualified Republicans for appointed and elected offices in the Town of Killingworth, any member of the Nominating Committee who currently holds or intends to stand for any office shall recuses themselves from any interview or vote on a potential candidate for the same office
- To promptly provide recommendations to fill vacancies on the KRTC for Regular, Associate and Honorary members.
- Ensure that candidates have an identified plan to acquire adequate funding and a qualified Campaign Manager for all Selectman Seats

2. Public Relations / Issues – Shall:

The purpose of the Issues and Public Relations Committee is to maintain a positive image of the KRTC in the Town of Killingworth and other organizations with direct influence over Killingworth Town operations and quality of life.

Therefore it shall be responsible for:

- Maintaining a Communication Plan identifying what communications need to be delivered to who, as well as how and when those communications will be delivered. The Communication Plan must be approved by the Executive Committee and presented to the KRTC, and
- the Communications Plan will be constructed in such a way as to produce favorable civic attitudes and actions toward the Republican party, its candidates and its issues, and
- internal and external communications including KRTC press releases, information on current issues effecting or potentially effecting the Town of Killingworth or its Republicans, notification of vacancies, newsletters and such other communications recommended by the KRTC Chairman and as approved by the Executive Committee, and
- identifying, developing and/or informing the residents of the Town of Killingworth of any issues that are currently or may have the potential of affecting them, and
- leveraging all available communication channels including, but not limited to:
 - Mail

- Email
- Web
- Door-to-door
- Conducting forums
- Arranging and conducting public service events

3. Finance Committee - Shall be responsible for:

- the solvency of the KRTC by raising funds and overseeing the budget.

4. Campaign Committee - Shall be responsible for two primary functions - encouraging the registration of new Republicans in town and guiding, assisting and supporting the campaigns of endorsed Republican candidates for Town office:

Voter Registration

- establishing, and implementing effective methods for encouraging citizens to register Republican
- assist, where possible in enrollment sessions,
- provide information and assistance concerning the Republican Party and voter registration.
- Shall establish and maintain a current file containing the information of the Killingworth voter registration rolls including:
 - Registered Voters
 - Voter Participation
 - The file shall:
 - a. be updated at least bi-annually, and more frequently as appropriate and
 - b. shall be designed to be able to be searchable, reordered, and reported upon quarterly or more often as appropriate.

Campaign Support and Guidance

- Assist Republican candidates for Town office by providing expertise in organizational requirements, reports and record keeping, campaign management, help identify and recruit campaign leadership and staff, communications including developing and refining the candidates' positions and message and defining the methods and timing of communicating the message
- Provide guidance and recommendations on fund raising and proper set-up of accounts, record keeping and management of funds
- Advise and assist candidates in determining the most effective application of available resources to further their campaign
- Assist candidates in campaign efforts and recruitment of human resources as required to facilitate a successful campaign
- Liaise with the other committees of the KRTC to further the goals of the Campaign Committee and the candidates
- Liaise with State level resources to secure support for local candidates where appropriate and beneficial

5. Executive Committee

The purpose of the Executive Committee is to ensure the effective and efficient operations of the KRTC. It therefore shall:

- include the KRTC Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Treasurer and the Chairman of the Sub-Committees
- Any member of the Executive Committee can request an Executive Committee meeting.
- To be considered a formal Executive Committee meeting, all members must be informed of and invited to the meeting, and made aware of its objective, and supporting agenda in the most expedient manner possible to all Members, and at a minimum of 72 hrs prior to the

- meeting.
- The Chairman or Vice Chairman must be present and a majority of the members of the Executive Committee must be in attendance for any Executive Committee meeting to conduct any business of the committee. The Chairperson of any given Executive Committee meeting shall be the Chairman or Vice Chairman in that order. Minutes shall be taken by the meeting Chair or his/her delegate and published to all Executive Committee members. Publication of meeting minutes shall be done in the most expedient manner possible and no later than 3 days after the meeting.
 - The Chair of the KRTC shall call:
 - Regular Executive Meetings as often as necessary to facilitate the effective and efficient execution of KRTC business. Meetings shall be conducted at least once per calendar quarter.
 - An annual meeting to define and develop a strategy and supporting plan containing specific annual goals for the KRTC operations in the first quarter of his/her tenure and the January during an election year for Selectman.
 - An annual meeting to reflect upon and identify KRTC accomplishments in the last quarter of the calendar year.

Section 3 - Notice after organization

Within one (1) week after the meeting to elect new officers of the KRTC described in Article III, Section 2 of these Bylaws, the Secretary of the KRTC shall file with the Secretary of the State Central Committee, the names and addresses of the officers and members of the KRTC.

Section 4 - Vacancies: Committee membership and officers.

Vacancies occurring for any reason in the KRTC membership or elected offices shall be filled by majority vote of the remaining members of the KRTC. Nominees for vacancies must go through the Nominating Committee; any regular, associate or honorary member shall be entitled to submit a name of a potential candidate to the Nominating Committee who shall be considered.

Section 5 - Meetings

Regular meetings of the Killingworth Republican Town Committee shall be open to all members of the public. They are to be held each month at a time and date to be determined by majority vote of the Regular Membership present at the April meeting of each year. The agreed upon time and date may, by majority vote of the regular members, be altered for the next regularly scheduled meeting. Special meetings may be called by the Chairman or upon the written request of 5 members to the Chairman. Upon the receipt of such request the Chairman shall instruct the Secretary to give 48 hours' notice of the time, place and purpose of the special meeting(s) to all members of the Committee, except if the meeting is for the purpose of choosing party-endorsed candidates, it shall be 5 days.

ARTICLE IV

Section 1 - Party Endorsement of Candidates for Municipal Offices.

- a. Party-endorsed candidates for Municipal offices shall be chosen by a caucus of enrolled members of the Republican Party.
- b. The KRTC Chairman, or in the event of his/her failure to act, the Vice Chairman shall call such caucus, designating the time, place and day, by publishing such call in a newspaper having a circulation in Killingworth, at least 5 days before the day of such caucus.
- c. Any vacancy occurring in the party-endorsed candidacies for municipal office before a primary, or in the party nominations for municipal office before election, under the conditions stated in Sections 9-426,9-428,9-429, 9-430, and 9-460 of the General Statutes shall be filled by the KRTC.
- d. The Nominating Committee shall recommend candidates for vacancies during term of office, in town and

town agency offices, after reasonable effort has been made to contact all KRTC Members and seated officials which are up for re-election.

Section 2 - Tie votes on Endorsements.

The presiding officer of any endorsement meeting whether it be Caucus, Convention, or KRTC meeting shall cast a vote to break a tie. This vote, if necessary, shall be in addition to any regular voting rights such presiding officer may have. No candidate for endorsement may be the presiding officer, except in the case of an endorsement meeting for the selection of new KRTC members.

Section 3 - Vacancies. Nominations and Candidacies.

Any vacancy occurring for party endorsed candidacies before a primary or in the party nominations before an election under the conditions stated in Sections 9-426, 9-428, 9-430, and 9-460 of the General Statutes, shall be filled by the KRTC.

ARTICLE V

Section 1 - Voting

- a. Only regular members of the KRTC shall be entitled to one vote on each issue sent to the Committee for a vote, provided each member shall be present when said vote be taken. A voice vote shall be used. In the event of a dispute of the vote tally a show of hands shall be used and the vote shall be counted by the secretary.
- b. The Chairman shall cast the last ballot on all issues. The Chairman shall only be obligated to vote in the case of a tie vote or if his/her vote would create a tie. The Chairman shall have the right to cast a tie breaker vote in all cases.
- c. There shall be no other voting rights within the Committee.
- d. A quorum shall be the lessor of 40% of the enrolled regular members or ten (10) and an affirmative vote of the simple majority of the members present and voting shall be required to carry any motion.

Section 2 - Disputes

Any disputes regarding qualifications or election of members or officers, procedures or rules, including endorsements, which cannot be handled locally, shall be resolved by the State Central Committee or by a Sub-Committee of five (5) of its members, appointed by the State Chairman.

ARTICLE VI

Section 1 -Amendments

The Killingworth Republican Town Committee Bylaws may be amended by a caucus of the enrolled party members called in the same manner as a caucus for selecting party-endorsed candidates in Article III, Section 1c.

Section 2- Roberts Rules of order

Robert's Rules of Order (Newly Revised) shall govern the conduct of KRTC business except in the case of a conflict with these bylaws the bylaws will govern in all cases.

Adopted at caucus this 2nd day of April, 2015.