



MONTVILLE REPUBLICAN TOWN COMMITTEE
BY-LAWS
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Article I
Purposes

Keith Smullyer
TOWN CLERK

The Republican Town Committee goal is to seek out, designate and secure the election of qualified Republican candidates for Federal, State, and Town offices. The Republican Town Committee shall also conduct party caucuses, assist in fundraising for election campaigns, obtain and disseminate information to the public concerning performance of Federal, State and Town Government, study and support or oppose state and local legislation affecting Montville. The Republican Town Committee shall elect delegates to the State and District Conventions as well as endorse candidates for municipal offices.

Article II
Affiliation

Section 1: The Montville Republican Town Committee shall be and hereby is affiliated with the Connecticut Republican Party and the National Republican Party, and is subject to the Constitution and By-Laws of these bodies insofar as they affect and prescribe the functions and activities of the local town committees.

Section 2: This organization shall be subject to and shall abide by the laws and statutes of the State of Connecticut, Specifically Title 9, Chapter 153 of the Connecticut General Statutes, insofar as they affect the activities of this organization.

Article III
Membership

Section 1: The Republican Town Committee is open to all registered Republicans of the Town of Montville and offers opportunities of participation without regard to race, color, age, creed, sex or national origin. The Elected Republicans, (Mayor, Town Councilors, Board of Education Members, Zoning Board of Appeals, Board of Assessment Appeals, & Republican Registrar of Voters), shall be members of the Republican Town Committee. The Republican Town Committee shall consist of not less than ten (10) members. The total number of members of the Town Committee shall not exceed thirty-five (35) members. The Republican Town Committee Secretary shall file with the Connecticut Secretary of State, the Republican State Central Secretary and the Montville Town Clerk, the names and addresses of the membership.

Section 2: Vacancies: Vacancies shall be filled during a meeting by a majority vote of the existing Republican Town Committee members. New Members elected will serve as defined by Article IV, Section 1.

Section 3: Qualifications: A member of the Republican Town Committee must be an enrolled Republican elector of the Town of Montville at the time of his or her election and during the

term of office. Any candidate to the Republican Town Committee who has changed party affiliation to the Republican Party at least ninety (90) days prior to the caucus is eligible for membership. Notwithstanding the foregoing, a previously unaffiliated elector who has registered with the Republican Party prior to the date of the caucus as shown on the last completed list of electors provided by the Republican Registrar of Voters shall be eligible for membership. If at anytime during their term a member does not fulfill residency requirements, he/she shall be removed from the Town Committee.

Section 4: Attendance: Membership on the Republican Town Committee carries with it a responsibility for attendance at all meetings. Any member unable to attend shall notify the Committee Chairperson or Executive Board Member prior to the start of the upcoming meeting. Members are expected to attend at a minimum of 50 percent (50%) of regularly schedule meetings during their term of office to remain on the committee.

Section 5: Financial Support: Members are asked to contribute at least \$50.00 to the Republican Town Committee annually during their term of office (Donations should be made between May 1st and June 1st).

Article IV Organization

Section 1: Election of Officers: Election of Officers shall be held at the regular scheduled March meeting of the Republican Town Committee in each even numbered years (C.G.S. 9-425). The membership shall elect by plurality vote a Chairperson, Vice Chairperson, Secretary, and Treasurer who make up the Executive Committee. They shall serve for a two year term or until their successors have been duly elected and qualified.

Section 2: Term: The term of a Republican Town Committee member shall commence on the first (1st) Monday following the day of the primary set in connection with their respective election, and shall serve for two (2) years or until successors have been duly elected and qualified.

Section 3: Vacancies: Any vacancy of any officers of the Republican Town Committee shall be filled by plurality vote of the members thereof. When a resignation occurs, it shall be submitted in writing to the Montville Town Clerk and the Republican Town Committee Chairperson. The Republican Town Committee Secretary shall file with the Connecticut Republican State Central Secretary the name and address of the member who resigned.

Section 4: Duties of Officers: Chairperson, Vice Chairperson, Secretary, & Treasurer

A. Chairperson:

1. Spokesperson of the Montville Republican Party. This may require the Chairperson to speak out against or in favor of actions & events, that personally they may not agree with, but are in the best interest of all Republicans
2. Conduct Town Committee Meetings.
3. Responsible for Fundraising.
4. Recruitment of Candidates & Membership
5. Mobilize and energize party activists.

6. Secure a report at each Republican Town Committee meeting as to what transpired at the most recent State Central Meeting or see to it that a State Central Committee person delivers such report.
7. Participate in Trainings & Seminars put on by GOP State Central & other RTC's
8. Attend Senatorial and Congressional District meetings.
9. Appoint Standing Committee Chairpersons.

B. Vice Chairperson:

1. Serve as Chairperson of the Candidate Recruitment Committee.
2. In the Chairperson's absence, the Vice Chairperson shall conduct all Republican Town Committee meetings, and while so acting, shall have the same powers as the Chairman.
3. Participate in Trainings & Seminars put on by GOP State Central & other RTC's.
4. Attend Senatorial and Congressional District Meetings.
5. Upon the occurrence of a vacancy in the Office of Republican Town Chairperson, the Vice Chairperson shall be responsible for determining the time, date and place for a meeting to select a new Chairperson, which meeting shall be called by the Vice Chairperson after the vacancy occurs. If the Vice-Chairperson does not issue the call for the meeting within two weeks of the vacancy, the State Central Representative shall be so responsible.

C. Secretary:

1. Notify Republican Town Committee Chairperson, Republican Town Committee Members, and State Central Committee Members of the date, time and place of each Republican Town Committee Meeting.
2. Keep a record of minutes of each meeting and ensure that the Republican Town Committee acts upon the minutes of each meeting.
3. Keep attendance records of the Republican Town Committee meetings and reports the totals of the Republican Town Committee annually as well as indicating absences in the minutes of each Republican Town Committee meeting.
4. Maintain an up-to-date list of voters as provided by the Montville Republican Registrar of Voters. Ensure that each newly registered Republican Voter be notified in writing of the existence of the Montville Republican Town Committee, meeting dates, time & location, and anticipated participation and support of party activities.
5. Furnish annually to the Connecticut GOP State Party Chairperson a list of Republican Town Committee Officers and Town Committee Members. Notify the State Chairperson of changes as they occur.
6. Send the most current adopted copy of local party rules and any amendments to such rules to the Connecticut GOP State Party Chairperson, the Connecticut Secretary of State Office, and the Montville Town Clerk indicating the date on which such rules and amendments were adopted within fifteen (15) days of such adoption.

D. Treasurer:

1. Give a financial report at each Republican Town Committee meeting.
2. Ensure that all Connecticut Campaign Finance Laws are complied with by the Republican Town Committee and assist various campaigns, in the absence of individual campaign treasurers, with all state compliances.
3. Appoint a Deputy Treasurer, with the approval of the majority vote of the Executive Committee present and voting at a meeting called for such purpose, that will serve in the capacity as Treasurer if the Treasurer becomes unable or unwilling to perform his/her duties in any way.

Section 4: Removal of Officers: Any elected officer of the Republican Town Committee may be removed by the affirmative vote of two-thirds of the membership of record of the Republican Town Committee, provided that not less than five (5) day's notice is given to all members prior to a meeting called for that purpose by a petition signed by one-third of the membership of record.

Article V
Committees

Section 1: Executive Committee: The Executive Committee shall consist of the four (4) officers. The positions are Chairperson, Vice Chairperson, Secretary, & Treasurer. The Executive Committee shall meet at the pleasure of the Chairperson or on the petition of three (3) members thereof.

Section 2: Standing Committees: The Chairperson of the Republican Town Committee shall within one (1) month of his or her election establish working standing committees including, but not limited to, the following: Nominating Committee, Finance Committee, Campaign Committee, Information/Social Media Committee. The Chairperson, subject to the approval of the full Republican Town Committee, shall appoint and may remove the Chairperson and members of each Standing Committee. The Chairperson of each Standing Committee and any ad hoc committee shall provide a report as to the doings of each committee from each Chairperson at the regularly held Town Committee meetings.

- A. Nominating Committee: The Nominating Committee shall present the membership with a recommended slate of officers in accordance with the required time schedule as set forth for the various elections. It shall be the duty of this committee to submit names of candidates who wish to fill existing vacancies on the Town Committee. The Nominating Committee shall assure that individuals involved with either a public office or the possibility of joining the Republican Town Committee are made aware of the responsibilities there of prior to submitting the candidates name to the Republican Town Committee.
- B. Finance Committee: The Finance Committee shall be responsible for formulating policies for the raising and expenditures of the Republican Town Committee funds, subject to the approval of the Republican Town Committee, and it shall provide the full Republican Town Committee with a report of its activities at each regular meeting of the Republican Town Committee. The Finance Committee shall also be responsible for drafting and submitting, for the Republican Town

Committee approval, an annual operating budget from April 1st every year through March 31st of the next succeeding year. All agreements or contracts entered into and all disbursements made shall be signed by the Treasurer and Republican Town Committee Chairperson.

- C. Campaign Committee: The Campaign Committee shall conduct all phases of any campaign for offices in which the Republican Town Committee is funding One Hundred (100%) percent, and the endorsed candidates have filed the appropriate waivers with the Town Clerk.
- D. Information and Social Media: The Information and Social Media Committee shall create, obtain, establish, plan and administer the overall goals for distribution of information within the Republican Town Committee. Areas of responsibility include, but are not limited too, news releases, letters to the editor, public service announcements (PSA), and updating the Montville Republican Town Committee Website, Facebook site, and any other social media accounts created, utilized and identified as "official sites" of the Montville Republican Town Committee.

Section 3: Special/Ad Hoc Committees: The Republican Town Committee shall have the right to establish ad hoc committees, as needed from time to time, and to appoint the members thereof. The Chairperson of the Republican Town Committee shall appoint and may remove the Chairperson and members of each Special/Ad Hoc Committee.

Article VI Meetings

Section 1: Regular Meetings: Regular meetings of the Republican Town Committee shall be held on the fourth Thursday of each month at 6:30 pm, at the Montville Town Hall unless:

- A. Cancelled at least 2 days in advance by electronic or printed notice from the Chairperson.
- B. The date is a holiday.
- C. State law specifies otherwise.

Section 2: Agendas: The agenda for each meeting shall be prepared by the Republican Town Committee Chairperson and sent to each committee member in writing (electronic or printed) at least three (3) days in advance of the meeting if sent electronically, and five (5) days in advance of the meeting if sent by mail. A written request from two (2) members can place an item on the agenda of a regular meeting of the Republican Town Committee. Agenda items must be submitted to the Republican Town Committee Chairperson at least seven (7) days in advance of any regular Republican Town Committee meeting. Items or matters not included in the agenda accompanying the call of any meeting may be discussed by the Republican Town Committee at said meeting.

Section 3: Quorum: A quorum shall consist of seven (7) members of the filled membership of the Republican Town Committee.

Section 4: Special Meetings: Special meetings may be called by the Chairperson and shall be called by the Chairperson on request of a quorum of the Republican Town Committee as defined in Section 4. Special meetings and meetings to hear the report of Nominating Committees shall be announced by electronic or printed notice to committee members at least seven (7) days in advance of the meeting. The agenda for each meeting shall be sent to each committee member in writing five (5) days in advance of the meeting if sent by U.S. Mail, and three (3) days if sent electronically (email/text) or by facsimile. Items or matters not included in the agenda accompanying the call of any special meeting may be discussed by the Republican Town Committee at said meeting.

Section 5: Voting: All Republican Town Committee voting shall be by voice, show of hands, roll call, and ballot. Tie votes on any matter shall be resolved by the vote of the Republican Town Committee Chairperson. Proxy votes shall not be permitted.

Article VII Rules

Section 1: The Montville Republican Town Committee shall be the sole authority for the Republican Party for the Town of Montville, CT.

Section 2: Notice after organization as specified in Article IV: Within one (1) week after the organization meeting of the Republican Town Committee, the Secretary shall file with the Connecticut GOP State Party Chairperson and the Montville Town Clerk, the names and addresses of the officers and members of the Montville Republican Town Committee.

Section 3: The Republican Town Committee may adopt such rules so long as they are not inconsistent with the rules of the Connecticut Republican Party. In the event of an inconsistency between these rules and the rules of the State Central Committee or the Election Laws of the State of Connecticut, the rules of said State Central Committee or the said State Election Laws shall be considered to be governing.

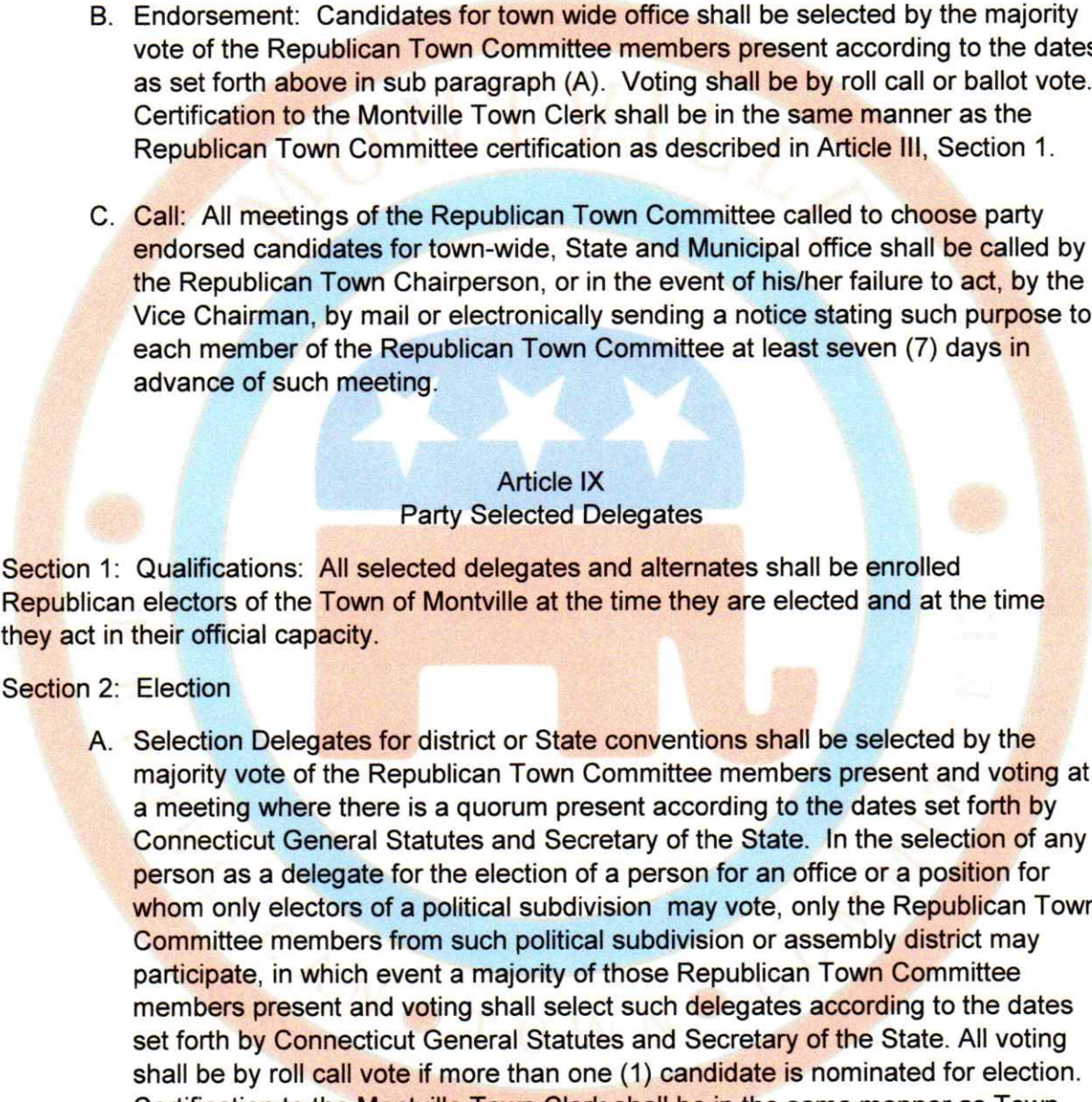
Section 4: Participation: All regular meetings of the Town Committee shall be open to any Republican Elector of the Town of Montville or to any other Republican at the invitation of any member and subject to the approval of the Chairperson.

Section 5: Unless State Republican rules conflict, Republican Town Committee meetings, caucuses, and duly appointed subcommittees, including special meetings as discussed in Section 3, shall be governed by Robert's Rules of Order, Newly Revised.

Article VIII Party Endorsed Candidates for Municipal Offices

Section 1: Nominations

- A. Primary: The day for holding primaries for the nomination of party-endorsed candidate for Town or State Offices as well as the notice thereof shall be in accordance with the Connecticut General Statutes and as set by the Secretary of State.
- B. Endorsement: Candidates for town wide office shall be selected by the majority vote of the Republican Town Committee members present according to the dates as set forth above in sub paragraph (A). Voting shall be by roll call or ballot vote. Certification to the Montville Town Clerk shall be in the same manner as the Republican Town Committee certification as described in Article III, Section 1.
- C. Call: All meetings of the Republican Town Committee called to choose party endorsed candidates for town-wide, State and Municipal office shall be called by the Republican Town Chairperson, or in the event of his/her failure to act, by the Vice Chairman, by mail or electronically sending a notice stating such purpose to each member of the Republican Town Committee at least seven (7) days in advance of such meeting.



Article IX Party Selected Delegates

Section 1: Qualifications: All selected delegates and alternates shall be enrolled Republican electors of the Town of Montville at the time they are elected and at the time they act in their official capacity.

Section 2: Election

- A. Selection Delegates for district or State conventions shall be selected by the majority vote of the Republican Town Committee members present and voting at a meeting where there is a quorum present according to the dates set forth by Connecticut General Statutes and Secretary of the State. In the selection of any person as a delegate for the election of a person for an office or a position for whom only electors of a political subdivision may vote, only the Republican Town Committee members from such political subdivision or assembly district may participate, in which event a majority of those Republican Town Committee members present and voting shall select such delegates according to the dates set forth by Connecticut General Statutes and Secretary of the State. All voting shall be by roll call vote if more than one (1) candidate is nominated for election. Certification to the Montville Town Clerk shall be in the same manner as Town Committee certification as described in Article III, Section 1, Results of all votes will be announced and recorded in the minutes of said meeting.
- B. Call: All meetings of the Republican Town Committee called to choose party selected delegates to the district and statewide conventions shall be called by the Republican Town Chairperson, or in the event of his/her failure to act, by the Vice

Chairperson, by mailing or sending electronically a notice stating such purpose to each member of said committee, at least seven (7) days prior to such meetings.

Article X
Republican Town Committee Property/Assets

Section 1: Secretary Records: The Secretary records and permanent minutes of the various meetings shall be the property of and retained by the Republican Town Committee.

Section 2: Communications: Any communications sent to the Republican Town Committee, or any member thereof, of an official nature, shall be filed with the Secretary and shall become the property of the Republican Town Committee.

Section 3: Tangible Assets: Tangible assets shall be the property of the Republican Town Committee and shall be recorded by the Treasurer. Such records and the financial records shall be open to inspection at reasonable hours of the day to Republican Town Committee members.

Section 4: Indebtedness: No member of the Finance Committee or other member of the Town Committee shall contract for or incur any debt or enter into any agreement or otherwise obligate the Republican Town Committee, except by authorization of the Chairperson and the Treasurer, or the Executive Committee or the membership.

Article XI
Republican Town Committee Funds

Section 1: Expenditures: All expenditures of Republican Town Committee will be by check, signed by either the Treasurer or the Chairperson, or by Debit Card, but only after approval by majority vote of the members present at any regular or special meeting.

Section 2: Prohibition: The Republican Town Committee shall not expend any Republican Town Committee funds on behalf of any candidate in a pre-endorsement contest or primary.

Article XII
Amendments

Section 1: These By-Laws may be amended or repealed at a regular or special meeting of the Republican Town Committee or at a caucus of the Registered Republican Voters of the Town of Montville, and in accordance with the laws and statutes of the State of Connecticut as applicable, provided that written notice (electronic or printed) of the proposed amendment has been sent to all Republican Town Committee members not less than five (5) days prior to the date of such meeting.

Article XIII
Definitions

Section 1: The terms used in these rules shall have the same meaning as C.G.S. 9-372

- A. Republican Town Committee herein refers to the Montville Republican Town Committee.
- B. Membership of the Republican Town Committee shall be defined as any person that has been duly elected to serve on the Montville Republican Town Committee in accordance with these By-Laws.

Article XIV
General Provisions

Section 1: Unless stated otherwise above, all references to a majority or plurality vote shall refer to a majority or plurality vote of those present and voting at any Regular or Special Republican Town Committee meeting or Caucus.

Article XV
Effective Date

Section 1: The Republican Town Committee Secretary shall submit these amendments to the Montville Republican Town Committee By-Laws to the Office of the Connecticut Secretary of State, the office of the Secretary of the Connecticut Republican State Central Committee, and to the office of the Montville Town Clerk. This is to be completed within fifteen (15) days of the adoption of these By-Laws by the Republican Town Committee. These By-Laws shall become effective thirty (30) days after being filed with the Office of the Connecticut Secretary of State. These By-Laws shall become effective in the manner prescribed by Connecticut General Statute and replace all previous By-Laws of the Montville Republican Town Committee adopted and amended prior.

Colleen Riv 1/24/19

Chairman

Date

Bark 1/24/19

Vice Chairman

Date

J.P. 1/24/2019

Secretary

Date

Joseph 1/24/19

Treasurer

Date