**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**P.O. Box 326**

**Andover, CT 06232**

[**andoverctdems@gmail.com**](mailto:andoverctdems@gmail.com?)

**July 2023**



“Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and crossing each other from a million different centers of energy and daring, those ripples build a current that can sweep down the mightiest walls of oppression and resistance.”

Robert Kennedy

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**Table of Contents Page Number**

Introduction 3

Mission Statement 3

Code of Ethics 4

**ARTICLE I Nomination and Endorsement of Candidates for**

**Town Committee, Municipal Office and Convention Delegates**

Section 1. Primary Date 5

Section 2. Notice of Caucus/Election of Town Committee Members 5

Section 3. Nomination and Selection of Party Endorsed Candidates 5

Section 4. Election of ADTC Officers 5

Section 5. Composition of Members 6

Section 6. Terms of Members 6

Section 7. Increased Membership 6

**ARTICLE II Endorsed Candidates and Convention Delegates**

Section 1. Voting by Slate 6

Section 2. Slate Endorsement for Municipal Office & Conventions 6-7

Section 3. Certification of Candidates for Committee, Municipal

Offices and Conventions 7

Section 4. Vacancies of Party Endorsed Candidates 7

**ARTICLE III Tie Votes, Insufficient Endorsements, Election Law**

Section 1. Tie Vote of Endorsed Candidates 7

Section 2. Insufficient Endorsements & State Statute 7-8

Section 3. Election Plurality Law 8

Section 4. Conflict with Law 8

**Article IV Andover Democratic Town Committee (ADTC) Structure**

Section 1. Town Meetings 8

Section 2. Special Meetings 8

Section 3. Quorum 9

Section 4. Attendance, Vacancies, Addition & Removal of Members 9

Section 5. Contributions 9

**ARTICLE V ADTC Terms of Office, Duties of Offices, Changes in Office**

Section 1. Terms of ADTC Officers 9

Section 2. Duties and Responsibilities of the ADTC 9

Section 3. Duties of the Chair 10

Section 4. Duties of the Vice Chair 10

Section 5. Duties of the Secretary 10

Section 6. Duties of the Treasurer 10

Section 7. Changes in Office 10

**ARTICLE VI BY-LAWS AND AMENDMENTS**

Section 1. Adoption of By-Laws 11

Section 2. Adoption of Amendments 11

Section 3. Certification of By-Laws and Amendments 11

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**INTRODUCTION**

The Andover CT Democratic Town Committee is referred to in these by-laws as ADTC.

The ADTC is governed by Connecticut State Democratic Party Rules, the rules established in these by-laws, amended as needed, and the Connecticut General Statutes. The ADTC acts as a branch of the Connecticut State Democratic Party and follows Roberts Rules of Order.

Any person enrolled as a Democratic elector may participate in all public ADTC meetings and caucuses regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or physical disability.

**Mission Statement**

The mission of the Andover Democratic Town Committee (ADTC) is to promote inclusive, open, and accountable town government. It is the responsibility of the ADTC to recruit, nominate and help elect qualified Democrats to all boards and commissions, take positions on issues of importance to Andover and the Democratic Party, and monitor Andover’s boards and commissions to ensure they adhere to democratic principles.

The ADTC encourages:

* + - * supporting our children by funding our schools, listening to parents and teachers concerns, and investing in future projects if needed;
* protecting our environment and natural resources;
* respecting our senior residents and advocating for senior programs and facilities;
* maintaining the rural character and quality of our town; and
* advocating for responsible economic development that reduces our reliance on residential property taxes.

The ADTC is the voice for Andover Democrats on critical issues. We advocate for policies that enhance the quality of life in Andover. Our involvement in significant issues facing our town include attending town meetings, writing letters to local newspapers, and hosting informational and educational seminars.

Meetings are open to the public with the exception of executive sessions.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**Code of Ethics**

Below code of ethics is derived from the model Code of Conduct for Political Parties Campaigning in Democratic Elections. The International Institute for Democracy and Electoral Assistance established these ground rules for ethical behavior.

* Do not discriminate on the basis of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, philosophical persuasion or disability.
* Do not engage in violence or intimidation, in language or action that might lead to violence or intimidation, and publicly condemn violence and intimidation.
* Do not make false or misleading statements.
* Facilitate the equal participation and access of women and minorities to all ADTC political activities.
* Do not publish or repeat false, defamatory, or inflammatory allegations about political opponents.
* Cooperate with other political parties to avoid holding political activities at the same time and place.
* Do not prevent eligible voters from having access to political opponents.
* Do not destroy, disfigure or remove other political parties’ campaign materials.
* Do not abuse positions of power, influence or privilege.
* Cooperate with electoral authorities in investigating issues and allegations in connection with any election if necessary.
* Take reasonable steps to protect election and voter registration officers and their representatives from insult, hazard or threat in the course of their official duties.
* Strive to instill discipline in ADTC members and candidates, ensure compliance with elections, campaign finance laws and regulations.

* The ADTC may respond to a breach of any Code of Ethics by admonishment, censure, request for resignation, withholding of future endorsements or financial support from members, incumbents or candidates, and/or may initiate other sanctions the ADTC deems appropriate by formal action.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

*The following rules govern the activities of town Democratic Parties in Connecticut, whether or not the local party has adopted its own rules.*

**ARTICLE I Nomination and Endorsement of Candidates for Town Committee, Municipal Office and Convention Delegates**

**Section 1. Primary Date**

The first Tuesday in March in each even-numbered year is designated Primary Day for the election of Andover Town Committee Members.

**Section 2. Notice of Caucus/Election of Town Committee Members**

Any enrolled Democratic in the town of Andover may be nominated for membership in the ADTC at a caucus held for that purpose. Notice of the time, place and reason for caucus must be given to all enrolled Democratic voters in Andover at least five (5) days, and not more than fifteen (15) days, in advance of the caucus by publication in a newspaper having general circulation in the municipality. Does *not* need to a legal notice.

**Section 3. Nomination and Selection of Party Endorsed Candidates**

Election of ADTC committee members, officers and convention delegates are conducted in the same manner as any election.

* Party Endorsement of candidates
* Certification of Endorsements
* Primary petitions filed (if necessary)
* Primary held (if necessary)
* Election of members and officers 30 days after Primary

Candidates must be enrolled members of the Democratic Party in Andover CT. Endorsed candidates for town committee members are selected by enrolled members of the ADTC caucus. Any eligible person may be nominated from the floor. *A quorum is NOT required for a caucus.*

**Section 4. Election of ADTC Officers**

Not more than thirty (30) days following the day fixed for holding a primary for the election of town committee members, the ADTC chair in office at the time of said primary will call a meeting of the newly elected town committee for the purpose of electing ADTC officers according to local party rules. If such town chair fails to call the meeting by the end of the prescribed thirty (30) day period, the Vice Chair in office at the time of the primary will call the meeting within forty-eight (48) hours. If, for any reason, the Vice Chair does not call the meeting within the prescribed (48) hour period, State Central Committee members in the district may call the meeting within the next (48) hours.

Written record of all endorsements is certified with the Town Clerk by the Chair or Secretary within 48 hours after the close of the caucus. The minutes and endorsements are a matter of public record. Written record should include the name and address of the endorsed candidate(s).

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**Section 5. Composition of Members**

The ADTC consists of 20 members all of whom must be registered Democrats in the town of Andover and reside in Andover for their entire term. The Democratic Registrar of Voters is an automatic ex-officio member. The list of members should be filed with the town clerk and updated as needed.

**Section 6. Terms of Members**

Members of the ADTC will serve until they choose to resign or for reasons stated within these by-laws membership has been revoked.

**Section 7. Increased Membership.**

The town committee at a meeting called for such purpose, may increase its membership by majority vote of those present and voting, provided all new members are duly elected by the time of the next primary date in the state election calendar. New members may begin in office the next day and continue in office until the next date for election of town committee members.

**ARTICLE II Endorsed Candidates and Convention Delegates**

**Section 1. Voting by Slate**

At a caucus or town committee meeting called for the election of delegates to the ADTC, municipal office or convention, nominations of delegates may be made (1) by presentation to the caucus or town committee of a slate composed of a number of persons not exceeding the number of delegates to which the town is entitled under the state rules of the Democratic Party or (2) by nomination of individual candidates. Voting by slate is permissible when the committee has equal or less than the number of candidates to seats.

In the selection of delegates, each member of the caucus or town committee member present and voting shall vote for a number of delegates not to exceed the number of a full slate as defined above*. Voting for delegates to a convention is done separately for each convention*.

**Section 2. Slate Endorsement for Municipal Office & Conventions**

Candidates chosen by the ADTC for municipal office and conventions will run in the primary as party endorsed candidates. Endorsed candidate(s) will be the Democratic nominee(s) if no valid opposing candidacy is filed by 4:00 p.m. the 21st day prior to the day of the Democratic primary.

Endorsement of candidates for municipal office or convention delegate must be made within the time frame established by CT General Statutes (Section 9-390 & 9-391) which state:

* no earlier 56 days/8 weeks preceding primary day, and
* no later than the 49 days/7 weeks preceding primary day.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**ARTICLE II Endorsed Candidates and Convention Delegates, contd.**

**Section 2. Slate Endorsement for Municipal Office & Conventions, contd.**

The delegate list is delivered using the proper form by paper or electronically no later than the one hundred thirty-second day proceeding the day of the primary for the state or district office.

Each delegate to a convention must designate in writing an alternate delegate to act in their absence. If no alternate is chosen, the Town Chair has the right to fill the vacancies to the conventions, during the conventions and until the convention(s) adjourn.

**Section 3. Certification of Candidates for Committee, Municipal Office and Convention Delegates**

The Secretary, Chair or presiding officer of the town committee, caucus or convention, certifies to the town clerk the names and street addresses of endorsed candidates and elected delegates. Certification should include title or position of committee member and date the convention (or primary, if needed) is being held.

**Section 4. Vacancies of Party Endorsed Candidate**

Should a party endorsed candidate be disqualified or withdraw his/her name, “24 hours before the primary polls open” or “10 days before primary day,” the ADTC may call a meeting to fill the vacancy. The endorsed candidate must have a majority vote of a quorum. The Chair or Secretary will immediately certify the endorsement to the Democratic Registrar of Voters.

No candidate is considered withdrawn until a “letter of withdrawal” is signed by the candidate and filed with the town clerk.

**ARTICLE III Tie Votes, Insufficient Endorsements, Election Law**

**Section 1. Tie Vote of Endorsed Candidates**

A tie vote is decided by vote of the Chair. This deciding vote is separate from the Chair’s vote as an ADTC member.

**Section 2. Insufficient Endorsements & State Statutes**

If there are insufficient endorsements of candidates for municipal office or convention delegates, the provisions of CT General Statutes Sec 9-405, 9-406 & 9-372 will govern.

Statutes detailed on next page.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**ARTICLE III Tie Votes, Insufficient Endorsements, Election Law, cont.**

**Section 2. Insufficient Endorsements and State Statues, contd.**

**Sec. 9-405**. Time for filing primary petition candidacies for municipal offices and ADTC members. (a)(1) …Persons other than party-endorsed candidates for nomination…to a

municipal office…shall be filed with the registrar…not later than 4:00 p.m. the 34th day preceding the day of the primary…

On the last day for filing primary petition candidacies…the office of the registrars of voters…open not later than 1:00 p.m., and remain open until at least 4:00 p.m.

**Sec. 9-406**. Filing of primary petition candidacies for municipal offices and ADTC members. A candidacy for nomination by a political party to a municipal office …may be filed by or on behalf of any person whose name appears upon the last-completed enrollment list…in the case of an ADTC member or for any other municipal office. Any such candidacy shall be filed by filing with the registrar within the applicable time specified in section 9-405…

**Section 3. Election Plurality Law**

CT State Primary Law dictates that nominations to all offices, election of ADTC members, and convention delegates are determined by a “plurality of votes cast.”

**Section 4. Conflict with Law**

If any provisions of these rules are discovered to conflict with the provisions of any law, the provisions of law will govern.

**Article IV Andover Democratic Town Committee (ADTC) Structure**

**Section 1. Town Meetings**

The ADTC will meet at least six times a year. Dates and times are determined by consensus. Additionally, a meeting may be held at any time upon call of the Chair, or by vote of ADTC quorum. The announcement and purpose of the meeting will be sent by email to all members. All ADTC meetings are open to the public and use of secret ballots or any form of secret voting is prohibited. *\*The ADTC allows the ability or preference to vote virtually, by email or survey.*

**Section 2. Special Meetings**

Special meetings may be convened by written request to the ADTC Chair or Vice-Chair. Upon receiving the request, the Chair will give reasonable notice of the time, place and purpose of the special meeting to all ADTC members. The Connecticut Open Meetings Law, (included in CT Freedom of Information Act),  defines meetings as all gatherings of or communications to a quorum of members of a multi member public agency with the intention of discussing or deciding on public policy.

https://portal.ct.gov/FOI/Regulations/The-FOI-Act/Sec-1225--Formerly-Sec-121--Meetings-of-government-agencies-to-be-public--Recording-of-votes--Schedule

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**Article IV Andover Democratic Town Committee (ADTC) Structure, contd.**

**Section 3. Quorum**

A quorum is 40% of members *based on the number of* *serving members* on the ADTC. A quorum is *not* needed for a caucus.

**Section 4. Attendance, Vacancies, Addition & Removal of Members**

As elected officials, we have a responsibility to attend the majority of ADTC meetings, and contribute and volunteer our time at scheduled events and campaigns. Members failing to attend 50% or more meetings in twelve months or found in violation of our code of ethics will be given advance notice that membership may be revoked at the next meeting.

The committee may *increase* membership when a new committee is formed *bi-annually*. Membership must be approved by majority vote of a quorum and takes effect immediately. *Empty seats may be filled at any time*. Notification is sent to the Town Clerk for the record.

**Section 5. Contributions**

Donations are welcome and paid directly to the Treasurer or Chair, usually at the first meeting of the new year in January. Contributions to the ADTC, political campaign or candidate, etc., must be accompanied by a completed ADTC Individual Contribution Form.

**ARTICLE V ADTC Terms of Office, Duties of Offices, Changes in Office**

**Section 1. Terms of ADTC Officers**

All elected ADTC officers will hold office until a successor is elected.

**Section 2. Duties and Responsibilities of the ADTC**

The ADTC is a liaison between CT Democratic Party officials and town voters. Membership constitutes a firm commitment to the Democratic Party. It is the responsibility of members to:

* Attend regularly scheduled meetings and special ADTC meetings.
* Promote the principles and advance the progress of the Democratic Party,
* Cultivate the election of local Democratic candidates and assist endorsed candidates in their election.
* Participate in activities that help and support the Democratic Party.
* Serve as delegates for the ADTC to the Connecticut State Conventions.
* Provide a forum for democrats involved in town government to share their viewpoints.
* Maintain a high standard of conduct.
* Endeavor to increase membership in the ADTC and Democratic Party.
* No member of the ADTC shall publicly endorse or take any public action which may be construed as an endorsement of a *candidate who has not been endorsed by the ADTC*. Any violation is subject to a vote of censure by a majority of the ADTC present and voting at a meeting called for this purpose. If censured, the member shall not receive endorsement for election by the ADTC at the next caucus.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**ARTICLE V ADTC Terms of Office, Duties of ADTC Offices, Changes in Office, contd.**

**Section 3. Duties of the Chair**

The ADTC chair presides impartially at all meetings and conducts meetings according to Roberts Rules of Order.

* Appoints periodic ADTC members to research and convey suggestions for improving the town, the ADTC, or positions affecting Andover.
* Ensures all reports and filings with the CT SEEC are accurate and submitted on time.
* Keeps in contact with Democratic State Central in matters affecting local Democrats.
* Provides for the legal execution of public notices and dealings with the media.
* Presides over the caucus until a permanent Chair is elected.
* In a timely manner, submits a complete agenda to the ADTC, including sub-ADTC or special reports.
* The chair is responsible for all caucus notices, legal notices, and press statements.

**Section 4. Duties of the Vice-Chair**

* Assist in the successful functioning of the ADTC.
* Chairs at least one sub-ADTC, if applicable.
* Performs all duties in the absence of the Chair and works with Chair in developing the party platform, events, fundraising, and recruiting new members.

**Section 5. Duties of the Secretary**

Within one week of the ADTC January meeting, file with Town Clerk names and addresses of all ADTC members, including the Democratic Registrar of Voters.

* Certify nominations and endorsements to Town Clerk and Registrar of Voters.
* Keep accurate records and attendance of all meetings.
* Conduct correspondence as directed by the ADTC Chair.

**Section 6. Duties of the Treasurer**

The Treasurer oversees all financial transactions and is responsible for receiving and disbursing funds as well as manages and reports on the organization’s finances. The Treasurer:

* ensures the bank has the correct names and signatures of members authorized to deposit and withdraw funds from the ADTC’s bank account.
* files the required financial reporting forms. (SEEC CT).
* is familiar with CT campaign finance laws.
* signs all checks for the ADTC (Chair may also sign checks in Treasurer’s absence)
* records all ADTC transactions (fees, donations, payments, refunds).

**Section 7. Change in Office**

Should it be necessary to replace an ADTC officer, a vote will be taken to elect a replacement at a meeting called for that specific purpose and by majority vote of a quorum.

**Andover Connecticut**

**Democratic Town Committee**

**By-Laws**

**April 2022**

**ARTICLE VI By-Laws and Amendments**

**Section 1. Adoption of By-Laws**

By-laws are adopted by majority vote of a quorum at an ADTC meeting called for that purpose.

**Section 2. Adoption of Amendments**

Amendments are accepted by a majority vote of a quorum of ADTC members present and voting.

**Section 3. Certification of By-Laws and Amendments**

Within 7 days of adopting by-laws or amendments, a copy will be filed with the Secretary of State, the secretary of Democratic State Central, and Town Clerk by the ADTC Secretary. Amendments must be capitalized, surrounded by brackets, and incorporated in the appropriate section. By-Laws and/or amendments are effective “60 days” after their filing with the Connecticut Secretary of the State and DSCC.

2022 ADTC By-Laws were accepted by the ADTC by a majority of a quorum of duly-elected members on April 7, 2022, and become effective June 7, 2022.

Office of the Secretary of the State

State of Connecticut

P.O. Box 150470

165 Capitol Ave. Suite 1000

Hartford, CT  06115-0470

Democratic State Central Committee

Audrey Blondin, Secretary

750 Main St.

Suite 1108-3

Hartford, CT 06103

Town of Andover

Carol Lee, Town Clerk

17 School Rd.

Andover, CT 06232