

**BY-LAWS AND RULES OF THE REPUBLICAN TOWN COMMITTEE
OF NORWALK, CONNECTICUT**

ARTICLE I
Name

Section 1. Name. The name of this organization shall be the Norwalk Republican Town Committee.

ARTICLE II
Purposes and Objects

Section 1. Purposes and Objects. The purposes and objects of this organization shall be:

- (1) To effectuate the principles of good government.
- (2) To encourage Republicans to seek public office and to nominate able candidates for public office.
- (3) To achieve the success of Republican candidates at the polls by directing and actually participating in the election campaign efforts of the Republican party.
- (4) To promote and encourage all phases of community improvement.
- (5) To recommend qualified Republicans for appointive offices.
- (6) To initiate and sponsor desirable legislation and to study and support or oppose proposed legislation.
- (7) To inform the public about Town, County, State and National affairs affecting it.
- (8) To promote the welfare and growth of the Republican Party.
- (9) To promote limited and financially prudent government in adherence to the Constitution of the United States, The Constitution of the State of Connecticut and the Charter of the City of Norwalk.

ARTICLE III
Membership

Section 1. Number of Members. The Town Committee shall consist of one District Committee from each Common Council District defined in the Norwalk City Charter, each such Committee having no more than twenty (20) members.

Section 2. Qualifications. Each member of the Town Committee shall be an enrolled Republican elector for no less than six months prior to his/her election, and shall reside within the Common Council District from which he/she is elected at the time of his/her election and during his/her term of office.

Section 3. Election and Term. Members of the Town Committee shall be elected pursuant to Article II Section 2 and Section 3 of the Republican State Central Committee Rules, for a term of two years.

Section 4. Vacancies. All vacancies in the Town Committee membership may be filled by the remaining members of the District Committee by election, pursuant to Article II Section 7 of the Republican State Central Committee Rules.

Section 5. Responsibility of Members. Members of the Town Committee are expected to attend not less than 60% of the regular and specially called meetings of the Town Committee, to support and vote for Republican candidates, to contribute annually to the Town Committee in such amount as the Town Committee shall request, and to attend and support fund raising events of local, state and national Republican candidates representing Norwalk. Each elected member of the Town Committee, upon election, shall be provided a copy of these Bylaws by the Town Committee. Each elected member of the Town Committee, within 60 days of election, shall provide written acknowledgement to their District Chairperson that they have received and read these Bylaws and acknowledge their responsibilities hereunder.

ARTICLE IV **Termination of Membership**

Section 1. Resignation. Any member, by giving written notice of such intention to the Chairman of the District Committee of which he is a member, may withdraw from membership in the Town Committee. Such notice shall be presented by the District Chairman to the District Committee at its next succeeding meeting. Resignations shall be effective upon fulfillment of all obligations to the date of withdrawal, but no resignation shall become effective within fourteen days of any meeting of the Town Committee at which candidates for public office shall be endorsed. Any such withdrawal shall be promptly transmitted to the Town Chairman by the said District Committee Chairman.

Section 2. Removal of Residence. The membership of any member shall be automatically terminated upon the removal of his/her residence from the District from which he was elected.

Section 3. Change in Enrollment. Any change in the enrollment of a member of the Town Committee as a registered Republican shall automatically terminate the membership of such Town Committee member.

ARTICLE V
Elected Officers

Section 1. Elected Officers. Officers of the Town Committee shall consist of a Chairman, Vice-Chairman, a Recording Secretary, a Corresponding Secretary and a Treasurer, who shall qualify and be elected as provided in Article II Section 4 of the Republican State Central Committee Rules.

Section 2. Term.

A. The term of each officer who is a member of the Town Committee shall coincide to and be the same as his term as such Town Committee member pursuant to the provisions of Article III Section 3 herein.

B. The term of each officer who is not a Town Committee member shall be the same as if he were a member of the Town Committee.

Section 3. Duties.

A. Town Chairman. The Chairman shall preside at all meetings of the Town Committee. He shall appoint all standing and special committees as enumerated in Article VII herein, and shall be a member, ex officio, of each of said committees. He shall, in addition, preside at all meetings of the Executive Committee. In all matters pertaining to carrying out the purposes and objects as set forth in Article II herein, the Chairman shall be responsible for all necessary and proper measures to achieve these purposes and reach these objectives.

B. Vice-Chairman. The Vice-Chairman shall assist the Chairman in all of his duties when directed to do so by the Chairman, and in the absence or incapacity of the Chairman, shall act as the Chairman with the full authority granted to the Chairman in the preceding section.

C. Recording Secretary. The Recording Secretary shall cause the minutes of the meetings of the Town Committee and the Executive Committee to be recorded, kept, and available to members of the Town Committee. It shall be the duty of the Recording Secretary to take the roll at each meeting of the Town Committee and of the Executive Committee and to cause such record of attendance to be affixed to the minutes of each such meeting. The Recording Secretary shall transmit a written copy of the minutes of each Town Committee and each Executive Committee meeting to the Members of the Executive Committee within a reasonable time after such meeting and shall make such minutes available to any member of the Town committee who requests them. In addition, he/she shall perform all the duties usually pertaining to such office, excepting those duties as are delegated herein to the Corresponding Secretary.

D. Corresponding Secretary. The Corresponding Secretary shall conduct the correspondence of the Town Committee, shall send notices by mail and/or e-mail of all regular or special meetings of the Town Committee at least one week prior to said meeting to each member and to all local media. Notice may be sent via e-mail to any member of the Town Committee who provides an e-mail address to the Town Committee. The Corresponding Secretary shall send draft and approved minutes of Town Committee meetings to the members of the Town Committee in advance of the Town Committees next meeting. In addition, the Corresponding Secretary shall file a notice after organization of the Town Committee Rules, and shall perform all other duties usually pertaining to such office except for the duties delegated to the Recording Secretary in the preceding section.

E. Treasurer. It shall be the duty of the Treasurer to keep full and accurate accounts of the receipts and disbursements of the Town Committee. He shall receive and hold all monies obtained from any source for the use of the Town Committee in the conduct of the affairs of the Republican Party in Norwalk. He shall deposit all monies in the name and to the credit of the Norwalk Republican Town Committee in such bank as may be designated by the Executive Committee. The Treasurer shall follow the rules designated by the Sate for Party Committees as set forth in Chapters 155-157 of the Connecticut General statutes as amended and as explained in:
http://www.ct.gov/seec/lib/seec/publications/guidebooks/party_committee_final.pdf.

ARTICLE VI **Meetings of the Members**

Section 1. Regular Meetings. The Town Committee shall endeavor to meet monthly but there shall be at least six regular meetings of the Town Committee in each calendar year. Notice of all such meetings shall be sent to the State Central Committee member of the District pursuant to Article II Section 9 of the Republican State Central Committee Rules. Notice to the members of the Town Committee shall be given pursuant to the provisions of Article V Section 2D of these rules. The regular meetings of the Town Committee will be held on such schedule as the Town Committee shall approve.

Section 2. Special Meetings. Special meetings may be called by the Chairman or shall be called by the Chairman upon the written request of ten (10) members of the Town Committee, or upon the written request by three (3) District Chairpersons. Notice of all such meetings shall be sent pursuant to Article II Section 9 of the Republican State Central Committee Rules. Notice to the members of the Town Committee shall be given pursuant to the provisions of Article V Section 2.D of these rules.

Section 3. Quorum. The number of members equal to a majority of the total number of memberships of the Town Committee shall constitute a quorum at any meeting called for the purpose of any endorsement; twenty-five members shall constitute a quorum for the transaction of business at any other regular or special meeting.

ARTICLE VII
Committees

Section 1. Standing Committees. The Standing Committees of the Republican Town Committee shall be as follows: Executive Committee, Finance Committee, and Voter Registration Committee.

Section 2. Special Committees. The Town Chairman, Executive Committee or Town Committee may appoint such Special Committees as they may deem necessary or desirable.

Section 3. Appointment. The Town Chairman shall appoint with the advice and consent of the Executive Committee, but may remove at his discretion, the Chairman of each Standing or Special Committee.

Section 4. Duties of Standing Committees.

A. Executive Committee. It shall be the duty of the Executive Committee to approve all spending and fundraising activities of the Town Committee and shall cause the Treasurer to prepare and present to the Town Committee for its consideration and approval an annual budget at a regularly scheduled spring meeting. All Spending shall be approved by a majority vote of members of an Executive Committee Meeting at which a quorum is present.

B. Finance Committee. The Finance Committee shall recommend to the Executive Committee means for raising funds for the Town Committee and shall carry out and effectuate such means with the advice and approval of the Executive Committee.

C. Voter Registration Committee. The Voter Registration Committee shall prepare plans for broad based voter registration efforts by the Norwalk Republicans and for contacting all newly registered Republicans within 30 days of their enrollment. The plans of the Voter Registration Committee shall be approved by the Executive Committee.

ARTICLE VIII

Section 1. Membership. The Executive Committee shall consist of the Town Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer; and the Chairman and Vice-Chairman of each of the District Committees; Ex-officio members of Executive Committee shall be the State Central Committee members who represent Norwalk, and if they are Republicans, the Mayor and the Council President or Council Minority Leader. The Chairman may invite any individual or individuals to attend Executive Committee meetings as observers or to present information to the Committee. The term of any member of the Executive Committee whose term is not set by virtue of the fact that he is a member of the Town Committee shall be two years or until his successor shall have been chosen, but not more than twenty-six (26) months. This rule with respect to the term of an officer who is not a member of

the Town Committee shall be the same as that of an officer who is such a member, such term being set forth in Article III, Section 3 herein.

Section 2. Duties. The Executive Committee shall be the policy-making and advisory body of the Town Committee and work with and for the Town Chairman in carrying out the purposes and objects of this organization. The Executive Committee shall be responsible for approving all spending by the Town Committee.

Section 3. Meetings. Meetings of the Executive Committee may be called and held at the pleasure of the Town Chairman, except that the Town Chairman shall call a meeting of the Executive Committee at the written request of no less than three Members of the Executive Committee.

Section 4. Quorum. Eight (8) members of the Executive Committee shall constitute a quorum of the Executive Committee.

ARTICLE IX **Endorsement and Procedures**

Section 1. State Representative Endorsements. Endorsements for State Representative from each general assembly district shall be made by a majority vote of the members of the Town Committee residing respectively in each said general assembly district.

Section 2. Common Council Endorsements. Endorsements for Common Council candidates shall be made by a majority vote of those members of the Town Committee who could vote at a general municipal election for such Common Council candidates, respectively.

Section 3. Other Party-Endorsed Candidates. Endorsements for other party-endorsed candidates shall be by a majority vote of the members of the Town Committee, who could vote at a general election for such candidate, present at the Town Committee meeting having said endorsements on the call of the meeting.

Section 4. Rules. All endorsements and procedures not covered in these rules shall be made and followed in accordance with the provisions of the Republican State Central Committee Rules and further in accordance with any applicable provisions of the Connecticut General Statutes.

ARTICLE X **Amendments**

Section 1. Procedure. These By-Laws and Rules may be amended or altered by an affirmative vote of a majority of the members present at a special meeting of the Town Committee called for the purpose of amending or altering said By-laws and Rules. A copy of any such proposed amendment or alteration of the By-Laws shall be mailed or e-mailed to each

officer and member of the Town Committee with such notice and shall be posted on the Town Committees website.

ARTICLE XI
Effective Date

Section 1. Definition. These By-Laws and Rules of the Town Committee of Norwalk, Connecticut, as amended herein, shall be effective on January 3, 2013.

ARTICLE XII
Parliamentary Procedure

Section 1. Authority. Roberts Rules of Order, Newly Revised, shall be the standard authority for the conduct of all meetings.

ARTICLE XIII
Interpretation

Section 1. Reference. All references to the Republican State Central Committee Rules herein refer to the current “Convention and Committee Rules of the Republican Party of the State of Connecticut” adopted at the most recent State Party Convention.

Duly adopted On January 3, 2013.
Peter M. Nolin, Vice Chairman of the Norwalk RTC
and Chair By-Laws Committee 2012