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**RULES OF THE REPUBLICAN PARTY  
AND TOWN COMMITTEE  
OF  
MIDDLETOWN, CONNECTICUT**

**PREAMBLE**

All Republicans registered to vote in the City of Middletown shall constitute the caucus of the Republican Party of Middletown. The Middletown Republican Town Committee (hereafter, "MRTC") constituted and operating according to the rules of the CT State Republican Party and/or its State Central Committee (hereafter, "State Party") is the official organization of the Middletown Republican Party. The purpose of the MRTC is to provide the organizational basis of the Middletown Republican Party and its rightful role in government. As such, it shall encourage and sponsor the candidacies of qualified persons for public office, plan and conduct campaigns on behalf of such candidates, and endeavor to increase the number of active Republican voters in the community.

**ARTICLE I – TOWN COMMITTEE MEMBERSHIP**

1. The MRTC shall consist of sixty (60) members elected at large from the Town.
2. A member of the MRTC shall be a registered Republican elector and a resident of Middletown at the time of and during the term of membership.
3. In accordance with the rules of the State Party, the MRTC shall have authority to fill any vacancy existing in its membership, arising from any cause, including failure to elect. Any vacancy shall be filled by majority vote of the members of the MRTC present at any meeting, provided notice of filling of such vacancy shall have been provided with the call of the meeting.
4. The term of MRTC members shall be two (2) years or, as provided in the State Party rules, and/or the Connecticut General Statutes.

## ARTICLE II -- ELECTION OF TOWN COMMITTEE MEMBERS

1. Nomination and Election: In accordance with applicable Connecticut State Law and State Party rules, MRTC members shall be elected after municipal elections in the even-numbered years, provided they comply with Section 1.b. All Republican electors in the City of Middletown shall be eligible for nomination to membership on the MRTC at a caucus of Republican electors duly called and warned for that purpose. Nominations at caucus shall be made as follows:
  - a) The currently-sitting MRTC may endorse a slate of candidates to be nominated and their candidacy seconded at the caucus duly called and warned for selecting members of the MRTC.
  - b) A Republican elector, whether or not appearing on the MRTC endorsed slate, may be nominated and his/her candidacy seconded at the same caucus provided that the candidate has submitted a written notice of his/her candidacy to the MRTC Chair, or Acting Chair, at least nine (9) calendar days prior to the date of said caucus. If the number of MRTC endorsed candidates, as well as those candidates who notified the MRTC Chair they seek election to the MRTC, exceed the total number of MRTC memberships, the MRTC Chair shall prepare a written ballot containing the names of all candidates, with the endorsed slate listed in alphabetical order, followed by all other candidates listed in alphabetical order. All registered Middletown Republican voters attending such caucus shall be allowed to cast a ballot for any of such listed candidates cumulatively limited, however, to the amount of MRTC positions to be filled at such caucus. Those candidates receiving at least a simple majority of votes cast shall be deemed elected as MRTC members.
2. Date, Time, and Place of Caucus: The date, time, and place for choosing party-endorsed candidates for MRTC membership at caucus shall be as provided in the rules of the State Party and/or Connecticut State Law.
3. Filing endorsement: Following the caucus, the list of Middletown Republican Party candidates for MRTC membership shall be filed with the Clerk of the municipality and the Chair of the State Party by the MRTC Chair or presiding officer and Secretary of the caucus within the time specified in the rules of Connecticut State Law and/or the State Party.

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### ARTICLE III -- TOWN COMMITTEE MEETINGS

1. The MRTC shall hold at least eight (8) regular meetings in each calendar year. The Chair shall determine the date, time, and place of such meetings. At least five (5) days notice of said meeting shall be mailed to each member, by regular postal service or electronic mail.
2. Special meetings of the MRTC may be called by the MRTC Chair, or upon written request signed by at least ten (10) members with the reason therefore presented to the Chair, and such meeting shall be held within fourteen (14) days after receipt of such request. At least five (5) days notice of such meeting stating the date, time, place, and purpose thereof, shall be mailed to each member, by regular postal service or electronic mail.
3. At all meetings of the MRTC, there shall be present in person 25% of the members in order to constitute a quorum.

### ARTICLE IV -- OFFICERS AND THEIR ELECTION

1. Within two (2) weeks after the beginning of their term, the members of the MRTC shall meet for organization at the call of the previous MRTC Chair, or upon his/her failure to act, at the call of a member of the State Party from the District in which said Chair shall reside and shall elect a Chair, Vice Chair, Secretary, and Treasurer, and such other officers as may be deemed advisable. The officers shall be from within the membership. Each member shall be entitled to one vote. The presiding officer of any MRTC meeting may cast an additional vote to break a tie.
2. Officers so elected shall hold office for two (2) years or until their successors shall have been chosen.
3. Within one (1) week after organization of the MRTC, and whenever any changes occur in officers or the membership of the MRTC, the Secretary shall file with the Secretary of the State Party a list of the names and addresses of the officers and members of the MRTC, also the name and address of the Republican Registrar of Voters.

## ARTICLE V -- DUTIES OF OFFICERS

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### 1. Chair:

#### I. Duties of the Chair shall include:

- a) Calling and presiding at all meetings of the MRTC.
- b) Reporting actions and recommendations of the Executive Committee of the MRTC.
- c) Calling each caucus prescribed by the State Party rules and the election laws of the State of Connecticut, designating the date, time, and place of said call, stating such purpose, and publishing in the local press at least five (5) days before the day of such caucus.
- d) Printing all necessary ballots for caucus voting.
- e) Authorizing all expenditures of the MRTC provided that nothing herein shall limit the authority of the MRTC to vote necessary expenditures at a duly authorized meeting.
- f) Performing any other duties required by the rules of the State Party.

### 2. Vice Chair:

#### I. Duties of the Vice Chair shall include:

- a) Assisting the Chair and performing all duties of the Chair in the absence of the Chair, or his/her inability or failure to act, and performing such other duties as may be delegated to this office by the Chair.
- b) Performing any other duties required by the rules of the State Party.

### 3. Secretary:

#### I. Duties of the Secretary shall include:

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- a) Preparing and sending to the membership, either by postal service or electronic mail, notices of all meetings called by the Chair.
- b) Attending to all correspondence as directed by the Chair.
- c) Recording the minutes of all meetings of the MRTC and providing sufficient copies of said minutes for distribution by postal service or electronic mail.
- d) Keeping a membership roll and calling it at each meeting. Those "present" and those "absent" shall be listed as such as part of the minutes.
- e) Filing with the Town Clerk, Secretary of State, and/or the Secretary of the State Party such reports as may be required by Connecticut State Law or the rules of the State Party.
- f) Performing any other duties required by the rules of the State Party.

4. Treasurer:

I. Duties of the Treasurer shall include:

- a) Keeping an accurate record of all monies received.
- b) Paying all bills and expenses, not to exceed \$500.00, when authorized by the Executive Committee.  
Expenses exceeding \$500.00 are to be approved by the MRTC.
- c) Making all financial reports as prescribed by law, and presenting a statement of account at each regular meeting of the MRTC.
- d) Performing any other duties required by the rules of the State Party and/or Connecticut State Law.

II. An audit committee of three (3) members appointed by the MRTC shall regularly review receipts and expenditures of the Treasurer and render a written report to the MRTC at least annually.

## ARTICLE VI -- COMMITTEES

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1. Within one (1) month of assuming office, the MRTC Chair shall appoint members to the following five (5) Standing Committees subject to the approval of the MRTC:

- i. Finance
- ii. Publicity and Public Affairs
- iii. Candidate Recruitment
- iv. Voter Registration
- v. District Organization

2. The MRTC Chair shall be the appointing authority for all other committees subject to the approval of the MRTC.

3. The Executive Committee of the MRTC:

- a) Shall be comprised of the Chair, Vice Chair, Treasurer, and Secretary; and
- b) shall assist the Chair in conducting business of the MRTC; and
- c) may, from time to time, request other committee chairs to attend the Executive Committee meetings; and
- d) in the absence of a quorum or during periods of adjournment of the MRTC, may take such actions as required to serve the purposes of the MRTC.

## ARTICLE VII-- DELEGATES TO CONVENTIONS

1. The MRTC endorsed candidates for election as delegates to conventions shall be elected by a caucus of enrolled Republican electors for the Town of Middletown and pursuant to Article IX of these rules and the rules of the State Party.
2. In the case of delegates to State Central Committee District Conventions, election shall be by the MRTC at a meeting duly called for that purpose. MRTC members residing in each state senatorial district shall elect the delegates to represent that district.

## ARTICLE VIII -- PARTY ENDORSED MUNICIPAL CANDIDATES

1. The Republican Party endorsed candidates for municipal offices in the City and Town of Middletown shall be selected by the members of the MRTC.
2. There shall be a Vacancy Committee to fill vacancies in all party endorsed candidacies and nominations consisting of the whole MRTC. Such vacancies shall be filled by a majority vote of the MRTC present at a meeting called for such purpose.

## ARTICLE IX -- NOMINATIONS

1. Except for nominations for offices otherwise provided for in these Rules, the procedures for presenting names in nominations shall be as follows:
  - a) A candidate shall submit his/her name in writing to the MRTC Chair at least nine (9) calendar days prior to the date of the nominating meeting or caucus at which he/she desires to be a candidate. A prospective candidate shall sign his/her name on a document which declares his/her candidacy for the position he/she is seeking, and deliver said document to the MRTC Chair. Prospective candidates shall also submit any other documentation that may be required by the Candidate Recruitment Committee. A candidate shall have his/her name presented for nomination and seconding or comply with such other nomination requirements that the rules of such caucus or meeting shall dictate within the confines of these rules, State Party rules, and Connecticut State Law. Failure to comply with such nomination requirement will result in the disqualification of that candidate's name from consideration. Votes cast on a ballot for a person who has failed to obtain nomination in accordance with this provision shall be considered void votes for that person and will not be counted.
  - b) The MRTC Chair, or the Vice Chair in his absence, or the Secretary in their absence, shall ensure the notification of the date, time, and place of any meeting called where an office is to be filled. Such notice shall be given not less than five (5) days prior there to.

## ARTICLE X -- CALLING OF CAUCUSES

1. Caucuses shall be called by the MRTC Chair to be held not later than such times and for such purposes as may be prescribed by the General Statutes of the State of Connecticut and State Party rules.

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2. Special caucuses: Caucuses other than those required under Section 1 of this Article shall be held:

- a) Upon call of the MRTC Chair, pursuant to a vote of the MRTC.
- b) Upon a written petition signed by not less than 3% of registered Middletown Republican voters. Such petition shall be delivered to the MRTC Chair or Secretary of the MRTC and shall state the purpose of the requested caucus. Thereupon, a special caucus shall be called by the Town Committee Chair for a date not later than twenty one (21) days after receipt of such petition.

3. Notice of the date, time, place, and purposes of any regular caucuses shall be published not less than five (5) days before the date fixed for such caucus, provided however, if the date for such caucus has not been fixed and made known to the MRTC Chair sufficiently in advance to permit five (5) days notice by publication, notice shall be given as soon as practicable and such caucus shall nonetheless be a legal caucus. Notice of the date, time, place, and purpose of any special caucus shall be published in accordance with the rules of the State Party.

4. Any caucus shall be held at such place and time as designated by the MRTC Chair, with the approval of the Executive Committee, unless otherwise specified by the State Party and its rules.

5. All Republicans registered to vote in the Town may vote at any caucus.

6. No minimum number of eligible voters shall be required to be present or voting at any caucus to permit the transaction of business at such caucus.

7. No business shall be transacted at any caucus except such as has been specified in the published notice, except matters reasonably incidental to business so specified, provided however, additional items of business shall be placed upon the agenda for action at any caucus if a majority of the enrolled Republicans attending the caucus so request according to the rules adopted by the caucus.

8. Order of Business: The order of business at any caucus shall be as follows:

- a) Call to Order by MRTC Chair or temporary chair, if designated.
- b) MRTC Chair appoints temporary chair, if not designated.
- c) Appointment of temporary clerk.
- d) Reading of caucus call by temporary clerk.
- e) Election of Permanent Chair.

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- f) Election of Permanent Clerk.
- g) Appointment of other caucus officials/committees, if any.
- h) Report of MRTC Chair and/or Committees, if any.
- i) Offering of and action on any resolution(s) pertaining to matters in call of caucus.
- j) Uncontested nominations.
- k) Contested nominations.
- l) Declaration of opening of balloting.
- m) Balloting.
- n) Declaration of closing of balloting.
- o) Report of Tellers.
- p) Announcement of result by presiding officer or Moderator.
- q) Appointment of Vacancy Committee.
- r) Adjournment.

9. Caucus votes

- a) Uncontested: Subject to rules of the caucus, in the event there shall be no contest in any election of a candidate, the presiding officer shall instruct the Clerk to cast one ballot for the person /persons duly nominated without opposition, and after announcement of the result by the presiding officer, such person/persons shall be considered duly and officially elected or nominated, as the case may be, by such caucus.
- b) Contested: Subject to rules of the caucus, by majority vote, the caucus may commence balloting forthwith, whether or not other business has been completed, provided, however, all candidates shall have had equal opportunity for discussion/remarks before balloting commences.

**ARTICLE XI -- AMENDMENTS**

- 1. These rules may be amended at a caucus of the enrolled Middletown Republicans duly called and warned by notice stating that amendments to be proposed at caucus have been filed in accordance with the rules of the MRTC in the office of the Town Clerk at least five (5) days prior to said caucus. Such notice shall be published in the local press at least five (5) days prior to said caucus.

The MRTC Chair, upon written request of at least a majority of the members of the MRTC, shall call such a caucus and upon failure of

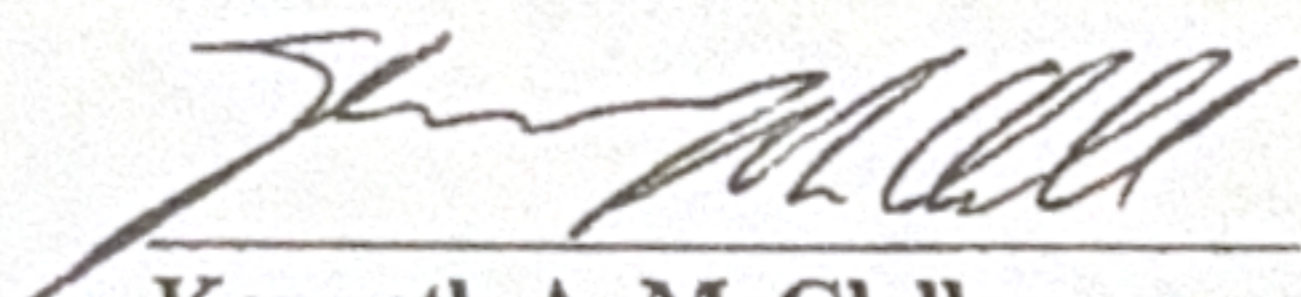
the Chair to call said caucus, the MRTC Vice Chair shall call said caucus. Upon failure of the Vice Chair to call said caucus, then a duly elected State Central Committee Member from a State Senate District representing Middletown shall call such caucus.

## ARTICLE XII

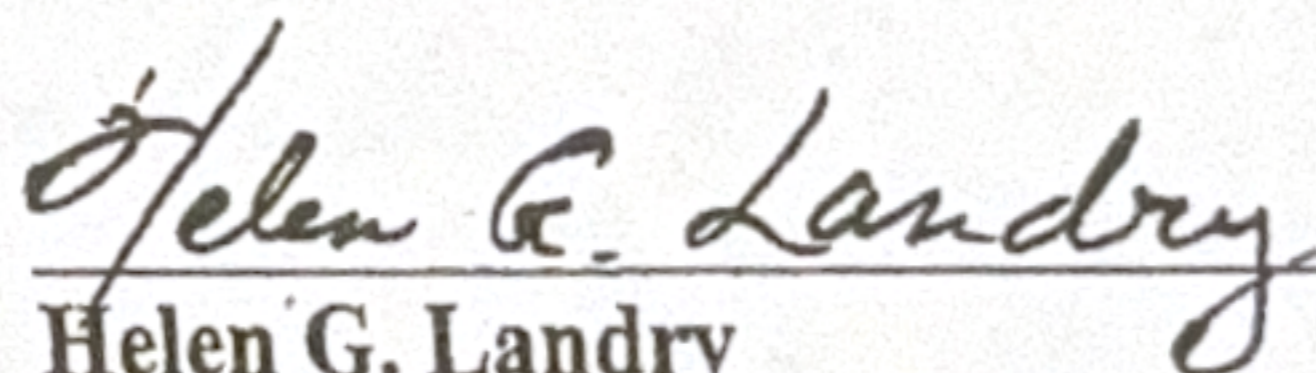
It is understood that State Party Rules and relevant Connecticut State Laws are incorporated herein by reference.

To the extent these bylaws are inconsistent with State Law and/or State Party Rules, said laws and rules shall supersede these bylaws in that respective order.

The amended Bylaws were adopted at a caucus duly called and warned for such purpose on Monday, April 27, 2015, in the Community Room of the Middletown Police Station, 222 Main Street, Middletown, CT



**Kenneth A. McClellan**  
Permanent Chair of the Caucus



**Helen G. Landry**  
Permanent Clerk of the Caucus

Bylaws History: Last revisions adopted April 28, 2003; Current revisions adopted April 27, 2015

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