

Brookfield Republican Town Committee Governing Rules

BROOKFIELD REPUBLICAN TOWN COMMITTEE BYLAWS

Authority

The Brookfield Republican Town Committee (hereinafter referred to as the BRTC) is organized in accordance with the laws of the State of Connecticut and the Rules and Bylaws of the Republican State Central Committee of Connecticut.

Preamble

The purpose of the BRTC is to recruit, endorse and elect Republican candidates at all levels of our government, to provide information about and advocate for positions on issues pertinent to Brookfield voters, and to promote activities that raise funds to support the election of BRTC endorsed candidates.

Section 1 BRTC Membership

1. The BRTC shall consist of twenty-five (25) Regular members and ten (10) Alternate members and shall be chosen from the enrolled Republican electors from the town at large.
2. Alternates will have the rights of Regular members if they are granted such rights due to the absence of a regular member.
 - a) Those rights will be assigned to an Alternate by the Chairman in the order in which they are seated once they have signed in for a meeting. An Alternate member, once assigned, shall be allowed to be considered for making a quorum or voting for on all BRTC issues except as noted in Section 16A.
 - b) Alternate members hold no favored standing regarding membership into the BRTC. If an opening is available, they must go through the normal membership process as spelled out in Section 7.
3. Any Republican who is serving as a Selectman, President of any BRTC recognized Republican Club or a Republican member of a federal or state legislative body shall be an ex-officio member of the BRTC. Such ex-officio members of the BRTC shall not be entitled to vote on any matters falling within the jurisdiction of the BRTC. If the BRTC votes to have an elector serve as a regular member of the BRTC, such elector shall be entitled to vote on any matters falling within the jurisdiction of the BRTC.

Section 2 Election of BRTC Membership

- A. Primary - The date for the primary election of the BRTC membership shall be the first (1st) Tuesday of March in even-numbered years. (Section 9-425, CT G.S.).
- B. Endorsements - Party endorsed candidates for BRTC membership shall be selected by town- wide caucus (a meeting open to all registered Republicans within the Town of Brookfield) not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the date set for the primary. No proxy voting shall be permitted for such endorsement.
- C. Caucuses - It shall be the duty of the BRTC Chairman to call caucuses designating the date, time and place by publishing such call in a newspaper having circulation in the town at least five (5) days before the date of such caucus or caucuses. If the BRTC Chairman or Vice-Chairman or any member of the Executive Committee or a majority of the BRTC members shall fail to act, a member of the State Central Committee shall call the caucus or caucuses.

Section 3 BRTC Member Terms

The terms of BRTC members shall start on the Monday following the first (1st) Tuesday in March in even-numbered years. They shall serve for two (2) years or until their successors shall have been chosen, but not more than twenty-six (26) months. If these Bylaws are amended to increase/decrease the BRTC membership, the new governing rules shall specify the day upon which the terms of the new positions created by said increase/decrease shall begin, and how the new positions shall be filled/reduced. The terms of all members shall end on the same day.

Section 4 BRTC Chairman, Officers, Committees and Executive Committee

A. Election of Officers

The BRTC shall meet within two (2) weeks after the beginning of their term (as specified in Section 3 above) at the call of the previous BRTC Chairman or any member of the previous Executive Committee to name a new Chairman, Vice-Chairman, Treasurer, and Secretary. The new BRTC Chairman and Officers must be chosen from within the membership of the BRTC. In the event of failure of the BRTC to act, a member of the State Central Committee shall call such meeting. The terms of all Officers shall be for two (2) years or until their successors have been duly elected and qualified, but not more than twenty-six (26) months.

B. Officers and Duties

The Executive Committee shall consist of the Chairman, Vice-Chairman, Treasurer, Secretary, and Vacancy Chairman of the BRTC. The purpose of the Executive Committee is to review new business, recommend policy and general courses of action to the BRTC for its consideration. Furthermore, the Executive Committee shall be empowered to make any and all emergency decisions between regular BRTC meetings. The Executive Committee shall not have any power to fill any vacancies without approval of the

entire BRTC membership. All officers are expected to attend all BRTC meetings. They will attend BRTC functions, public events in Brookfield, and Congressional District Meetings as required.

1. Chairman

- a) Attend Senatorial District meetings.
- b) Attend Congressional District meetings.
- c) Attend and conduct BRTC meetings.
- d) Secure and provide a report at each BRTC meeting as to what transpired at the most recent State Central Committee meeting or see to it that a State Central Committee person delivers such a report.
- e) Send true and accurate copies of local Bylaws and any amendments to such Bylaws within fifteen days of adoption to the Secretary of State and the State Central Committee Chairman indicating the date on which they were adopted.
- f) Establish standing committees, and other committees as needed.
- g) Approve all public statements and public relations activities of the BRTC.

2. Vice Chairman

- a) Assume the responsibilities of the BRTC Chairman in his/her absence.
- b) Work with the Registrar of Voters and the State Central Committee to add as many voters as possible to the roll of registered Republicans in Brookfield. Retain current members of the Republican Party in Brookfield through planned communication and social interaction, and oversee engagement activities for new residents in order to increase the number of Republican voters in the town.
- c) Upon the occurrence of a vacancy in the office of Town Chairman, the Vice Chairman shall be responsible for determining the date, time and place for a meeting to select a new BRTC Chairman, which meeting shall be called by the Vice-Chairman after the vacancy occurs. If the Vice-Chairman or any member of the Executive Committee or a majority of the BRTC members do not issue the call for the meeting within two (2) weeks of the vacancy, the Republican State Central Committee person shall call such meeting.

3. Treasurer

- a) Maintain the BRTC checking account.
- b) Give a financial report at each BRTC meeting, including receipts and expenditures, cash balance and actual versus budget.
- c) Ensure that the BRTC complies with the Campaign Financing Laws published by the Secretary of State, and instructs and assists various campaign treasurers with compliance.
- d) Work with the Finance Committee and BRTC Chairman to develop the Annual Budget for the fiscal year. The fiscal year shall be defined as running from January 1 to December 31.

- I. Signatures of at least two authorized members of the Executive Committee or the Finance Committee are required for disbursement of funds. These include the Treasurer, the Assistant Treasurer, and the BRTC Chairman.
 - II. An authorized signer of the BRTC checking account shall not sign any check written out to themselves.
- e) The Treasurer shall have the authority to appoint a BRTC member as Assistant Treasurer, who must be approved by the Executive Committee, to assist with the duties of the Treasurer, including being a signatory of the BRTC checking account.
 - f) Any and all liability of the members of the BRTC shall be limited to the deposited funds of the BRTC.

4. Secretary

- a) Keep a record of minutes of each BRTC meeting and see that minutes of each meeting are published, distributed and maintained.
- b) Keep accurate attendance records of BRTC meetings and report upon the same to the BRTC biannually as well as indicating absences in the minutes of each BRTC meeting.
- c) Furnish to the State Central Committee Chairman at least every six (6) months, a list of the dates and places of all BRTC meetings held during the previous six (6) months.
- d) Furnish to the State Central Committee Chairman and the Town Clerk within one week of election a list of BRTC officers. Notify the State Central Committee Chairman of any changes as they occur.

C. BRTC Standing Committees

Each BRTC Chairman shall, within one (1) month of election, establish working standing committees including but not limited to the following: (1) Finance, (2) Voter Registration, (3) Vacancy, (4) Communication, Marketing and Advocacy (5) Fund Raising, and (6) Audit. The BRTC Chairman shall name the Chairman of each standing committee with the approval of the BRTC membership. The BRTC Chairman in consultation with the Committee Chairman shall select committee members, again with the approval of the BRTC membership. The Chairman of each standing committee, except for the Audit committee, will present a report at the regularly held BRTC meetings. The Audit committee will report their findings at the completion of the annual audit.

D. Standing Committee Duties

1. Finance Committee The Finance Committee shall, with the assistance of the BRTC Treasurer and Chairman,

- a) Prepare and have approved by the BRTC membership by the end of November of each year the annual budget. The budget shall be time-phased by month indicating when disbursements, expenses and revenue are anticipated.
- b) Project the amounts, by category and month, for disbursements and expenses during the

year. In like manner, it shall identify specific revenue generating programs sufficient to fund the proposed disbursements.

- c) Assist the Treasurer in preparing a monthly report identifying specific expenses and revenue generated, and cumulative status against budget for each category.

2. Voter Registration The Voter Registration Committee, chaired by the Vice Chairman, shall work with the Registrar of Voters and the Republican State Central Committee of Connecticut to add as many voters as possible to the roll of registered Republicans in Brookfield. The Committee shall include a member who provides Sunshine greetings to members with significant life events.

3. Vacancy Committee The Vacancy Committee is composed of five (5) members of the BRTC. It is expected that members of the Vacancy Committee attend at least 80% of all scheduled vacancy meetings. Should a Vacancy Committee member not attend the prescribed percentage of meetings the Vacancy Chairman shall recommend removal of such member from the Vacancy Committee.

It shall be responsible for the following actions:

- a) Maintain a political appointment calendar of elective and appointed municipal offices
- b) Interview and present to the BRTC of candidates for vacancies in elective and appointed municipal offices.
- c) Propose a slate of elective and appointed municipal candidates.
- d) Nominate candidates for membership to the BRTC. The BRTC shall select candidates for presentation to the caucus on the basis of those receiving the largest number of votes. The choices of candidates shall be presented to the entire BRTC five (5) days prior to the next regular scheduled BRTC meeting for acceptance or rejection by the majority of BRTC members present at that meeting.
- e) The Vacancy Committee may review the voting participation and town tax record of all candidates for endorsement.
- f) In interviewing candidates for municipal boards or commissions, the Vacancy Committee may invite a member of the applicable board or commission to participate in the interview process to ensure the candidate is familiar with the operations of that board or commission and to assist the committee in the interview process.

4. Communication, Marketing and Advocacy The Communication, Marketing and Advocacy Committee shall be responsible for all BRTC information released to the public by the BRTC, the BRTC committees and individual BRTC members.

- a) Notify the BRTC members and State Central Committee members of the time, date and place of each BRTC meeting.
- b) Maintain and update the BRTC website and social media as approved by the BRTC Executive Committee.
- c) Monitor State, Town and regional legislation that affect the voters of Brookfield and bring them to the attention of the BRTC members.

- d) Research, prepare and audit position statements for approval by the BRTC members, and provide background information before release to insure it is accurate, literate and reflects favorably on the BRTC.
- e) In the event of an unresolved disagreement between the committee and the person(s) or committee wishing to make the release, the Chairman of the BRTC shall resolve the disagreement before releasing the information.

5. Fund-Raising Committee The Fund Raising Committee shall propose, develop and manage the revenue generating and social activities of the BRTC under the approval of the BRTC Chairman. The funds raised are to be used to pay the authorized expenses of the BRTC and to provide support for Republican candidates for office as approved by the BRTC. The Treasurer of the BRTC shall be an ex-officio member of the Fund-Raising Committee and shall be responsible for filing the required financial reports of the Committee. The Fund-Raising Committee Chairman shall be responsible for all event reports. Only fund-raising activities that reflect favorably on the Republican Party shall be sponsored.

6. Audit Committee The Audit Committee shall consist of three (3) people, one of whom is not a member of the BRTC. Members of the Audit Committee shall not serve consecutive terms. The audit, conducted in April of each year of the prior year's transactions, shall review all transactions to verify that the Treasurer's books have been accurately maintained on a monthly basis, that the expenditures have been properly authorized, and that good accounting practice has been observed. The Audit Committee shall prepare a written report and review the results at the next regular BRTC meeting.

E. Other Committees

The BRTC at a regular meeting may create other committees and delegate such authority to said committees as it may deem fit. These committees may be designated as standing or temporary by the BRTC. This status may be changed at regular meetings. The BRTC Chairman shall appoint these other Committee Chairmen with the approval of the BRTC.

Section 5 Notices After Organization

Within one (1) week after the election of BRTC Officers (as outlined in Section 4 above), the BRTC Secretary shall file with the State Central Committee Chairman and the Town Clerk the names and addresses of the Officers and members of the BRTC, and the name and address of the Brookfield Republican Registrar of Voters.

Section 6 Qualifications for BRTC Membership

A. No person shall be a member or officer of the BRTC unless that person is an enrolled Republican elector of the town at the time of election and throughout the term of office.

B. Any BRTC member who fails to attend fifty percent of the regular meetings during the first twenty

months of his/her current term, or four (4) consecutive regular meetings, except for cause as determined by the BRTC Chairman, shall be ineligible for re-endorsement for membership for the succeeding term. Tardiness shall not be deemed absent. The BRTC Secretary will maintain the attendance records.

C. All candidates for membership on the BRTC may have their voting participation and town tax record reviewed by the BRTC prior to endorsement.

Section 7 BRTC Membership and Officers Vacancies

Vacancies occurring for any reason in BRTC membership or elected officers shall be filled by majority vote of the remaining members of the BRTC. The Vacancy committee shall propose candidates to the Town Committee who will vote for the candidates. Nominations may also be made from the floor.

Section 8 Vacancies - Nominations and Candidates

Any vacancy occurring in the party-endorsed slate of candidates before a primary or in the party nominations before an election (under the conditions stated in Sections 9-426, 9-428 and 9-430 of the Connecticut General Statutes) shall be filled by majority vote at a regular or special meeting of the BRTC.

Section 9 Meetings of the BRTC

A. Regular meetings of the BRTC shall be held at such times, as the committee shall determine. It is required that a minimum of two (2) meetings per calendar quarter be held. The Secretary will give five (5) days written notice of the time, place and purpose of such meeting to all members of the BRTC. Unless otherwise requested by a BRTC member, e-mail messages will meet this notification requirement.

B. Special meetings of the BRTC shall be called by the Chairman, or by the Chairman upon the written request of one-fourth (1/4th) of the membership (within the time limits of the request if specified). The Chairman shall instruct the Secretary to give five (5) days written notice of the time, place and purpose of such special meeting to all members of the BRTC. Action taken by a special meeting called upon less than five (5) days written notice shall not be deemed valid or binding. Unless otherwise requested by a BRTC member, e-mail messages will meet this notification requirement.

C. Fifty percent (50%) of the membership of the BRTC shall constitute a quorum.

D. Roberts Rules of Order shall apply when not in conflict with these Bylaws.

All BRTC meetings shall be open to all registered Republicans unless the BRTC shall, because of unusual circumstances, by a majority vote elect to go into executive session.

E. By a vote of the BRTC, a sanctioned Republican event may be substituted for a regular meeting.

F. Notice of all BRTC meetings shall be sent to the State Central Committee members representing the senatorial district in which Brookfield is located.

Section 10 Disputes

Any disputes as to the endorsement of a candidate for any office or for a delegate or BRTC member or

State Central Committee member, including conflicting claims as to such endorsement or dispute with respect to any political problem of any nature, which cannot be settled locally, may be submitted by any affected party to the State Central Committee Chairman, provided any such submission shall be made in writing. Matters so submitted shall be referred to and resolved by the State Central Committee or by a Subcommittee thereof, consisting of not less than five (5) members appointed by the State Central Committee Chairman, none of whom shall be members representing the district or districts concerned, which shall resolve such dispute within fifteen (15) days after submission. Decisions made on disputes submitted hereunder shall be final and binding on the parties.

Section 11 Party Endorsed Candidates for Town Elections

The method of choosing party endorsed candidates shall be by the enrolled members of the Brookfield Republican Party in a duly called and warned caucus (a meeting open to all registered Republicans within the Town of Brookfield). See Section 13.

Section 12 Tie Votes on Endorsement

The presiding officer of any endorsement meeting, whether it is a caucus or a BRTC meeting, shall cast a vote to break ties. 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 of such meeting except in the case of an endorsement meeting for selection of BRTC members.

Section 13 Party Endorsed Candidates Caucus

It shall be the duty of the BRTC Chairman to call the caucus designating the date, time and place by publishing such call in a newspaper having circulation in the town at least five (5) days before the date of such caucus. But if the BRTC Chairman or Vice-Chairman or any member of the Executive Committee or a majority of the BRTC members shall fail to act, a member of the State Central Committee shall call the caucus.

Section 14 Bylaws of the BRTC

A. The BRTC shall adopt Bylaws. These Bylaws may be amended by a caucus of the enrolled Brookfield Republican party members called in the same manner as a caucus for selecting party- endorsed candidates as provided in Section 13 above. B. Additionally, notice shall be published in a newspaper having a circulation in the town of Brookfield that the proposed amendments are available for review at the office of the Brookfield Town Clerk. C. Any amendments adopted pursuant to the provisions of this subsection shall be effective sixty (60) days after the date on which they are filed with the Secretary of the State.

Section 15 Party Assistance Not to be Provided in Primaries

The BRTC or Officers thereof shall not expend any party funds, or provide party services of value on behalf of any candidate in a pre-endorsed contest or primary.

Section 16 Removal of BRTC Officers

A. The BRTC Chairman, Vice-Chairman or other elected officer(s) of a BRTC may be removed by the affirmative vote of two-thirds (2/3rds) of the Regular members of the BRTC, not including Alternate members who are seated, at a duly called and warned meeting called for that purpose.

B. Not less than five (5) days written notice shall be given of any meeting called under subsection A of this section.

C. Proxy voting shall not be permitted in any meeting held under subsection A of this section.

Section 17 Convention Delegate Selections

A. Prior to any convention where representatives of the BRTC may serve as delegates, the Executive Committee shall present recommendations for delegates to the BRTC as a whole for vote at the next duly warned meeting.

B. The BRTC shall vote to endorse or reject the recommendations that may include any registered Republican resident of Brookfield. If the recommendations are rejected, the floor shall be opened to nominations where any registered Republican resident may be nominated. After ranking the delegates from greatest to least by number of yea votes they shall be assigned to their slots as delegates in that order by the Chairman. If there is a tie between candidates, the Chairman will select between those members whose yea votes are the same.

C. The elected delegates shall select their own alternates. The BRTC may review the qualifications of convention candidates, but shall not take a vote for endorsement of any candidate prior to the convention. Convention delegates, as a group, shall be uncommitted prior to their arrival at any convention.

Section 18 Revisions

A. Revised and adopted by caucus in 1980.

B. These rules amended November 10, 1981 by BRTC at meeting duly called and warned. Amendment filed with the Secretary of State and Town Clerk.

C. These rules amended June 21, 1988 by BRTC at a meeting duly called and warned. Amendment filed with the Secretary of State and Town Clerk.

D. These Bylaws were extensively revised and amended by the BRTC on March 15, 1994 at a meeting duly called and warned. The amendment was filed with the Secretary of State and Brookfield Town Clerk.

E. These Bylaws were amended by the town committee on April 7, 2000 at a meeting duly called and warned. A notice of amendment was filed with the Secretary of State on April 10, 2000.

I. These Bylaws were revised and amended at a duly called and warned Brookfield Republican

caucus on September 21, 2004. The amendment was filed with the Secretary of State and Town Clerk.

II. These Bylaws were revised and amended at a duly called and warned Brookfield Republican caucus on October 16, 2007. The amendment was filed with the Secretary of State and Town Clerk.

III. These Bylaws were revised and amended at a duly called and warned Brookfield Republican caucus on May 22, 2012. The amendment was filed with the Secretary of State and Town Clerk.

IV. These Bylaws were revised and amended at a duly called and warned Brookfield Republican caucus on July 16, 2019. The amendment was filed with the Secretary of State and Town Clerk.

Definition of Terms in the BRTC Bylaws

Adopt: To vote to accept **BRTC:** Brookfield Republican Town Committee

Bylaws: Rules governing the BRTC

Call: To assemble a meeting

Caucus: A closed meeting of enrolled members of the Republican Party to decide upon questions of policy and the selections of candidates for office

Congressional District: District established by law for the election of members to Connecticut's U.S. Congressional delegation

Convention: A formal assembly of delegates of the Republican Party

Delegate: A representative of the BRTC to a convention

Duly Called and Warned: A meeting or caucus approved by the BRTC membership, with notification published a minimum of five (5) days prior to the meeting or caucus in a newspaper having a circulation in town

Endorsement: Approval, support

Elector: A qualified voter registered in the town of Brookfield

Ex-Officio: An office held by virtue of status or position

Executive Committee: Advisory and administrative branch of the BRTC as determined by these Bylaws

Executive Session: A session of a BRTC meeting that is usually closed to the public

Party Endorsed Candidate: A candidate approved and supported by the Republican Party

Preamble: A preliminary statement giving the purpose of the BRTC

Primary: An election in which the registered voters of a political party select candidates to run for elective public offices or elect officials of the party

Proxy: Authority to act for another

Quorum: The minimum number of officers and members of the BRTC who must be present for the valid transaction of business

Registrar: Elected official who enrolls and maintains records of the voters

Revision: An amendment or change

Sanctioned Event: An event approved by the BRTC

Senatorial District: District established by law for the election of members of the Connecticut State Senate

Standing Committee: A permanent committee

State Central Committee: Connecticut Republican State Central Committee

State Central Committee Chairman: Chairman of the Connecticut Republican State Central Committee

Temporary Committee: A committee formed for a specific purpose

Town Clerk: Elected official who maintains the town records