

RULES AND BY-LAWS OF THE RIDGEFIELD REPUBLICAN PARTY

THE RIDGEFIELD REPUBLICAN TOWN COMMITTEE<sup>1</sup>

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<sup>1</sup>Including revisions approved at a meeting of the Ridgefield Republican Town Committee March 24, 2011(By-Laws) and at Republican Party Caucus July 21, 2011 (Rules). Changes included combining Rules and By-Laws into a single document, which required dual approvals. Format, number and simple grammatical changes are not specifically delineated. Previous revisions occurred March 16, 2007 where indicated with other, un-delineated revisions occurred July 1980, May 1986 and May 2005.

## PART I- THE RULES OF THE RIDGEFIELD REPUBLICAN PARTY

These Rules are intended to comply with Chapter 153 of the Connecticut General Statutes and with the Rules and By-Laws of the Connecticut State Central Committee<sup>2</sup>

### ARTICLE I – MEMBERSHIP

A. Membership. There shall be two (2) classes of membership in the Ridgefield Republican Town Committee (here after called “Town Committee”):

1. Regular Membership. Regular members of the Town Committee shall consist of not less than nineteen (19) members and not more than twenty-one (21) elected at large from the Town of Ridgefield (hereinafter called “Members”). These Members shall comprise the voting body of the Town Committee and shall be elected at large every two (2) years in accordance with these Rules and By Laws. Any person who is enrolled, as a Republican elector of the Town of Ridgefield shall be eligible for election provided such person is enrolled as a Republican elector at the time of election and continues to be so enrolled during his/her term.

2. Ex-Officio Membership. In addition to the Membership defined above, there shall also be a class of Membership know hereafter as “Ex-Officio” members. Any Republican elector of the Town of Ridgefield who is currently serving as a Selectman, Town Clerk or Republican Registrar of Voters, member of the Republican State Central Committee or Republican member of a Federal or State legislative body representing the Town of Ridgefield shall be Ex-Officio Members of the Town Committee. Ex-Officio Members shall have the right to participate in all affairs of the Town Committee, except that they shall not be entitled to vote on any matters falling within the jurisdiction of the Town Committee. Additionally, persons named as honorary life time members shall be granted the ex-officio status.

3. Alternate Members. There shall be a third category of members known as “Alternate Members.” There shall be not less than one (10) or more than twenty-one (21) Alternate Members. The committee shall appoint a pool of Alternate Members by a majority vote of those Members of the town committee attending a meeting noticed for such purpose. Before Alternate Members are appointed, there shall be a public announcement inviting any registered Republican to contact the Chairman to arrange for an interview including those qualified individual referred by Members. Each candidate for appointment as an Alternate member must be sponsored by a current Member of the Committee.<sup>3</sup> The Chairman shall form an *ad hoc* Candidate Selection Committee (“Selection Committee”) to interview all interested candidates. The Selection Committee shall present one or more of those candidates interviewed to the Town Committee for its approval. Alternate Members may vote on all questions where one or more regular Members are not present, however, no more votes may be cast than there are regular

<sup>2</sup> Statement added July 21, 2011

<sup>3</sup> Sponsorship requirement added July 21, 2011  
Current version as of July 21, 2011

Members of the committee then-serving. The term for Alternate Members shall be end at the same time as the Members by whom they were appointed. Alternate Members may participate in discussions, except during the discussions following a duly made and seconded motion in which they are not eligible to vote. They may be individually reelected by the majority vote of the newly-elected Committee Members. Additional Alternate Members may be interviewed and elected in accordance with the process described herein. Alternate Members may participate in executive sessions. Any person who is enrolled as a Republican elector of the town of Ridgefield shall be eligible for appointment as an Alternate Member provided such person is enrolled as a Republican elector at the time of appointment and continues to be so enrolled during his or her term. Alternate Members serve on any committee or subcommittee that exists under these Rules and By-Laws.<sup>4</sup>

B. Terms of Office

1. Members. The term of office for Members shall be two (2) years, or until their successors take their seats, but not more than 26 months and shall commence on the first Monday following the date set for primary in connection with their election. Notwithstanding the foregoing, terms shall continue for two (2) years from the date the newly elected members take their seats.

2. Ex-Officio Members. The term of office for Ex-Officio Members shall continue for as long as such Member meets the eligibility requirements of a “Member” under these Rules.<sup>5</sup>

C. Vacancies. A vacancy shall occur immediately upon any of the following events: (1) The resignation of a Member; (2) The death of a Member; (3) A Member losing his or her status as an elector of the Town of Ridgefield under the applicable law; or (4) A member permanently changing his or her principal residence to a place outside the Town of Ridgefield. Any vacancy shall be filled by a majority vote of those Members of the Town Committee attending a meeting noticed for such purpose. Before a vacancy is filled there shall be a public announcement inviting any registered Republican to contact the Chairman to arrange for an interview. The Chairman shall form an Ad Hoc Candidate Selection Committee to interview all interested candidates. The Selection Committee shall present one or more finalists to the Town Committee for its approval.<sup>6</sup>

ARTICLE II – ORGANIZATION AND OFFICERS

A. Officers. The Town Committee shall have the following Officers: a Chairman and a Vice Chairman, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The members of the Town Committee may create additional offices and elect additional officers as may be deemed advisable from time to time.

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<sup>4</sup> This Section was created by Amendment approved March 16, 2007

<sup>5</sup> “...Member under these Rules” added March 16, 2007

<sup>6</sup> Definition of “vacancy” amended March 16, 2007

B. Election of Officers. Newly elected Members of the Town Committee shall hold an organizational meeting within two (2) weeks after the beginning of their terms, at the call of the previous Chairman of the Town Committee (or in the event of his or her failure to act, at the call of a member of the Republican State Central Committee from the district in which said Chairman resides). The Members shall elect from within the membership a Chairman and a Vice Chairman, a Recording Secretary, a Corresponding Secretary, and Treasurer and such other officers as may be deemed advisable. A pro tem Chairman shall be voted upon to run the organizational meeting.

C. Resignation of Chairman endorsed for Candidacy by Caucus and election of Officers Pro-Tempore. In the event that the Chairman of the Committee is endorsed as a candidate for elected office by the Republican Caucus, such he or she shall resign as Chairman not later than the next regularly scheduled meeting of the Committee. Such resignation shall be considered temporary. Upon such resignation, the office of Chairman shall be considered “vacant” and a new Chairman elected in accordance with these Rules. The newly-elected Chairman shall serve on a temporary basis and his or her title shall be described as “Pro-Tempore.” The Pro-Tempore Chairman shall serve for the balance of the original term of such office or until replaced in accordance with these Rules.

In the event that the resigning Chairman’s candidacy for public office is unsuccessful, he or she shall have the right, in his or her sole discretion, to request to be reinstated as Chairman and shall notify the Committee in writing of his or her intent not later than the second regularly-scheduled meeting of the Committee following such election. The Members of the Committee shall vote first, as to whether to reinstate such Chairman and, if a majority of the Members of the Committee voting on such reinstatement vote to reinstate such Chairman, said reinstatement shall become effective immediately. If a majority of the Members of the Committee voting on such reinstatement fail to vote to reinstate such Chairman, then the Chairman Pro-Tempore shall remain Chairman on a permanent basis for the balance of the original term of the office and the phrase “Pro-Tempore” shall be removed from his or her title.<sup>7</sup>

D. Term of Office. Officers elected hereunder shall hold office for the same term as the Members of the Committee who elected them. Each officer shall be responsible for the performance of the duties assigned to his/her respective office in the By-Laws of the Town Committee, as well as such other duties usually incidental to each respective office prescribed by the Town Committee.

E. Executive Committee. Members of the Town Committee elected to offices of Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, and Treasurer, the Chairperson of the Communications Committee and the Chairperson of the Fund Raising Committee shall constitute the Executive Committee of the Ridgefield Republican Town Committee. The Executive Committee shall meet at such times and perform such duties as specified in the By-Laws of the Town Committee. <sup>8</sup>

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<sup>7</sup> This Section was created by Amendment March 16, 2007

<sup>8</sup> Amended March 16, 2007 to add Chairpersons of Communications Committee and Fund Raising Committee as members of Executive Committee  
Current version as of July 21, 2011

F. Standing Committees and Ad Hoc Committees. The Town Committee shall have such Standing Committees and Ad Hoc Committees as may be specified in the By-Laws enacted pursuant to these Rules. At the first meeting following the Organizational meeting, the incoming Chairman elected at the organizational meeting shall appoint a Chairman and committee members for each of the Standing Committees specified in the By-Laws of the Town Committee.

G. Vacancies of Standing & Ad Hoc Committee Members and Officers. In the event of a membership or officer vacancy the Town Committee Chairman shall nominate a replacement as soon as reasonably possible, which nomination must be approved by a simple majority vote of the Regular Members at the next scheduled meeting of the Town Committee<sup>9</sup>.

H. Report of Election and Appointment. Within two (2) weeks after the organizational meeting of the Town Committee, the Recording Secretary or Chairman shall file with the Secretary of the Republican State Central Committee the names and addresses of the officers and members of the Town Committee and of the Republican Registrar of Voters. The Recording Secretary shall similarly file appropriate reports with the Secretary of the Republican State Central Committee whenever any changes occur in the membership or officers of the Town Committee.

### ARTICLE III – MEETINGS

A. Call of Meetings. The Town Committee shall hold a regular meeting in each month of the year. Special meetings may be called at any time by the Chairman in his or her discretion, and notification of such Special Meeting shall be sent by either the Chairman or Recording Secretary. Written request signed by at least one-half (1/2) of the total number of the regularly elected Members of the Town Committee shall mandate that a Special Meeting be called. Reasonable notice of the time, place and purpose of each special meeting shall be given by the Chairman or Recording Secretary to all members of the Town Committee. Notice of all Town Committee meetings shall be given by the Recording Secretary to the Republican State Central Committee Chairman.<sup>10</sup>

B. Quorum. A simple majority<sup>11</sup> of the total number of the regularly elected Members of the Town Committee shall constitute a quorum for the transaction of all business at any regular or special meeting. A quorum shall be necessary to go into Executive Session. Members must be physically present to be considered in attendance.

C. Voting. Each Member of the Town Committee shall be entitled to one (1) vote on all motions made during the transaction of business at a regular or special meeting; except that, in the case of a tie vote on any motion, the Chairman of the Town Committee shall be authorized, in his or her discretion, to cast an additional vote for the purpose of breaking such tie, including a tie in the vote for the selection of committee recommended candidates, after three (3) ballots on such motions, if the tie has not been dissolved.

<sup>9</sup> Clarified voting requirement July 21, 2011

<sup>10</sup> Title changed to “Call of Meetings” March 16, 2007

<sup>11</sup> “Quorum” changed to “simple majority” from “one half plus one member” July 21, 2011

Current version as of July 21, 2011

Ex-officio members of the Town Committee are not entitled to vote on any matter falling within the jurisdiction of the Town Committee. There will be no proxy, telephone or electronically transmitted votes permitted. All written ballots must include the name of the member voting.

D. Executive Sessions. Executive sessions may be called from time to time when deemed necessary by the Chairman. The Committee may enter Executive Session by a majority vote of those members present. An executive or closed session of the Town Committee shall be open to Members and Ex-Officio members of the Town Committee only. This shall not preclude the right of the Town Committee, upon a vote of two-thirds present; to invite people other than those named above to be present. No voting shall occur in executive session. The business conducted in executive sessions shall be confidential, and all participants are strictly prohibited from disclosing any information about such business except as may be expressly authorized by the Town Committee.

E. Conduct of Meetings. All meetings of the Town Committee shall be conducted in accordance with the latest edition of Robert's Rules of Orders.<sup>12</sup>

#### ARTICLE IV – TOWN COMMITTEE DUTIES

The Town Committee shall be responsible for conducting all regular and special caucuses of the Ridgefield Republican Party; shall organize and direct campaigns to elect Republican Party candidates; shall raise and dispense Republican Party funds, provided that no such funds, unless specifically contributed for such purpose, shall be expended in behalf of any candidate in a pre-endorsed contest or primary; shall establish local Republican policy; shall sponsor such other Republican activities in the Town of Ridgefield as will further the objectives of the Republican Party. Upon request, the Town Committee shall allow all Republican electors seeking elected office to use its mailing permit. Such electors shall be responsible for postage incurred.

#### ARTICLE V - EMERGENCY CIRCUMSTANCES<sup>13</sup>

The Chairman shall have the authority to call a caucus, waive the usual time frame for public notice and take any other emergency action on behalf of the Town Committee, if it appears that obligations and deadlines mandated by State Law, election regulations and other authorities cannot otherwise be timely met. All emergency actions shall be reported to the members as soon as possible but no later than the next regularly scheduled meeting of the Committee.

#### ARTICLE VI - CAUCUSES AND PRIMARIES

A. Regular Caucuses. Regular caucuses shall be called at such time and for such purpose as may be specified by these rules or by the rules of the Republican State Central Committee.

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<sup>12</sup>Section created March 16, 2007. Reference to "Roberts Rules" was previously an editorial note.

<sup>13</sup> Former Article V relocated and the balance of Articles re-numbered March 16, 2007.

Current version as of July 21, 2011

B. Special Caucuses. Special caucuses shall be called by the Chairman of the Town Committee on behalf of the Town Committee, or by written petition signed by at least seventy-five (75) enrolled Republican electors of the Town of Ridgefield. Such caucus shall be held within three (3) weeks from the receipt of such direction or petition.

C. Notice of Caucuses. The Chairman of the Town Committee shall cause a notice to be published, at least five (5) days prior to the date of each regular or special caucus, in a newspaper having a general circulation in the Town of Ridgefield. Each such notice shall specify the date, time, place and purpose of the caucus.

D. Order of Business. The order of business at any regular or special caucus shall be as set forth in the call for such caucus and will follow Robert's Rules of Order, revised.

E. Conduct of Caucuses. All regular and special caucuses shall consist of the enrolled Republican electors of the Town of Ridgefield, and shall be conducted in accordance with the requirements of the applicable provisions of Title 9 of the Connecticut General Statutes then in effect and the applicable rules of the Republican State Central Committee. The Candidate receiving the greatest number of votes for each respective office shall be deemed the endorsed candidate by the Republican Party for election to each respective office or the question receiving the greatest number of votes shall be considered endorsed by the Republican Party.

F. Conduct of Primaries. Primaries for the election of Republican Party endorsed candidates for municipal offices, for Town Committee members and for delegates to conventions shall be conducted in accordance with the requirements of the applicable provisions of Title 9 of the Connecticut General Statutes in effect, the applicable rules of the Republican State Central Committee, and in accordance with the latest edition of Robert's Rules of Orders.<sup>14</sup>

## ARTICLE VII - ENDORSEMENTS AND CANDIDATES<sup>15</sup>

A. Procedure for Endorsement. A regular caucus shall be held for the selection of Republican Party endorsed candidates in accordance with State Central Committee rules and Chapter 153<sup>16</sup> of the Connecticut General Statutes. Caucuses for the selection of Republican endorsed candidates for any other purpose shall be held at such times as may be specified by the Republican State Central Committee.

B. Presentation of Candidates at Caucus. In the selection of candidates to be endorsed by the Republican Party at the Republican Caucus, the candidates recommended by the Town Committee (the "Committee") shall be reported in writing to the Chairman and/ or Recording Secretary of the Caucus prior to any other candidates and such report shall indicate that such candidates have been approved by the Committee. This report shall be read to the Caucus. Any other eligible Republican who has submitted

<sup>14</sup> Reference to "Robert's Rules" added March 16, 2007

<sup>15</sup> Title changed and old Article IX deleted March 16, 2007. Balance of Articles re-numbered.

<sup>16</sup> Statutory Reference changed to "Chapter" rather than "Title" July 21, 2011 throughout document  
Current version as of July 21, 2011

a written request to be nominated for election by the Republican Caucus to the Chairman and/ or Recording Secretary of Committee shall be reported next after the candidates approved by the Town Committee. Finally, nominations shall be received from the floor. In the event that two (2) or more candidates are nominated for any office, voting shall be by written ballot. All ballots shall be provided in advance by the Town Committee and shall be of uniform size, color and texture. Candidates who were reported prior to the commencement of the Caucus shall be listed in alphabetical order, however, those nominated from the floor during the Caucus may be added to the end of the ballot. The ballot may not indicate whether any candidate has or has not been approved by the Committee. The candidate receiving the most votes will be considered the endorsed candidate of the Republican Party.<sup>17</sup>

C. Tie Votes. In the event of a tie in the voting for the selection of Republican Party endorsed candidates for any of the purposes specified herein, the presiding officer of the caucus shall cast a vote only to break such tie.

D. Republican Party Endorsed Candidates. In the selection of Republican Party endorsed candidates for any of the purposes specified herein, the nominations of the Town Committee shall be provided first and shall be so designated followed by those persons who, in writing to the Chairman, indicated their wish to be placed on the ballot; thereafter, nominations shall be received from the floor. In the event that two (2) or more candidates are nominated for any office, voting shall be by ballot. All ballots shall be provided in advance by the Town Committee and shall be of uniform size, color and texture. The candidate receiving the most votes will be considered the endorsed candidate of the Republican Party.

E. Certification of Republican Party Endorsed Candidates. The Chairman of the Town Committee shall certify the names of the Republican Party endorsed candidates to the Town Clerk of the Town of Ridgefield within the time and in the manner prescribed by the applicable provisions of Title 9 of the Connecticut General Statutes then in effect and the applicable rules of the Republican State Central Committee.

F. Vacancies After the Endorsement of Candidates. A vacancy of a candidacy shall occur immediately upon any of the following events: (1) The resignation of a Candidate Member; (2) The death of a Candidate; (3) A Candidate losing his or her status as an elector of the Town of Ridgefield under the applicable law; (4) A Candidate permanently changing his or her principal residence to a place outside the Town of Ridgefield; or (5) The Candidate being otherwise disqualified from seeking the Office for which they were nominated as a Candidate. Any vacancy shall be filled by a majority vote of the Members of the Town Committee attending a meeting called for the purpose of filling such vacancy. The Chairman shall certify such action as prescribed by law. When feasible, announcement of the vacancy shall be made in the local press. A majority vote of those present is necessary to designate the candidate.<sup>18</sup>

## ARTICLE VIII - DISPUTES

<sup>17</sup> Section added March 16, 2007

<sup>18</sup> Definition of "vacancy" amended March 16, 2007  
Current version as of July 21, 2011

Any unresolved disputes arising in respect to any matters covered by the Rules shall be settled conclusively by the applicable rules of the Republican State Central Committee.

#### ARTICLE IX - AMENDMENTS<sup>19</sup>

These Rules and By-Laws may be amended or modified by the Town Committee at a meeting called for such purpose by the Chairman, or in the event of the Chairman's failure to act, by the Vice-Chairman, by mailing a notice stating such purpose to each Member of the Committee at least five (5) days prior to such meeting. If the Chairman and Vice Chairman shall fail to act, a Member of the State Central Committee representing the district in which the Town Chairman resides shall call the meeting.

As the method of amending these Rules and By-Laws, shall be by a meeting of the Town Committee, the Rules may also be amended by caucus, in accordance with in accordance with Section 9-375 of the Connecticut General Statutes and Article II Section 14 of the Connecticut Republican State Central Committee Rules and By-Laws. A caucus for such purpose, shall be called by the Chairman forthwith upon the filing with the Republican registrar of voters of a petition signed by at least five percent (5.00%) or five hundred (500), whichever is less, of its enrolled party members in the Town of Ridgefield and such caucus shall be held within a period of time reasonably necessary to convene the caucus, not to exceed forty-five (45) days from the receipt of such petition. Such amendments or modifications shall be posted at the Town Committee's official web site not less than 7 days prior to the caucus.

Any adopted amendments or modifications to these Rules and By-Laws shall be filed with the Town Clerk of the Town of Ridgefield and the Secretary of State, in accordance with the requirements of the applicable provisions of Chapter 153 of the Connecticut General Statutes then in effect and the Rules and By-Laws of the Connecticut Republican State Central Committee.

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<sup>19</sup> Method of Amending Rules and By-Laws unified in part on March 24, 2011 and in part on July 21, 2011  
Current version as of July 21, 2011

## PART II-- THE BY-LAWS OF RIDGEFIELD REPUBLICAN TOWN COMMITTEE

### ARTICLE X - BY-LAWS OF THE RIDGEFIELD TOWN COMMITTEE<sup>20</sup>

The Town Committee has adopted By-Laws governing the specific details of its operating procedures and to implement the provisions of these Rules which are set forth as Part II of these Rules and By-Laws. The By-Laws shall be amended only by a meeting of the Town Committee as set forth above. In the event of a conflict between the provisions of the Rules of the Ridgefield Republican Party set forth above, and the By-Laws, set forth below, the Rules shall govern and take precedence over any conflicting provisions in such By-Laws.<sup>21</sup>

A. MISSION OF THE TOWN COMMITTEE. The mission of the Ridgefield Republican Town Committee (hereinafter referred to as the “Town Committee”) is to promote the ideals and objectives of the Republican Party.<sup>22</sup>

B. DUTIES OF THE TOWN COMMITTEE. In order to carry out its mission, the Town Committee shall:

1. Seek out and recommend qualified candidates for election to public offices or for placement on Town Committees & Commissions of the Town of Ridgefield.
2. Seek out and recommend qualified candidates for endorsement and election to local, state and national public offices, and as delegates to conventions.
3. Raise funds for the use by and benefit of the Republican Party.
4. Increase enrollment in the Republican Party and encourage electors to vote for Republican candidates for election.
5. Establish policy for the Ridgefield Republican Party and platforms for its public officials and endorsed candidates.
6. Direct and maintain a public relations program for the Ridgefield Republican Party and its public officials and endorsed candidates.
7. Direct and maintain campaign publicity for the Ridgefield Republican Party and its public officials and endorsed candidates.
8. Act as liaison between Republican electors and public officials of the Town of Ridgefield, as well as between Republican Party organizations in other towns and at state and national levels.

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<sup>20</sup> Former Article VIII of separate Rules July 21, 2011. By-Laws became part of combined Rules and By-Laws on March 24, 2011 and July 21, 2011

<sup>21</sup> Exordium added March 24, 2011 and July 21, 2011

<sup>22</sup> Added January 18, 2007

Current version as of July 21, 2011

9. Monitor the form and function of our town government and recommend appropriate improvements.

10. Monitor local, state and federal legislation affecting the Town of Ridgefield and the Town Committee's constituents.<sup>23</sup>

C. DUTIES OF OFFICERS. The respective officers of the Town Committee shall assume and discharge the responsibilities of the office to which they have been elected in accordance with the following guidelines:

1. Chairman. The Chairman of the Town Committee shall provide overall direction for the activities and functions of the Town Committee; shall set the agenda; shall preside over all regular and special meetings; shall be responsible for notifying Town Committee members of the date, place and time of each meeting and for providing them with the agenda, minutes of previous meetings and other pertinent information; shall appoint the various standing and ad hoc committees, and chairmen; perform all other duties of the Town Committee authorized by these By-Laws; shall be an ex-officio member of all standing and ad hoc committees; and shall perform all duties required by the Rules of the Ridgefield Republican Party and the Rules of the Republican State Central Committee.

2. Vice-Chairman. The Vice-Chairman of the Town Committee shall perform all duties of the Chairman of the Town Committee in the event of the Chairman's absence or inability to act.

3. Recording Secretary. The Recording Secretary of the Town Committee shall maintain and preserve the official records of the Town Committee; shall keep the minutes and attendance records of all regular and special meetings of the Town Committee and see that the minutes are approved by the Town Committee; and shall prepare and file all reports and notices required by the Charter of the Republican Town Committee and the Rules of the Republican State Central Committee.

4. Corresponding Secretary. The Corresponding Secretary of the Town Committee shall be responsible for the preparation and issuance of all general correspondence related to the activities and functions of the Town Committee.

5. Treasurer. The Treasurer of the Town Committee shall administer Committee funds in accordance with all applicable public laws, rules and regulations. As part of his or her duties, the Treasurer shall: maintain the bank accounts of the Town Committee; receive and dispense the funds of the Town Committee; shall maintain and preserve all the fiscal records and accounts of the Town Committee; shall prepare and file all financial reports required by law; and shall report in writing at each regular meeting the current financial position of the Town Committee. The Expenditures of Committee funds shall be subject to the following procedures.<sup>24</sup>

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<sup>23</sup> Article II A-J added January 18, 2007

<sup>24</sup> Amended January 18, 2007

Current version as of July 21, 2011

6. Committee funds shall be disbursed only upon the affirmative vote of a majority of a quorum of the Committee.<sup>25</sup>

7. De- Minimus Expenditures. Notwithstanding the foregoing, the Treasurer may disburse Committee funds without the immediate approval of the Committee as described in paragraph 1, above, provided the amount of such disbursements, in the aggregate, do not exceed the *lesser* of five hundred dollars (\$500.00) or five percent (5.00%) of the total amount of Committee funds on hand at the time of such disbursement and only if such disbursement is for the payment for goods purchased or services rendered (including payment of rent or utilities owed by the Committee for its Headquarters) previously approved by the affirmative vote of a majority of a quorum of the Committee. Any funds disbursed hereunder shall be reported at the next regularly schedule meeting of the Committee.<sup>26</sup>

D. REGULAR MEETINGS OF TOWN COMMITTEE. The Town Committee shall hold a regular meeting in each month of the year the date and time of which to be set by the Chairman. Members unable to attend shall notify the Chairman or the recording Secretary prior to the meeting. Except in extraordinary circumstances, the failure to attend at least one half (1/2) of the regular meetings will render the member ineligible for endorsement by the Town Committee for election to the Town Committee for the next term. All Town Committee meetings shall be open to the public unless the Town Committee shall, by majority vote, elect to go into executive session.

E. EXECUTIVE COMMITTEE OF TOWN COMMITTEE. Regular meetings of the Executive Committee of the Town Committee shall be held periodically at a time and place specified by the Chairman of the Town Committee. The Executive Committee shall perform such functions as shall be deemed necessary or advisable to assist the Chairman of the Town Committee in the performance of his/her duties, but any action taken by the Executive Committee shall not be binding upon the Town Committee as a whole unless ratified by the Town Committee at a regular meeting. The Recording Secretary shall report on the deliberations and activities of the Executive Committee to the Town Committee at the next regular meeting of the Town Committee following each meeting of the Executive Committee. The Executive Committee is responsible each year for verifying the Treasurer's records and reporting the results of the review at the next regular meeting of the Town Committee following the end of the fiscal year.

F. STANDING COMMITTEES OF TOWN COMMITTEE. A Standing Committee is a continuing committee consisting of a Chairman and a minimum of one additional member. The Town Committee Chairman shall appoint the chairmen and the members of the respective Standing Committees. To encourage greater participation in Town Republican Party matters, an effort shall be made by the Chairman, when possible, to appoint non-Town Committee members to Standing Committees. The Standing Committee Chairmen are responsible for calling meetings of their committees and shall

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<sup>25</sup> Added January 18, 2007

<sup>26</sup> Added January 18, 2007

have minutes taken at the meetings, a copy to be filed with the Town Committee's Recording Secretary. The Standing Committees of the Town Committee are:

1. Publicity and Public Relations. This committee shall be responsible for all official Town Committee communications and publicity; shall assist candidates in preparation of publicity materials; shall coordinate campaign releases to the media; and, if funded, shall establish and maintain a newsletter.

2. Local Club Liaisons. This committee shall be responsible for communications with area Republican organizations to promote mutual cooperation and benefits. Additionally, when possible there shall also be a liaison for each club and organization in the Town of Ridgefield including but not limited to The Rotary, The League of Woman Voters, The Chamber of Commerce, The Owls, AARP and the Italian American Club.

3. Candidate & Volunteer Recruitment. This committee shall be responsible for recruiting candidates and maintaining lists of names of persons desirous of becoming candidates for the various appointed and elected offices and commissions including Republican Town Committee positions and shall submit those lists to the Chairman of the Town Committee. Potential candidates will be interviewed by an Ad Hoc Candidate Screening Committee appointed by the Chairman of the Town Committee. Also they shall be responsible for recruiting and maintaining lists of persons who are willing to do volunteer work for the Town Committee or who may wish to serve on a committee of the Town Committee.

4. Issues & Political Action Committee. This committee shall be responsible for exploring issues for consideration by the Town Committee; for orienting candidates and shall formulate a platform for consideration by the Town Committee and its candidates.

5. Voter Registration. This committee shall be responsible for promoting registration in the Republican Party.

6. Fund Raising. This committee shall be responsible for the planning, organizing and carrying out of all Town Committee fund raising related activities.

7. Republican State Central Liaison. This committee shall be responsible to keep abreast of State Centrals activities and report such activities to the Town Committee periodically. It shall also keep the Town Committee informed as to the status of the various bills before the Legislature and Congress which are of particular interest to the Town Committee and shall be responsible for maintaining communications with our local, state and federal representatives and for keeping the Town Committee informed of their activities.

8. Regulatory Compliance. This committee shall be responsible for advising the Town Committee and its committees, to ensure compliance with all local, state and federal laws, rules and regulations, including but not limited to, election laws and the regulation of political activities in which each shall participate. No committee shall

undertake any action without the prior review and approval of the Regulatory Compliance Committee.

G. AD HOC COMMITTEES OF TOWN COMMITTEE. Ad Hoc Committees shall be formed from time to time by the Chairman of the Town Committee for specific, short-term tasks. Upon completion of such tasks the Ad Hoc Committee shall be dissolved. To encourage greater participation in Town Republican Party matters, an effort shall be made, when reasonably possible, to appoint non-Town Committee members to Ad Hoc committees. The Ad Hoc Committees shall include, but are not limited to:

1. Campaign and Elections. The Campaign and Elections Committee shall be responsible for organizing and overseeing all campaign and election activities and for coordinating the work of all committees concerned with campaigns and elections. This committee will be appointed periodically during local elections cycles. The chairman of this committee shall be responsible for coordinating the platforms of candidates and keeping informed of the “Issues Committee” recommended platform.

2. Candidate Screening Committee. The Candidate Screening Committee shall consist of not less than three (3) Members of the Town Committee appointed by the RTC Chairman. It shall be responsible for reviewing the candidates background, confirmation of their Republican registration in the Town of Ridgefield and for interviewing each candidate. The Screening Committee shall, after discussion, recommend one or more candidates for each position to the full Town Committee for its endorsement. When possible, the RTC Chairman shall advertise all openings in a newspaper with wide Ridgefield readership.

3. Rules & By-Laws Update Committee. Pursuant to the Rules of the Ridgefield Republican Town Committee, this committee upon the recommendation of the Chairman or a majority of the Members shall be responsible for periodically reviewing the Rules & By-Laws; for making revisions or corrections to them as required; and for presenting such revisions or corrections to the full Town Committee for its review and approval. After Town Committee approval the Rules revisions shall be sent to Caucus for its approval. The By-laws shall be approved by Town Committee vote during a special Town Committee meeting designated for that purpose.

H. RESIGNATIONS. Notification of a member’s resignation from the Town Committee must be submitted in writing, to the Chairman or Recording Secretary. The resignation shall be effective immediately upon receipt. The Chairman shall inform the Town Committee no later than at their next regularly scheduled meeting.

I. PROCEDURE FOR PRESENTING A SLATE OF OFFICERS AT ORGANIZATION MEETING OF NEW TOWN COMMITTEE. Prior to the Organization Meeting of a new Town Committee, the present Chairman of the Town Committee shall ask all newly elected members if they are interested in any office. The present Chairman will present a slate of all interested candidates for each office to be placed in nomination at the Organization Meeting. Nominees may include more names

than positions open. After the Town Committee votes to accept the recommended slate, the slate will be presented at the Organization Meeting. The slate is not binding and additional names may be placed in nomination from the floor at the Organization Meeting. The new Town Committee shall elect a Chairman pro temp to run the elections. Newly elected officers shall take their seats immediately.

J. RULES OF THE RIDGEFIELD REPUBLICAN PARTY. These By-Laws are a part of the *Rules and By-Laws of the Ridgefield Republican Party* and may be amended only in accordance with Article VIII, above.<sup>27</sup>

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<sup>27</sup> Method of amendment changed to reflect adopted revisions on March 24, 2011 and July 21, 2011  
Current version as of July 21, 2011