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# CONNECTICUT DEMOCRATS

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*State Chair* Nancy J. DiNardo *State Vice Chair* Rep. Steve Fontana *Secretary* Barbara C. Gordon *Treasurer* Emma W. Pierce

## MEMO

**DATE:** January 14, 2010

**TO:** Democratic Chairs and DSCC Members

**FROM:** Nancy DiNardo, DSCC Chairwoman

As you prepare for the upcoming Town Committee elections, I want to make you aware of some key dates that are quickly coming upon us. I have attached a copy of the 2010 Democratic State Central Calendar. In addition, I have attached the following documents to assist you when holding your Town Committee elections:

1. Notice of Democratic Caucus
2. Model Agenda for Nominating Caucus
3. Rules and Guidelines on Town Committee Caucus Procedure
4. Certification of Party Enforcement

In early 2010, you will be receiving all the necessary information and forms for delegate selection to the Statewide Office, House Representative, State Senate and Judge of Probate conventions. It is imperative that each Town Chairperson or their designee sends the DSCC an updated list of newly elected Town Committee members. Please mail the list of newly elected members to DSCC, 330 Main Street, Hartford, CT, 06106 or Fax to 860-560-1522. Please feel free to contact State Central if you have any questions or concerns at (860) 560-1775.

## **2010 Democratic State Central Calendar**

The following is a list of key dates for the 2010 Election Year. Section references are to the General Statutes of Connecticut. All entries and references are subject to legislative revision. All dates have been chosen based on the General Statutes of Connecticut and State Democratic Party Rules.

### **Town Committee Member Party Endorsement Caucus January 5-12, 2010**

Notice of Caucus must be published in a town-wide publication no earlier than 15 days or later than 5 full days before the caucus. If caucus is held on January 5<sup>th</sup>, caucus notice must be published any time from December 21<sup>st</sup> through December 31<sup>st</sup> / If caucus is held January 12<sup>th</sup>, caucus notice must be published any time from December 28<sup>th</sup> through January 7<sup>th</sup>. Certifications are due at the Town Clerk's office by 4:00 p.m. on January 13<sup>th</sup>.

In towns where local party rules require primary, petitions for primary should be available at Registrar of Voters office beginning on the day following the making of the Party's endorsement of candidates for Town Committee or beginning on the day following the final day for making of such endorsements, whichever comes first. Primary petitions for opposition candidates for Town committee must be submitted to respective registrars by 4:00 p.m. on January 13<sup>th</sup>.

### **Party Rules Changes – January 22-29, 2010**

Last day to file with the Secretary of the State change in party rules regarding the method of party selection for candidates to be selected as delegates if selection is made on March 23, 2010 then January 22<sup>nd</sup> is the last day. If endorsement is made on March 30, 2010, then January 29, 2010 is last day. At least sixty days before the selection, one copy of party rules governing such selection must be filed with the Secretary of the State. One copy of revised local party rules (and any amendments thereto) must also be filed forthwith with town clerk and state central committee. (Applies only when new rules are adopted or existing rules are amended or rescinded.)

### **Town Committee Primary - March 2, 2010**

Primaries, where applicable, for town committee membership shall be held from 6am-8pm.

### **First Meeting of the Democratic State Convention Pre-Convention Platform Committee – March 3, 2010**

State Central Headquarters – 330 Main Street (Third Floor), Hartford, CT 06106, 7:00 p.m.

### **Delegates to State and District Conventions**

**Window for selection of Delegates to Conventions: March 23-March 30, 2010**

**Certification of endorsements: March 31, 2010 (4pm)**

\*If a caucus is the selecting authority for delegates according to your town or city party rules, public notice must be published in a town-wide publication at least five full days before the caucus. Local party rules may require earlier notice. (Sec. 9-390)

### **Jefferson-Jackson-Bailey Dinner –TBD, 2010**

The keynote speaker and location are still being determined. For more information please call our office.

### **Town Committee Officer Elections – March 3 –April 2 , 2010**

The Chair of the Town Committee in office, as of March 3, 2010 shall call a meeting of the newly elected Town Committee for the purpose of electing such officers of the Town Committee as are prescribed in local party rules.

### **State Central Member Elections – April 26 –May 6, 2010**

The State Convention delegates from each senatorial district shall meet at least 15 days but not more than 25 days prior to the first session of each State Convention, at a time and place to be designated by the State Central Committee members from the district.

### **All Conventions for Party endorsements: May 4-25th**

Certification of endorsements: 14<sup>th</sup> day after close of convention (4pm)

“15% candidate” to primary certificates filed by: 14<sup>th</sup> day after close of convention (4pm)

### **State Convention – May 21(evening)-22(all-day), 2010**

The State Convention will be held in Hartford at the Connecticut Expo Center in Hartford. All party-endorsements for candidates for state wide office (U.S. Senate, Governor, Secretary of the State, State Treasurer, State Comptroller, and Attorney General) shall take place at the state convention.

### **Congressional Conventions – May 10, 2010**

The times locations of the conventions to endorse candidates for the office of United States House of Representatives will be announced once the delegate selection process takes place.

### **State Senate Conventions – May 24, 2010**

The times locations of the conventions to endorse candidates for the office of State Senate will be announced once the delegate selection process takes place. *Certification of Party Endorsed Candidate must be filed with Secretary of the State by 4:00 pm 14<sup>th</sup> day after endorsement convention. Primary petitions filed by 4:00 pm, 14<sup>th</sup> day after endorsement meeting.*

### **State House of Representatives Conventions (Multi-Town Districts) – May 25, 2010**

The times locations of the conventions to endorse candidates for multi-town districts for State Representative will be announced once the delegate selection process takes place. *Certification of Party Endorsed Candidate must be filed with Secretary of the State by 4:00 pm 14<sup>th</sup> day after endorsement convention. Primary petitions filed by 4:00 pm, 14<sup>th</sup> day after endorsement meeting.*

### **Judge of Probate Conventions (Multi-Town Districts) – May 11, 2010**

The times and locations of the conventions to endorse candidates for multi-town districts for Judge of Probate will be announced once the delegate selection process takes place. *Certification of Party Endorsed Candidate must be filed with Secretary of the State by 4:00 pm 14<sup>th</sup> day after endorsement convention. Primary petitions filed by 4:00 pm, 14<sup>th</sup> day after endorsement meeting.*

### **Candidates for Municipal Office (including single-town State Representative, Judge of Probate and Registrars of Voters) - May 18 – May 25 , 2010**

#### **Dates, times and locations determined by Democratic Town Committees**

Certification of endorsements: single town State Representative Judge of Probate, and Registrar of Voters: 14<sup>th</sup> day after endorsement meeting (4pm)

*Certification of Party Endorsed Candidates for single-town Judge of Probate and Registrar of Voters must be filed with Town Clerk by 4:00 pm 14<sup>th</sup> day after endorsement meeting. Certification of Party Endorsed Candidates for single-town State Representative must file with the Secretary of the State's office by 4:00 pm 14<sup>th</sup> day after endorsement meeting.*

*Primary petitions filed by 4:00 pm 14<sup>th</sup> day after endorsement meeting.*

### **Primary (6am-8pm): August 10, 2010**

Primary for State and District Offices including: United States Senate, Representative in Congress, State Senator, State Representative and Registrar of Voters.

### **General Election – November 2, 2010 (6am-8pm)**

United States Senate, Governor and Lieutenant Governor, Constitutional Officers, Representative in Congress, State Senator, State Representative, Judge of Probate and Registrar of Voters

# NOTICE OF DEMOCRATIC CAUCUS

To enrolled members of the Democratic Party of the Town/City/Borough of:  
(Circle)

\_\_\_\_\_, Connecticut  
(Town/City/Borough Name)

Pursuant to the Rules of the Democratic Party and State election laws, you are hereby notified that a caucus will be held on:

January \_\_\_\_\_, 2010, at \_\_\_\_\_, at  
(Date) (Time of Day)

\_\_\_\_\_  
(Location and Address)

to endorse candidates for **Democratic Town Committee** and to transact other business as may be proper to come before said caucus.

Dated at \_\_\_\_\_, Connecticut, on the  
(Town/City/Borough Name)

\_\_\_\_\_, 2010.  
(Date)

Democratic Town/City/Borough Committee of \_\_\_\_\_  
(Town/City/Borough Name)

\_\_\_\_\_  
Chairperson

# MODEL AGENDA FOR NOMINATING CAUCUS

1. Call Convention to order by Temporary Chair
2. Temporary Chair Appoints Temporary Secretary
3. Temporary Secretary reads call of caucus notice
4. Temporary Secretary makes credentials report
5. Election of a permanent Chair
6. Election of a permanent Secretary
7. Adoption of rules (i.e. use of paper ballots)
8. Nominations
9. Updated report on Credentials/Attendance
10. Election
11. Announcement of Winners
12. Other business
13. Adjourn

## RULES AND GUIDELINES ON TOWN COMMITTEE CAUCUS PROCEDURES

1. Caucuses for town committee are required by state law and are open to all town registered Democrats in accordance with the local Registrar of Voters' records.
2. Caucuses must be advertised in a local newspaper at least 5 full days before the caucus. Five full days does not include the date of the actual caucus. The time, date, location, and purpose of the meeting must be stated within the advertisement.
3. Caucuses must be held between January 5-12th 2010. Results of the caucus must be certified by the Town Clerk by January 13 th at 4:00 PM.
4. Any registered Democrat may observe, vote, speak, or participate in the caucus.
5. According to state party rules, nominations the night of the caucus shall be taken by slate and by individual nominations from the floor.
6. After all nominations have been closed (slate and individual), voting may proceed.
7. Since the caucus is a local election, paper ballots and/or secret ballots are permitted. Secret ballots are not permitted in Democratic Town Committee meetings because members of the DTC are considered elected officials voting on behalf of all local Democrats. In the case of a caucus, voters are voting on their own behalf – they are not representing another person or party. It is recommended that ballots be kept on file for at least 60 days after the election.
8. It is permissible on a paper ballot to identify “town committee endorsed candidates” if local town committee by-laws allow for such a process.
9. Voters may not vote for more town committee members than slots available. If a voter votes for more members than available, the ballot should not be counted.
10. Voters may vote for as many or as few town committee members as desired in accordance with the slots available. For example, a voter may vote for only 1 town committee member on their ballot even if 20 are running.
11. DTC members must be elected by a majority of those present and voting. For example, if there are more people nominated than there are slots available, and there are 50 people voting at the caucus, only those who receive 26 votes or more are elected on any given ballot. If the full slate of party-endorsed candidates is not chosen on the first ballot, then the names of those who did not receive at least 26 votes should be voted on a second ballot, and so on until a full slate is chosen.
12. If a slate wishes to file for a primary, petitions and information on the number of signatures required on the petition may be obtained from the registrar of voters.
13. To obtain primary petitions, the challenge slate must consist of at least 25% of the total number of DTC members permitted on a town committee. For example, X town has 20 town committee members on its town committee. A primary slate must have at least 5 candidates on its petition. These candidates need not be members of the caucus-endorsed town committee or of the existing town committee.
14. New DTC members take office on the day after the day schedule for the primary. Town Committee primaries are scheduled for March 2, 2010 Even in towns where no primary is being held, members do not take office until March 2, 2010. Town Committee Officers are elected after the March primary date.

*\*The above rules and guidelines are in response to frequently asked questions  
regarding the town committee caucus elections.  
Additional questions or clarification may be obtained by calling the DSCC at 860-560-1775.*

# Certification of Party Endorsement

## Town Committee Members

Certification forms are due at the Town Clerks Office by January 13, 2010 no later than 4 PM

To: \_\_\_\_\_, Town Clerk of \_\_\_\_\_, Connecticut.

Pursuant to the Rules of the Democratic Party and state election laws, it is hereby certified that a Democratic Caucus called for the purpose of electing members to the Democratic Town committee was held on January \_\_\_\_\_, 2010 at \_\_\_\_\_,

(Location)

(Address)

\_\_\_\_\_, Connecticut, by a majority vote, the persons names below were endorsed as candidates  
(Town)

for election to the Democratic Town Committee of \_\_\_\_\_, Connecticut.

NAME	ADDRESS (Include Zip)	PHONE	EMAIL
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\_\_\_\_\_  
Caucus Chair  
January \_\_\_\_\_, 2010

\_\_\_\_\_  
Caucus Secretary

**PLEASE PRINT**

COPY TO TOWN CLERK AND STATE CENTRAL (FAX: 860-560-1522)