



What is a Democratic Town Committee (DTC)?

A DTC is your local Democratic Party. DTC leaders and members are the backbone of our party. Democrats in DTCs organize across Connecticut to bring progress to our nation, state, cities, towns, school boards, and neighborhoods. The DTC leaders and members also identify and support Democratic candidates for local office and support the Democratic Party in all local, state and federal elections.

What are the Officers' duties in a DTC?

Each organization within the Democratic Party of Connecticut maintains their own bylaws which may vary or dictate specific duties. Below is a general guide.

DTC Chair Role

The DTC Chair leads their town committee in a two-year term and should have the ability to organize, provide direction and delegation, political experience and work well with others. The Chair assigns and monitors progress on tasks as needed. The Chair should consult with other officers about decisions, particularly involving expenditures and other matters that may require a vote of the executive committee or entire town committee.

General Responsibilities

- Call and lead executive committee and regular town committee meetings with set agendas.
- Call caucuses to endorse candidates and fill vacancies, if necessary.
- Set up and recruit for DTC member elections.
- Regularly correspond with town committee members.
- Attend state, congressional district, and Central Committee meetings and other committees or caucuses on which they serve.
- Outside the group, represent and speak on the town committee's behalf, without inserting personal remarks or biases.
- Manage and support the activities of other group officers.
- Delegate tasks as needed to other members of the group.
- Maintain regular communication with local, state and federal elected officials.
- Support and guide volunteers.
- Recruit, welcome, educate and involve new members.
- Lead development of a strategic plan for activities, meetings, field operations, etc.
- Send password requests to Voter File Manager for anyone in the group needing Voter File access.
- For local, state and federal conventions, Chairs must send to the Secretary of the State Central Committee, on forms furnished by the State Central Committee, a list of the delegates to each convention duly chosen from his or her town,

properly attested by the Democratic Registrar of Voters

Required Executive Committee (Board) Members

- Vice Chair
- Treasurer
- Secretary

Other Examples of Executive Committee (Board) Members

- Communications Chair
- Elections Chair
- Volunteer Chair
- Outreach Chair
- Fundraising Chair

Town Committee Members

Members of the town committee serve for a term of two (2) years, commencing on the Wednesday after the first Tuesday in March in each even-numbered year and ending on the first Tuesday in March of the next even-numbered year.

DTC Meetings

In accordance with the Charter of the Democratic National Committee, all meetings of Democratic town committees, subcommittees and all other Democratic Party committees shall be open to the public, and votes shall not be taken by secret ballot.

Regular Meetings

- The town committee must meet at least four times a year.

Special Meetings

- Special meetings of the town committee may be called upon a written request, signed by twenty percent (20%) of the members of the committee, and presented to the DTC Chair.

Quorum for meetings

- Two fifths (2/5) of the membership of the town committee constitutes a quorum at any meeting.

Running meetings

- Utilize Robert's Rules of Order to fairly organize DTC meetings

Bylaws

Who reviews and approves individual DTC bylaws?

- If your DTC already has previously approved bylaws, review and update them after each new DTC Chair or town committee member election.

Filing DTC Bylaws

- Within seven (7) days after party rules or any amendments to party rules are adopted by the Democratic Party in any town, a copy of the same shall be filed with the Secretary of the State Central Committee and the Secretary of the State and as otherwise required by law.
- Any amendments so filed shall set forth in full the section to be amended.
- Adopted party rules or amendments shall not be effective until sixty (60) days after the filing with the Secretary of the State Central Committee.