

Date: Monday, February 04, 2008  
To: Town/ City Committee Chairs  
From: Justin Kronholm, Executive Director DSCC  
Re: Briefing for Delegate Selection and Convention Dates and Locations  
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**Please be advised that either a caucus or town committee meeting (according to local party rules) must be scheduled between March 25- April 1<sup>st</sup> (according to Connecticut General Statutes) for the purpose of selecting delegates for state and district conventions (Congress, State Senate and Multi-Town State House).** Included in this mailing is a copy of the respective paperwork that must be completed and returned to the Town/ City Clerk's Office regarding these endorsements. Please share this paperwork with the appropriate person (s). *Please remember that state statutes now eliminate delegate primaries.*

**CAUCUS NOTIFICATION**

If a caucus is your method of endorsement, enclosed is a form for advertising a caucus. The notice should appear in a newspaper in general circulation within the community **at least 5 full days (NOT business days)** before the caucus is held – more than 5 days, if so specified by your local rules, but no more than 15 days prior. For example, a notice must be published no later than March 20, if your caucus is to be held on March 25.  
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**CERTIFICATION FORMS**

Enclosed is a form for use in certifying the endorsement of your delegates. It may be used whether the endorsements are made by the Town/ City Committee, or by a caucus. Please make sure the forms are executed properly, as improperly executed forms may jeopardize your endorsements. Please also complete all information on the forms.

**Please also remember to fax or mail a copy of your endorsements to the DSCC office by April 2, 2008.** If you need extra copies of the enclosed forms, please do not hesitate to call the DSCC office.

**CONTACT INFORMATION AND QUESTIONS**

Because of the variety of procedures at the local level in these elections, it is advisable to confer with your local Registrar(s) of Voters and with your Town, City, or Borough Clerk. Or, if that official cannot answer your question, contact Moriah Moriarty in the DSCC office: (860) 560-1775.

You may also want to refer to the 2008 Election Calendar for clarifications and questions regarding the election schedule at [www.ctdems.org](http://www.ctdems.org) or log onto the Secretary of the State's Website at [www.sots.state.gov](http://www.sots.state.gov)  
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**Important: For State Convention Delegate Selection**

". . . each town's delegation [for the State Convention] shall include a number of delegates residing in each of said senatorial districts equal to the number of delegates representing said town at each of such senatorial district conventions."

Article III sec. 3, of the Connecticut Democratic State Party Rules

**\*\*\*IF YOUR TOWN HAS A MULTI-TOWN STATE LEGISLATIVE DISTRICT AND YOU DO NOT HAVE A DEMOCRATIC INCUMBENT WHO IS ALREADY COORDINATING WITH DSCC TO ARRANGE THEIR CONVENTIONS\*\*\***

**Please provide the following information for all 2008 Multi-Town State Senate, State Representative Conventions in your district.** You must also identify a temporary chair for each convention. The person that is assigned to be the Temporary Chair will receive the paperwork for that specific convention. Please remember that we must have this information so that we can mail out the call of the convention (**For Multi-Town Districts Only**) to the delegates. Contact Democratic State Central as soon as possible with this information by fax: 860-560-1522/ email: mmoriarty@ctdems.org: 860-560-1775.

Thank you in advance.

The \_\_\_\_\_ District **State Representative Convention** will be held on May 20, 2008 at the \_\_\_\_\_ in the town of \_\_\_\_\_  
Address: \_\_\_\_\_ at \_\_\_\_\_ p.m.

The Temporary Chair will be \_\_\_\_\_

The \_\_\_\_\_ District **State Senate Convention** will be held on May 19, 2008 at the \_\_\_\_\_ In the town of \_\_\_\_\_  
Address \_\_\_\_\_ At \_\_\_\_\_ p.m.

The Temporary Chair will be \_\_\_\_\_