

MEMO

DATE: February 2, 2009

**TO: Democratic Chairs and State Central Committee
Members**

FROM: Nancy DiNardo, DSCC Chairwoman

As we gear up for the November Municipal Elections, I wanted to make you aware of some key dates that are quickly coming upon us. This year's election cycle is important as we begin to field strong candidates at the local level and look to further build a solid Democratic foundation for our towns, cities and state. As we've done in the past, Democratic Party will continue to make progress in promoting a progressive agenda that assures each Connecticut resident enjoys the quality of life they deserve.

Organizing for this year's elections will also serve as a building block for the 2010 election cycle when we retain our five Congressional seats, re-elect our Constitutional Officers, our Democratic House and Senate members and take back the Governor's office. Fortunately, the 2008 election has infused our Party here in Connecticut with an energy that will no doubt give us a head start over our Republican counterparts. As active members of the Democratic Party you have seen the outpouring of individuals willing to share their time, money, and ideas in an effort to get Democrats elected. It is our job to keep this momentum building - through this election cycle and into 2010.

I encourage each of you to utilize the election tools we have here at the State Party. A state of the art web-based voter file, upcoming campaign trainings and website assistance are all available for your efforts in building an aggressive and structured campaign plan. Enclosed are certification and notice of caucus forms in addition to a listing of important dates you will need to know as we approach the Fall Municipal Elections. Please feel free to contact State Central if you have any questions or concerns at (860) 560-1775.

2009 Democratic State Central Calendar

The following is a listing of key dates leading up to the 2009 Municipal Elections in November.
 Dates have been based on General Statutes of Connecticut and the State Democratic Party Rules.

dates subject to legislative revision

July 15, 2009 to July 22, 2009	Notice of Caucus Last day to publish notice of endorsement caucus, if caucus is the endorsing authority for municipal office, if caucus is held on <u>July 21, 2009</u> . If caucus is held <u>July 28, 2009</u> , then <u>July 22, 2009</u> is the last day. Notice must be published at least 5 full days before the caucus. Party rules may require earlier notice. (Sec 9-390)
July 21, 2009 to July 28, 2009	Party Endorsements Endorsement by major party for municipal office by town committee, caucus or convention between these days. (Secs. 9-390 and 9-391)
July 29, 2009	Certification of Endorsements Last day for certification by a major political party to municipal clerk of party endorsement for municipal office. Each endorsement must be certified by both the chairman or presiding officer <u>and</u> the secretary of the town committee, caucus or convention which made the endorsement; the certification needs not be signed by the endorsed candidate(s). Clerk must forthwith publish notice of certification and that list of candidates is on file. (Secs 9-391 and 9-395)
September 15, 2009 6am to 8pm	Primary Day Primary, if valid petition or petitions have been filed. (Secs. 9-376 and 9-423)
November 3, 2009 6am to 8pm	Election Day

IMPORTANT REMINDER (REGISTRATION OF CANDIDACY)

An individual must give notice of the manner in which the individual's campaign will be funded not later than ten days after becoming a candidate. A candidate must register a single candidate committee to fund his or her campaign. Each candidate is required to file State Election Enforcement Commission "SEEC" Form 1 "Registration by Candidate" **along with SEEC Form 1A "Candidate Committee Registration."** (SEE ATTACHED), with the Town Clerk within 10 days of becoming a candidate and indicate how the campaign will be funded.

If the candidate has elected to have his campaign funded solely by a town committee or slate committee for a single election, the candidate must complete **SEEC Form 1 and also complete and file SEEC Form 1B "Certification of Exemption from Forming a Candidate Committee"** (SEE ATTACHED). In addition, the chairman of the committee is required to register the committee within ten days after campaign funds or resources were first solicited, received or expended by or on behalf of the candidates or after they first became eligible to appear on a primary or election ballot, whichever is earlier.

These forms are also available online:

<http://www.ct.gov/seec/site/default.asp>

SEEC FORM 1

REGISTRATION BY CANDIDATE

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

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REGISTRATION TYPE

- INITIAL
 AMENDED

1. ELECTION DATE (mm/dd/yyyy)	2. OFFICE OR POSITION SOUGHT	3. DISTRICT NUMBER (if applicable)
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4. CANDIDATE NAME				
Prefix	First	MI	Last	Suffix

5. CANDIDATE RESIDENCE ADDRESS			6. CANDIDATE MAILING ADDRESS (if different)		
Street Address			Address		
City	State	Zip Code	City	State	Zip Code

7. CANDIDATE TELEPHONE (Include Area Code)	8. CANDIDATE E-MAIL ADDRESS
() —	

9. PARTY AFFILIATION		
<input type="checkbox"/> Republican	<input type="checkbox"/> Democratic	<input type="checkbox"/> Other _____

10. DESIGNATION OF CAMPAIGN FUNDING SOURCE (check one)

- 10a.** I am forming a candidate committee and I am required to file a Candidate Committee Registration Statement.
(Go to Form 1A and complete Candidate Registration Statement)
- 10b.** I am exempt from forming a candidate committee and I am filing a Certification of Exemption from Forming a Candidate Committee.
(Go to Form 1B and complete Certification of Exemption)

Important Notice: Failure of a candidate to complete this page together with either Form 1A, "Registration of Candidate Committee", or Form 1B "Certification of Exemption from Forming a Candidate Committee", within 10 days of becoming a candidate will subject the candidate to a mandatory \$100 late filing fee. See Section 9-623(b), Connecticut General Statutes.

Notice: Making a false statement on this form may subject you to criminal penalties, including but not limited to, imprisonment for up to one year or a fine of up to two thousand dollars, or both.

SEEC FORM 1A

REGISTRATION BY CANDIDATE
CANDIDATE COMMITTEE REGISTRATION STATEMENT
CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION
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REGISTRATION TYPE

- INITIAL
 AMENDED

CANDIDATE NAME					
11. NAME OF COMMITTEE					
12. COMMITTEE ADDRESS					
Address			City	State	Zip Code
13. COMMITTEE E-MAIL ADDRESS			14. COMMITTEE WEB SITE ADDRESS		
15. TREASURER NAME					
Prefix	First	MI	Last	Suffix	
16. TREASURER RESIDENCE ADDRESS			17. TREASURER MAILING ADDRESS (if different)		
Street Address			Address		
City	State	Zip Code	City	State	Zip Code
18. TREASURER TELEPHONE (Include Area Code)			19. TREASURER E-MAIL ADDRESS		
() —					
20. DEPUTY TREASURER NAME					
Prefix	First	MI	Last	Suffix	
21. DEPUTY TREASURER RESIDENCE ADDRESS			22. DEPUTY TREASURER MAILING ADDRESS (if different)		
Street Address			Address		
City	State	Zip Code	City	State	Zip Code
23. DEPUTY TREASURER TELEPHONE			24. DEPUTY TREASURER E-MAIL ADDRESS		
() —					

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SEEC FORM 1A

REGISTRATION BY CANDIDATE
CANDIDATE COMMITTEE REGISTRATION STATEMENT
CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION
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REGISTRATION TYPE
<input type="checkbox"/> INITIAL
<input type="checkbox"/> AMENDED

COMMITTEE NAME

25. DEPOSITORY INSTITUTION NAME

26. DEPOSITORY INSTITUTION ADDRESS			
Address	City	State	Zip Code

27. CERTIFICATION

I hereby certify and state, under penalties of false statement, that all of the designations set forth in this candidate committee registration statement are true and accurate to the best of my knowledge and belief, and further, that this statement includes my certification to the fact that any individual designated herein to serve as my treasurer or deputy treasurer have indicated to me their acceptance of my appointment of them to those positions.

CANDIDATE (SIGNATURE)

DATE (mm/dd/yyyy)

I hereby certify and state, under penalties of false statement, that I have accepted my appointment by the candidate to serve as the candidate's designated treasurer of this candidate committee. I intend to comply with all the campaign finance disclosure requirements as contained in Chapter 155 of the General Statutes, and to abide by any prohibitions, limitations or restrictions concerning campaign contributions and expenditures.

TREASURER (SIGNATURE)

DATE (mm/dd/yyyy)

I hereby certify and state, under penalties of false statement, that I have accepted my appointment by the candidate to serve as the candidate's designated deputy treasurer of this candidate committee, and I understand and accept that, in the event of a vacancy caused by the treasurer's death, incapacity or resignation, I shall automatically become responsible for discharging all of the duties required of the vacating treasurer. I intend to comply with all the campaign finance disclosure requirements as contained in Chapter 155 of the General Statutes, and to abide by any prohibitions, limitations or restrictions concerning campaign contributions and expenditures.

DEPUTY TREASURER (SIGNATURE)

DATE (mm/dd/yyyy)

Notice: Making a false statement on this form may subject you to criminal penalties, including but not limited to, imprisonment for up to one year or a fine of up to two thousand dollars, or both.

SEEC FORM 1B

REGISTRATION BY CANDIDATE
CERTIFICATION OF EXEMPTION FROM FORMING A
CANDIDATE COMMITTEE
CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION
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Official Use Only

REGISTRATION TYPE

- INITIAL
 AMENDED

CANDIDATE NAME

11. REASON FOR EXEMPTION FROM FORMING A CANDIDATE COMMITTEE (check one)

I hereby certify that I am exempt from forming a candidate committee because:

- 11a. I am one of a slate of candidates whose campaigns are being funded solely by a town committee or a political committee formed for a single election or primary and expenditures made on my behalf will be reported by the committee sponsoring my candidacy. The name of this sponsoring committee is: _____

OR

- 11b. I am funding my campaign entirely from my own personal funds and will not request or receive contributions from other individuals or committees and I understand that if I make expenditures exceeding \$1,000 that I shall be responsible for filing financial disclosure statements according to the same schedule and in the same manner as required of treasurers of candidate committees.

OR

- 11c. I do not intend to receive or expend funds in excess of \$1,000.

OR

- 11d. I do not intend to receive or expend any funds, including personal funds, for this campaign.

12. CERTIFICATION

I hereby certify and state, under penalties of false statement, that this statement of exemption from forming a candidate committee, for the reason checked above, is true, accurate and complete to the best of my knowledge and belief.

CANDIDATE (SIGNATURE)

DATE (mm/dd/yyyy)

Important Notice: Failure of a candidate to complete this page *together with* either Form 1A, "Registration of Candidate Committee", or Form 1B "Certification of Exemption from Forming a Candidate Committee", within 10 days of becoming a candidate will subject the candidate to a mandatory \$100 late filing fee. See Section 9-623(b), Connecticut General Statutes.

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RULES AND GUIDELINES ON PARTY-ENDORSEMENT FOR MUNICIPAL OFFICE -CAUCUS PROCEDURES & ENDORSEMENT BY TOWN COMMITTEE-

The process by which you choose party-endorsed candidates for municipal office is determined in your Democratic Town Committee's by-laws. If your town committee does not have by-laws, State Party Rules require that towns with a population greater than 5,000 people under the last federal census choose party-endorsed candidates at a town committee meeting called for the purpose of selecting party-endorsed candidates for municipal office, and in towns with a population less than 5,000, a caucus must be held to choose party-endorsed candidates.

1. Caucuses for party-endorsement for municipal office must be open to all 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 July 21st -28th, 2009. Results of the caucus must be certified by both the chairperson and the secretary of the caucus and delivered to the Town Clerk by July 29th 2009 at 4:00 PM.
4. Any individual who is a registered Democrat in your municipality may observe, vote, speak, or participate in the caucus.
5. According to state party rules, nominations the night of the caucus can be taken by slate or by individual nominations; nominations from the floor must be recognized.
6. After all nominations have been closed (slate and individual), voting may proceed.
7. Since the caucus is a local election where all registered Democrats are permitted to participate, 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. Voters may not vote for more candidates than the number for which an elector may vote in the general election. If a voter votes for more candidates than offices available, the ballot should not be counted.
9. If a candidate or 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. Primary petitions must be filed with the Registrar of Voters by 4:00 p.m. on August 12th.

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

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:

July _____, 2009, at _____, at
(Date) (Time of Day)

(Location and Address)

To endorse candidates for **Municipal Office** and to transact other business as may be proper to come before said caucus.

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

_____, 2009.
(Date)

Democratic Town/City/Borough Committee of _____
(Town/City/Borough Name)

Chairperson

SAMPLE AGENDA FOR CAUCUS

1. Call Caucus to order by Temporary Chair
2. Temporary Chair Appoints Temporary Secretary
3. Temporary Secretary reads caucus notice
4. Election of a permanent Chair
5. Election of a permanent Secretary
6. Adoption of Rules (optional, but caucus should vote on process if there are differing positions on procedures, see Roberts Rules of Order for default)
7. Nominations
8. Election
9. Announcement of results
10. Adjourn