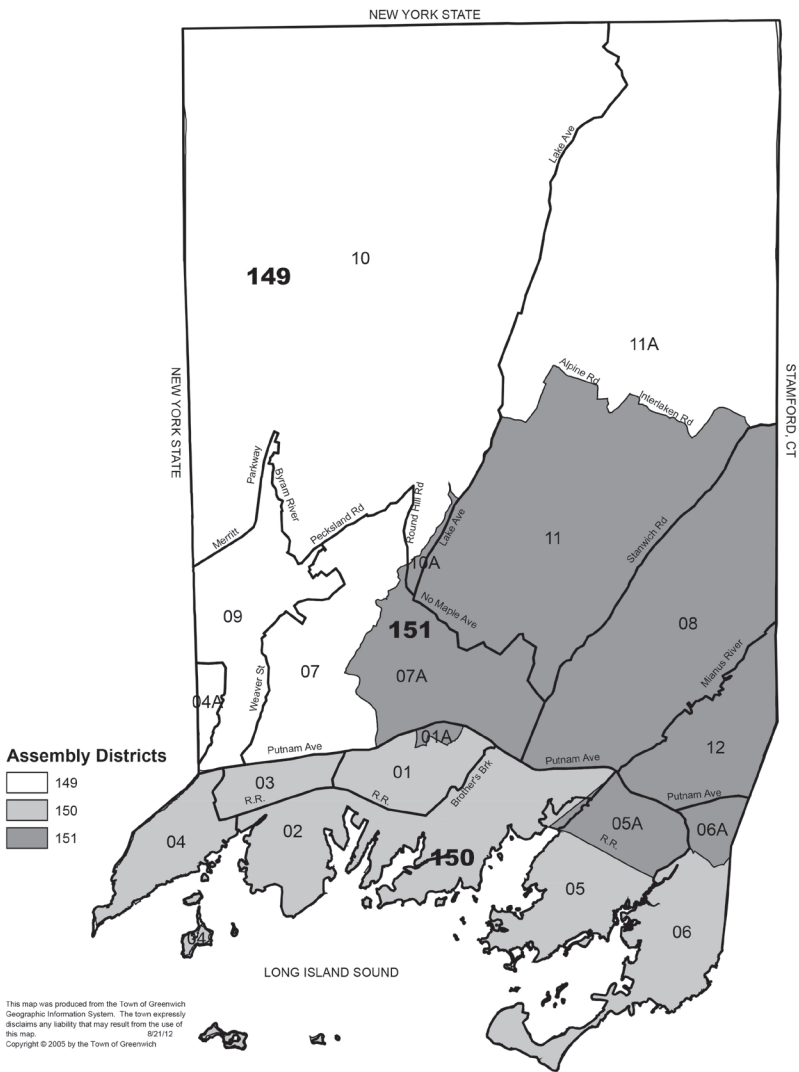


How to Run For Greenwich Elective and Appointive Offices



Published by the
League of Women Voters of Greenwich
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GREENWICH VOTING DISTRICTS



Polling Places by District

1/1A	Julian Curtiss School	7/7A	Greenwich High School
2	Town Hall	8	Central Middle School
3	Hamilton Avenue School	9	Western Greenwich Civic Center
4/4A	New Lebanon School	10/10A	Glenville School
5/5A	Riverside School	11/11A	North Street School
6/6A	Old Greenwich School	12	North Mianus School

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MUNICIPAL ELECTIONS

Office To Be Filled

Office	Term	Term begins following election	Salary as of 7-1-15*
First Selectman	2 yrs.	Dec.	\$133,810
Selectman	2 yrs.	Dec.	\$13,381
Town Clerk	2 yrs.	Jan.	\$96,081
Tax Collector	2 yrs.	Jan.	\$96,081
Registrars of Voters	2 yrs.	Jan.	\$35,040
Board of Assessment Appeals	2 yrs.	Jan.	\$8,500 - Chair \$6,000 - Member
Constables	2 yrs.	Jan.	fees
Board of Estimate	2 yrs.	Jan.	none
Board of Education	4 yrs.	Nov.	none
230 RTM members	2 yrs.	Jan.	none

*salaries subject to change

ELECTION TIME LINE

Republican and Democratic Party Committees endorse slates for offices in July.

Primary petitions are available from the Registrars of Voters the day after the party nominations. Deadline for filing these petitions is in August. Petitions must be filed with the Registrar of Voters of the petitioner's party.

Deadline for filing petitions for unaffiliated candidates is in August. Petitions must be filed with the Town Clerk.

**For specific dates, check with the Town Clerk
at 203-622-7897**

or

www.greenwichct.org/government/departments/town_clerk

Primary Election (if held):

first Tuesday following the first Monday in September

General Election:

first Tuesday following the first Monday in November

REMEMBER

Exercising your right to vote is one of the key—and fundamental—elements of a democracy. While Greenwich voter turnout reached 71% in the 2012 presidential election year, only about 35% of Greenwich's registered voters cast their ballots in the 2013 election. This low turnout was despite the fact that the contested offices would impact property taxes, environmental health, and children's education, to name a few of the issues impacted by these offices.

We know, if you are reading this publication, that you too believe in the active participation of citizens in our government. Encourage others to participate and let them know—your vote is your voice in town government.

VOTE!

HOW TO RUN FOR OFFICE AS A DEMOCRAT

1. A candidate must be registered as a voter in Greenwich and be enrolled in the Democratic Party.
2. Candidates should contact the chair of the Democratic Town Committee (DTC) or a district leader. Call or write to state your interest and qualifications. Be prepared to send a resume.
3. Prospective candidates should attend DTC meetings and be available to answer questions and to make statements. They should be familiar with the responsibilities of the office they seek as well as the current issues and other practical matters relating to that office.
4. The Candidate Search Committee will interview each candidate. All names of candidates are referred to the Executive Committee which acts as the Nominating Committee. It consists of the 12 district leaders and the seven DTC officers. The Nominating Committee will propose nominees to the full DTC. The Executive Committee may nominate more individuals than there are places on the ballot, with the choice to be made by the full DTC. Additional nominations may be made from the floor at the full DTC meeting at which the slate is endorsed.
5. The DTC will meet to endorse the slate during July in odd-numbered years.
6. DTC meetings are usually held on the third or fourth Wednesday of each month at 8 p.m. in Town Hall, except August and December. They are open to the public.

**For a current list of the Democratic Town Committee district
leaders, contact the Democratic Town Committee at**

**P.O. Box 126
Greenwich, CT 06836-0126
Chair: 203-554-6140
Fax: 203-724-1918
www.greenwichdemocrats.com**

HOW TO RUN FOR OFFICE AS A REPUBLICAN

1. A candidate must be a registered voter and enrolled in the Republican Party.
2. Candidates should contact the chair of the Republican Town Committee (RTC) and the district leader. Call or write to state your qualifications. Be prepared to send a resume.
3. The Executive Committee, consisting of a representative from each district and the officers, interview each candidate and propose a slate to the full RTC.
4. RTC district delegations may, individually or in combination, invite candidates to an interview session to give members an opportunity to meet candidates prior to the Endorsement Meeting.
5. Prospective candidates should be familiar with the office they are seeking. The full RTC will meet to nominate a slate of candidates during July in odd-numbered years. Nominations may be made from the floor at this meeting.
6. RTC meetings are usually held the fourth Wednesday of each month and are open to the public.

**For a current list of the Republican Town Committee district
leaders, contact the Republican Town Committee at**

www.greenwichrtc.com

HOW TO FORCE A PRIMARY TO GAIN MAJOR PARTY NOMINATION

1. An enrolled member of a political party may wish to challenge the slate endorsed by that party by petitioning for a Primary Election.
2. Petition forms are available from the office of the Registrars of Voters in late July, the day after the endorsements are made by the Town Committees. No signatures may be sought on behalf of the petitioner until the party slate has been certified by the Town Clerk on the day following the Endorsement Meeting of each party.
3. A Republican petitioner must obtain signatures of at least 5% of enrolled party membership, while a Democratic petitioner must obtain the signatures of at least 1% of enrolled party membership.
4. Signatures must be of Greenwich residents who are registered voters, enrolled in the petitioner's party. They must sign the way their names appear on the voter lists and include printed name and address.
5. Primaries for the Board of Estimate and Taxation (BET) and the Board of Education (BOE) only occur under certain circumstances. An individual member of the BET cannot be subject to a primary; only the full slate of candidates can be directly primaried. BOE petitions only rise to the level of a primary if more than four candidates in the same party have successfully achieved the ballot through endorsement or petition.
6. There is no filing fee. All signatures must be submitted to the office of the Registrars of Voters for verification not later than 4 p.m. on the 34th day preceding the day of the primary. If the required number of signatures has been obtained and verified, the petition will be certified by the Town Clerk and a Primary will be held the first Tuesday following the first Monday in September.

HOW TO RUN WITHOUT MAJOR PARTY AFFILIATION

1. Voters may run for Town office without major party affiliation.
2. A written application for a nominating petition must be made to the Secretary of the State. The application must include the following: the name of the candidate with verification by the Town Clerk to the last completed registry list; a signed statement indicating consent to become a candidate; and a party designation, if desired.
3. The petition must be accompanied by the signatures of qualified voters equal to 1 percent of the votes cast for the same office in the last preceding election. This number may be obtained from the Secretary of the State.
4. Each circulator of a nominating petition must be a registered voter and eligible to vote for the candidate(s).
5. Completed pages of the nominating petition must be submitted to the Town Clerk or the Secretary of the State not later than the 34th day preceding the primary.
6. The Town Clerk or Registrars of Voters will verify the signatures. Certification by the Town Clerk must be completed within two weeks after the signatures have been submitted and returned to the Secretary of the State within this time.
7. If a sufficient number of signatures has been obtained, the Secretary of the State will approve the petition.

HOW TO RUN AS A WRITE-IN CANDIDATE

Candidates must register with the Secretary of the State not more than 90 days prior to the election and not later than 4 p.m. on the 14th day preceding the election, except for RTM candidates who may register with the Town Clerk no later than the last business day before the election.

**For exact dates, call Secretary of the State
860-509-6200**

or

**Greenwich Town Clerk
203-622-7897**

or

See calendar at www.ct.gov/sots

HOW TO RUN FOR THE BOARD OF SELECTMEN

3 members, bipartisan,
two-year term.
First Selectman: full-time, salaried.
Selectmen: part-time, salaried.

HOW TO RUN

1. Each party endorses a candidate for First Selectman and a candidate for Selectman through their town committees. After endorsements are made, any person may challenge the selections by petition for a Primary. There may also be unaffiliated candidates added to the ballot by petition.
2. The First Selectman candidate with the highest number of votes is elected. The unsuccessful candidates for First Selectman become Selectman candidates.
3. The two highest vote getters from the remaining pool of candidates become the two Selectmen, however, no more than two members of the same party may be seated on the Board of Selectmen.

DUTIES

1. The First Selectman is the Chief Executive Officer of the Town, responsible for the management and budgets of the following departments: police, fire, highways, sewers and other public works, building inspection, parks, recreation, law, human resources, parking services, fleet management, information technology and purchasing for such purposes.
2. The Selectmen serve part-time. They meet with the First Selectman as a Board of Selectmen once a month by charter and additionally at the discretion of the First Selectman. At the meeting, the Board decides on approval of town ordinances, parking and traffic ordinances, legal settlements, personnel matters, nominations to Boards and Commissions, appointments of Town department heads and other matters that may be brought before them. Because of the Connecticut Freedom of Information Law, and since this is the only forum for discussion between the three members, they may also informally discuss issues relevant to the Town.
3. If the First Selectman is out of town, one of the Selectmen is appointed to serve as the acting First Selectman.

All meetings of the Board of Selectmen are open to the public. Most meetings are held at Town Hall.

HOW TO RUN FOR THE BOARD OF ESTIMATE AND TAXATION (BET)

12 members, bipartisan,
two-year term, unsalaried

HOW TO RUN

1. The Town Committee of each party nominates a slate of six candidates, subject to primary contests. Unaffiliated candidates may qualify by petition. Voters may vote for six. No more than six are elected from any party.

DUTIES

1. The BET is responsible for the oversight and administration of the Town's financial affairs.
2. The BET prepares and oversees the Town's budget and, subject to final approval by the RTM, sets the tax rate. The Board acts on interim appropriation requests, transfers, and allotments during the budget year and makes other financial decisions.
3. The Chairman of the BET appoints one or more BET members from each political party, in equal representation, to serve on the following standing committees: Audit, Budget, Human Resources, Investments, Law, Policy/Procedure.
4. The Finance Department is under the direct supervision of the BET.

The BET usually meets every third Monday of the month, except in the months of January, February and September. In January, it meets on the fourth Monday, in February, on the Tuesday following the third Monday, and in September, at a date to be set at the beginning of each calendar year.

NOTE

The Chair and Vice-Chair of the BET are chosen by BET members and must be from the party receiving the highest number of aggregate votes for BET candidates.

HOW TO RUN FOR THE BOARD OF EDUCATION

8 members, bipartisan,
four-year term, unsalaried

HOW TO RUN

1. The Town Committee of each party nominates a slate of up to 4 candidates for two open seats per party per election cycle. The two candidates from each party receiving the highest number of votes are elected to the 8 member, bipartisan board.
2. Candidates not endorsed by a political party may qualify by petition. BOE petitions only rise to the level of a primary if more than four candidates in the same party have successfully achieved the ballot through endorsement or petition.
3. There can be no more than four candidates on the eight-member board from any one party. Since the terms of the BOE members are staggered, only two from each party can be elected during any municipal election.

DUTIES

1. The BOE is the governing body of the school district, deriving its power, authority, roles and responsibilities from the Constitution and General Statutes of the State of Connecticut, as well as the State Board of Education.
2. In general, the BOE has the power and duty to maintain and improve the town's public elementary and secondary schools, implement the educational objectives of the state, and provide other educational activities which, in its judgment, will best serve the interests of the school district.
3. The BOE is responsible for hiring and supervising the Superintendent of Schools, creating school district policies, approving and guiding curriculum, and preparing an annual budget proposal for the operation of the Town's schools.
4. The BOE also has the duty of negotiating with the organizations representing the administrators, certified professional employees, and other groups for whom the Board is the designated employer.

All meetings of the Board of Education are open to the public. Meetings are held on school premises throughout the district and in the Havemeyer Building on Greenwich Avenue.

HOW TO RUN FOR REPRESENTATIVE TOWN MEETING (RTM)

230 members, two-year term,
nonpartisan, elected from 12 voting districts.
RTM candidates run without party affiliation.

HOW TO RUN

1. Any registered voter in Town may run. A candidate must be a resident of the district from which he/she will run.
2. A petition may be obtained from the Town Clerk beginning in August of the election year.
3. At least 25 signatures of registered voters in the candidate's district are needed and must be submitted to the Town Clerk for verification by mid-September.
4. Candidates and signers must sign names as they appear on the voter lists and give a printed name and address. More than one candidate may use the same petition and share voters' signatures.
5. Political affiliation may not appear on the petition.
6. A vacancy may be filled by majority vote of the remaining RTM members in the district. Contact the District Chair.

DESCRIPTION

1. The RTM is the legislative body of the Town. It is presided over by a Moderator. The Moderator and the Moderator Pro Tempore are elected by the members at the first meeting of the newly-elected RTM.
2. The RTM meets regularly, eight times a year, usually at 8 p.m. on the second Monday of the month at Central Middle School. Standing Committees meet at a specified time the week preceding the general RTM meeting. District meetings are held on Wednesdays or Thursdays of the week preceding the general RTM meeting.
3. Members may be appointed, through their district, as members or alternates to Standing Committees or Ad Hoc Committees. These are created to study and report on matters to come before the RTM.

DUTIES

1. Duties of the RTM are set forth in the Town Charter. Among the main responsibilities are the adoption of the budget and approval of all interim appropriations over \$5,000. Such appropriations may be reduced or rejected, but not increased. No appropriations may be made unless approved by the BET.
2. The RTM appoints members of independent Boards/Commissions/Committees upon nomination by the Board of Selectmen, acts as the final planning authority on municipal improvements, and has the power to initiate and adopt ordinances.

RTM COMMITTEES

Appointments

Budget Overview

Claims

Education

Finance

Health & Human Services

Land Use

Legislative & Rules

Labor and Contracts

Parks & Recreation

Public Works

Town Services

Transportation

All meetings of the RTM and its committees are open to the public. Attendance and voting records are kept by the Town Clerk and are also open to public inspection. Call the Town Clerk (203-622-7897) for information regarding specific meetings or see www.greenwichct.org/government/departments/town_clerk.

OTHER ELECTIVE OFFICES

TOWN CLERK

two-year term, salaried.

Each party nominates one candidate, one is elected. The Town Clerk keeps all records of the Town; records all votes; gives true copies of all records, instruments, and deeds recorded; certifies returns of all elections to the Secretary of the State; and acts as Clerk of the RTM.

REGISTRARS OF VOTERS

one Democrat, one Republican,
two-year terms, part-time, salaried.

Each party nominates one candidate, two are elected. The office is mandated by State Election Laws to provide an accurate, current registry and enrollment list of voters; conduct an annual canvass of all voters; and provide for general and primary elections within local, state, and federal statutes.

TAX COLLECTOR

two-year term, salaried.

Each party nominates one candidate, one is elected. Part of the Finance Department, the Tax Collector collects and receives all monies due the Town in payment of taxes and special assessments.

BOARD OF ASSESSMENT APPEALS

five members, two-year term, stipend.

Each party nominates three candidates, voters vote for three, five are elected. The Board usually holds hearings during the month of March to review all taxpayer complaints and render decisions. Applications must be received on or before February 20.

CONSTABLES

seven constables, two-year term, fees.

Four are nominated from each party, seven are elected (four from the majority party and three from the minority party). Constables serve legal papers and follow up on delinquent taxes, not including real estate.

INDEPENDENT BOARDS, COMMISSIONS AND COMMITTEES (B/C/C)

Members of most Independent Boards, Commissions and Committees are nominated by the Board of Selectmen and appointed by the RTM. Terms of office vary. All members serve without pay.

PROCEDURES

1. To begin the process, a given candidate emails his or her nomination form to the Selectman's Nominations Advisory Committee (SNAC). Hard copy submissions will not be accepted.
2. SNAC acknowledges (via email) its receipt of the nomination form and provides copies to all three Selectmen.
3. After receiving the nomination form, the Selectman's office contacts the candidates to schedule interviews with the Selectmen.
4. The Board of Selectmen (BOS) nominates, and the Representative Town Meeting (RTM) appoints members to the Commission on Aging, Alarm Appeals Board, Board of Ethics, Harbor Management Commission, Board of Health, Historic District Commission, Board of Nathaniel Witherell, Board of Parks and Recreation, Planning and Zoning Commission, Planning and Zoning Board of Appeals, Board of Social Services and Inland Wetlands and Watercourses Agency. After being nominated, the BOS places the candidate's name on the RTM Call (agenda) of the next RTM meeting. The Chair of the RTM Appointments Committee and the Chair of one other RTM Committee (depending on the B/C/C) contact the candidate to schedule an interview. Nominees may wish to make a statement prior to questioning by each committee. The nominee's name is then brought before the full RTM for appointment, at which time the committees that interviewed the nominees will report their recommendations. Candidates do not need to attend.
5. The BOS alone appoints (without the RTM) members to the Housing Authority, Shellfish Commission, SNAC and Parks and Recreation Foundation.
6. The First Selectman alone appoints (without the RTM or other Selectmen) members to the Affirmative Action Committee and Conservation Commission.
7. SNAC advises candidates via email when they are nominated/appointed. Unsuccessful candidates are similarly advised.

- 8. Candidates become members of B/C/C's at the beginning of a new term (typically April 1) or immediately if filling an unexpired term.
- 9. The Board of Selectman and the members of the relevant RTM committees may discuss the following points with the candidates: a) involvement in community affairs; b) knowledge of the subject dealt with by the specific B/C/C; c) required time commitment; d) exploration of any conflict of interest arising from business or community activities; e) any other matter that might bear on the candidate's qualifications to serve on the B/C/C.

Important: Before being interviewed, every nominee should become familiar with the Board/Commission/Committee he or she expects to serve on. A nominee should attend one or more meetings of that body if time permits. Call the Town Clerk (203-622-7897) for information on specific meetings or see www.greenwichct.org.

APPOINTED BOARDS, COMMISSIONS AND COMMITTEES

Affirmative Action Advisory

Aging

Alarm Appeals

Architectural Review

Board of Ethics

Board of Health

**Building Code Standards
& Appeals**

Conservation

Flood & Erosion Control

Harbor Management

Historic District

Housing Authority

**Inland Wetlands &
Watercourses Agency**

Nathaniel Witherell

**New Lebanon Elementary School
Building Committee**

Parks & Recreation

Planning & Zoning

Planning & Zoning Appeals

**Selectman's Nominations Advisory
Committee**

Shellfish

Social Services

HOW TO RUN FOR TOWN COMMITTEES

DEMOCRATIC TOWN COMMITTEE (DTC)

1. All members must be enrolled Democrats in Greenwich. In even-numbered years, a party caucus is held in each voting district in mid-January to endorse candidates. Party-endorsed candidates are deemed elected if no valid opposing candidacy is filed. If contested, a primary is held the first Tuesday in March. Interested persons should contact their district leader between November 15 and December 15 in odd-numbered years.
2. District members fill vacancies on the Town Committee from Democrats within their districts at specially-called district meetings.
3. Fifty associate members may be elected at large from time to time by Town Committee ballot. Associate members have no voting privileges but are generally given priority when Town Committee vacancies occur.

DEMOCRATIC TOWN COMMITTEE

General meetings are held monthly, except August and December, on the third or fourth Wednesday, at 8pm in Town Hall.

Meetings are open to the public.

For more information, see www.greenwichdemocrats.com.

REPUBLICAN TOWN COMMITTEE (RTC)

1. In January in even-numbered years, Republican Town Committee caucuses are held for enrolled Republicans. Each district is allotted at least four members plus additional members based on voting in the preceding general election. Members serve two-year terms.
2. Each voting district may appoint three times as many associate members as there are Town Committee members in the district. Associate members may attend all meetings of the RTC, but without vote, unless holding a proxy from an elected member. Associate members shall serve until the next election of RTC members.
3. As the official organization of the Town Republican Party, the RTC nominates Party-endorsed candidates and delegations to Party conventions and runs local Republican campaigns.

REPUBLICAN TOWN COMMITTEE

General meetings are held monthly, usually on the fourth Wednesday, at 8pm in Town Hall.

Meetings are open to the public.

For more information, see www.greenwichrtc.com.

CONNECTICUT CAMPAIGN FINANCE LAW

Connecticut Campaign Finance Law requires each candidate for public office to register and disclose campaign finance information, except those candidates running for the position of presidential elector, delegate to a political convention, or member of a Town committee. The campaign treasurer must make regular reports at prescribed intervals to the office where the candidate committee was registered.

A candidate is an individual who seeks nomination or election to public office, whether or not he/she is successful. An individual is deemed to have become a candidate if he or she, personally or through another person:

1. Has solicited or received funds or other resources (personally or through another), or made expenditures, including expenditures from personal funds, for the purpose of bringing about such individual's nomination or election to any office;
2. Has been endorsed or nominated by a political party and is thus entitled to a position on the ballot at an election or primary (whether or not funds or resources have been solicited, received, or spent);
3. Is otherwise qualified for placement on the ballot pursuant to the election laws (whether or not funds or resources have been solicited, received or spent).
4. An individual may also become a candidate by registering as a candidate and designating a funding source.

Each candidate is required to register with the Town Clerk within 10 days of becoming a candidate. When they register, candidates must disclose the source of their funding for their campaigns. Each candidate generally registers a single Candidate Committee to fund his/her campaign.

A candidate is exempt from registering a Candidate Committee if:

1. He/she is part of a slate of candidates whose campaigns are solely funded by a "political slate committee" formed for a single election or primary.
2. He/she is part of a slate of candidates whose campaigns are being funded solely by town committees.
3. He/she is financing the campaign entirely from personal funds.

4. He/she does not intend to receive or expend funds exceeding \$1000.
5. He/she does not intend to spend any funds, including personal funds, for the campaign.

In these cases, a candidate must still register using SEEC Form 1.

Note: The information provided here is only a guideline. If in doubt, consult Connecticut election laws or contact:

State Elections Enforcement Commission
20 Trinity Street
Hartford, CT 06106
860-256-2940

www.ct.gov/seec

email: seec@ct.gov

Candidate Services: 860-256-2985

Compliance: 860-256-2925

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This booklet is a publication of the League of Women Voters of Greenwich Educational Fund. The League is a nonpartisan, political organization that encourages informed and active participation in government and influences public policy through education and advocacy.

Our current publications are:

- The *Voter's Guide*, published in the *Greenwich Time* in late October each year
- *A Guide to Greenwich Government*
- *Facts for Greenwich Voters*
- *How to Run for Greenwich Elective and Appointive Offices*

This publication was funded by the generous contributions of League members and friends.

WOMEN AND MEN OF ALL AGES AND BACKGROUNDS ARE LEAGUE MEMBERS. WHAT DOES THE LEAGUE DO?

The League of Women Voters of Greenwich, a 501(c)(4) organization, addresses the issues, researching critical matters of concern to our members:

- We have completed numerous studies of our local governmental institutions, including the Board of Estimate and Taxation, the Board of Selectmen, and the Town budget process, and we are currently undertaking a study of the RTM. We have also examined land use planning, public healthcare services and waste management.
- We take action, lobbying government officials on League positions established through study, discussion and consensus of members.

The League of Women Voters of Greenwich Educational Fund, a 501(c)(3) organization, sponsors activities to help Greenwich voters become better informed on current issues and to actively participate in government. We...

- sponsor candidate debates and forums;
- publish a nonpartisan, unbiased *Voter's Guide* each October;
- sponsor informational meetings on issues of interest to Greenwich voters;
- produce publications and brochures to help citizens learn about our government and help them contact Town officials; and,
- maintain a website of useful information for Town residents.

Interested in joining the League?

Visit www.lwvg.org

**League of Women Voters of Greenwich
P.O. Box 604
Greenwich, CT 06836-0604**

We hope to hear from you!