

BY-LAWS AND
RULES AND REGULATIONS OF
THE ESSEX COUNTY
REPUBLICAN COMMITTEE

As adopted at a regular meeting of the
Essex County Republican Committee on the
27th day of January, 2000.
Amended March 29, 2005
Amended May 30, 2007
Amended December 12, 2007

In accordance with the applicable provisions of the Election Law, the Republican County Committee does hereby adopt the following By-Laws, Rules and Regulations for the organization and government of the Republican Party in the County of Essex, State of New York:

ARTICLE 1
MEMBERSHIP

SECTION 1. The County Committee shall consist of two members from each Election District in the County to be elected biennially at the Fall Primaries in even numbered years, by the enrolled Republican voters of the Election District.

SECTION 2. Any enrolled Republican, resident of Essex County, who has not been an enrolled member of any other political party during the previous five years is eligible to

election to the County Committee.

SECTION 3. Each member of the County Committee must appoint, from his town, to serve at his pleasure and as his assistant, an alternate Committeeman who is qualified for election to the County Committee. Such alternate committeeman may participate in all of the meetings and activities of the County Committee and Organization but may vote only as proxies for members of the County Committee. The names, addresses, and email addresses of all Alternate Committee-persons shall be filed with the Secretary/Treasurer of the County Committee and they shall receive notices of all meetings of the County Committee.

ARTICLE 2 ORGANIZATION AND ELECTION OF OFFICERS

SECTION 1. The Committee shall meet, pursuant to law, within twenty days after its election, and organize by the election of a Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary/Treasurer, Recording Secretary and recommend the Republican Election Commissioner. Such meeting shall be held at such place, date and time as shall be set forth in the notice of the meeting, which meeting shall be called by the Chairperson of the outgoing Committee.

SECTION 2. Said officers shall be elected by a majority vote of a quorum of said Committee and shall hold office for two years or until their successors are elected. They may be chosen from the members elect of the Committee or from the enrolled voters of the County. Any enrolled Republican, resident of Essex County, who has not been an enrolled member of any other political party during the previous three years, is eligible to election to the County Committee.

ARTICLE 3 MEETINGS

SECTION 1. The meeting of the committee shall be held at such times and places as may be required by law, designated by Resolution of the Committee or specified in the call of the Chairperson.

SECTION 2. The Chairperson may convene the committee by call whenever in his judgement a meeting of the Committee is required.

SECTION 3. The Chairperson shall call a meeting thereof upon the written request of twenty-five members of the Committee stating the purpose of the proposed meeting. A meeting of the Committee shall be called by electronic notice to each member of the committee with an email address, at least two weeks prior to such meeting, which notice shall state the time and place and purpose of the meeting. Return email notification will be required.

SECTION 4. There shall be a regular meeting of the County Committee held annually. After consulting with the Executive Committee, the Chairperson shall notify committee members and known candidates 45 days prior to this meeting for the purpose of recommending to the enrolled Republican voters for the fall primary, candidates for nomination to public office and election to party positions other than Town and Village offices and members of the County Committee. Such dates will be published in county designated newspapers.

SECTION 5. A majority of all the members of the Committee shall constitute a quorum for the transaction of business.

SECTION 6. In case of inability to attend any regular or special meeting of the Committee,

a member may make and execute his or her proxy stating therein the meeting or duration of time which such proxy is given and such proxy shall cease to be of effect at the time or meeting therein specified or upon written notice of withdrawal or cancellation. Such proxy, or notice of withdrawal or cancellation, shall be duly dated, signed and acknowledged or witnessed. A proxy may be carried by any enrolled Republican within their Assembly district.

SECTION 7. At all meetings of the County Committee each member of the Committee shall have voting power proportional to the Republican Party vote cast in his election district for Governor at the last preceding gubernatorial election as provided by Section 2-104 of the Election Law; except that whenever the boundaries of a district have been changed or a new district has been created since the last preceding gubernatorial election, the vote shall be proportional to the number of enrolled Republican voters in such districts as contained on the list of enrolled Republican voters last published by the Board of Elections, excluding voters in inactive status.

A majority of the weighted votes cast in person or by proxies, a quorum being present, shall be necessary for an election or approval of a motion or resolution at a meeting. The Recording Secretary shall every 4 years determine the weighted vote of each district.

ARTICLE 4

POWERS AND DUTIES OF THE OFFICERS VACANCIES IN OFFICE

SECTION 1. The powers and duties of the Officers shall be those accorded by common usage and parliamentary law.

SECTION 2. An officer who is a member of the committee shall not by his election to office lose his right to vote on any question. The Chairperson who is also a member of the Committee shall not by reason of his office be entitled to the deciding vote in case of a tie.

SECTION 3. In case of a vacancy by death, resignation or removal in the office of Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary/Treasurer, or Recording Secretary, such vacancy may be filled by election for the unexpired term at a special meeting of the Committee called for that purpose, or at the next stated meeting thereof.

SECTION 4. In the absence or inability of the Chairperson to act, his duties shall be performed, in the following order by the First Vice-Chairperson, Second Vice-Chairperson, Secretary/Treasurer, or Recording Secretary, such duties to be transferred upon these officers in the order named until such disability is removed.

SECTION 5. Particular duties of the Chairperson:

- a) Call meetings of the County Committee and the Executive Committee;
- b) Preside at Regular and Special Meetings of the County and Executive Committee(s);
- c) The Chairperson shall notify the Secretary/Treasurer of all meetings fifteen (15) days in advance of all meetings.

SECTION 6. Particular duties of the First Vice-Chairperson:

- a) Shall be the first Officer to act in the absence of the Chairperson.
- b) Shall chair the election of all committee candidates.

SECTION 7. Particular duties of the Second Vice-Chairperson:

a) Shall act as Chairperson in the absence of the Chairperson and First Vice-Chairperson.

b) Shall conduct the draw for voting procedures/endorsements.

SECTION 8. Particular duties of the Secretary/Treasurer:

a) Shall send to all members of the County Committee or as applicable, to members of the Executive Committee, notices of all meetings;

b) Prepare detailed financial statements to be presented at every meeting of the Committee;

c) Receives and deposits all funds pertaining to the Republican Committee in accounts as established by the Committee and Grassroots Club ;

d) Shall pay all bills and accounts owed by the Committee according to the following:

1- all reimbursement requests shall be accompanied by receipts and/or

“Statement of Account”;

2- all bills/requests for payment shall be documented by the date of service;

description of services;

3- all payments made over \$500.00 (five hundred) dollars shall be

accompanied by approval of two officers of the County Committee;

and

4- all advertising paid for by the Committee shall include the copy line “Paid

for by the Essex County Republican Committee”.

SECTION 9. Particular duties of the Recording Secretary:

a) Shall take minutes of all meetings of the Committee and the Executive Committee;

b) Determine the presence of a quorum prior to the Committee or the Executive Committee, as applicable, prior to the Committee(s) undertaking any actions(s);

c) Copies of all minutes shall be transmitted to the full County Committee electronically, when possible, with return email notification required.

ARTICLE 5

EXECUTIVE COMMITTEE

SECTION 1. There shall be an Executive Committee consisting of the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary/Treasurer and Recording Secretary of the County Committee and the eighteen Town Chairmen or the Town Chairperson's designee, the State Committeemen, the Election Commissioner, and two members at large.

SECTION 2. The Chairperson may, from time to time, in his/her discretion, appoint not more than two additional members-at-large from the active Republican voter list for Essex County to serve on the Executive Committee until the next organizational meeting of the County Committee.

SECTION 3. This Executive Committee, except as limited by law and its rules or action of the County Committee, shall, when in session called by the County Chairperson, have all the power of the County Committee in the interim between the meetings of said County

Committee.

SECTION 4. Voting by members of the Executive Committee at meetings of the Executive Committee shall be in the same manner as voting at meetings of the Essex County Republican Committee as provided by law. Accordingly, the member or members of such Executive Committee shall possess one vote on the Executive Committee. A representative of the town committee must be present to vote.

ARTICLE 6

DISTRICT COMMITTEES

SECTION 1. The Chairperson shall following the Annual Meeting of the Committee appoint the following sub-committees, and any sub-committees that the Chairperson determines are needed:

Budget / Finance Committee

Fair Committee

Annual Dinner and Events

Fund Raising Committee

Voter Registration

Ethics Committee

By-Laws Committee

Grassroots Club Committee

SECTION 2. Budget and Finance Committee:

a) Members of the Committee shall consist of the County Elected Officers: (the Chairperson, the First Vice-Chairperson, the Second Vice-Chairperson, the Secretary/Treasurer and Recording Secretary.

ARTICLE 7

TOWN COMMITTEE

SECTION 1. The Town Committee in the various towns of the County shall be composed of the members of the County Committee of such Town.

SECTION 2. Such Committee shall organize as soon as possible after the organizational meeting of the County Committee by the election of a Chairperson and Treasurer and have all the powers provided by law for political committees of a town and shall constitute the campaign committee of such town.

SECTION 3. When such Town Committee shall have organized as herein provided, the names and post office address of such committee, together with the names and post office addresses of its officers, shall be filed by the Town Chairperson thereof with the Secretary/Treasurer of the County Committee.

ARTICLE 8

VACANCIES IN THE COUNTY COMMITTEE

SECTION 1. A vacancy in the County Committee shall be filled by the committee as a whole, upon the recommendation of a majority of the remaining members of the committee from the town where the vacancy occurs, at any regularly called meeting of the committee.

ARTICLE 9

NOMINATIONS FOR TOWN OFFICERS

SECTION 1. Nominations of the Republican Party for Town Offices shall be made in the same manner as prescribed by a majority of the County Committee at least forty-five (45) days previous to the date when such nominations must be filed; provided, however, that whenever a vacancy in any Town Office shall occur, if a nomination therefor shall not be duly made by designating petition or by a majority of the members, if any, of the County Committee from such town, or otherwise, in the manner provided by law, then and in that event a nomination of a candidate for such office may be made by the Executive Committee of the County Committee.

ARTICLE 10

NOMINATIONS FOR VILLAGE OFFICES

SECTION 1. In those villages where no Village Republican Committee has been formed, candidates for Village Offices shall be nominated by primary or caucus to be called by the Town Committee upon written notice of the Town Committee either by newspaper not more than two weeks, or by posting in ten public places in the Village at least ten days, preceding the primary or caucus. The notice shall specify the time and place or places, and the purpose of the primary or caucus. Only enrolled Republican voters of such village shall vote at such primary or caucus.

SECTION 2. In any Village in a township where a Village Republican Committee has been formed and had its Bylaws approved by the County Committee, the primary or caucus, as

the Village Committee may determine, shall be called by the Village Committee instead of the Town Committee, pursuant to Section 1 of Rule XII.

ARTICLE 11

COMMITTEE VOTING PROCEDURES

SECTION 1. The Recording Secretary, following the roll-call by the Secretary/Treasurer, shall determine that a quorum of Committee Members are present.

SECTION 2. The Chairperson shall appoint the Sergeant at Arms and the Inspectors for the Committee's vote(s).

SECTION 3. Each candidate shall be given five (5) minutes to speak to the County Committee and will be allowed to answer questions for an additional two (2) minutes. Order or appearance shall be determined by a draw prior, conducted by the Second Vice-Chairperson, to the meeting.

SECTION 4. The individual Town Chairperson will be presented with the ballots for the Town Committeemen. The Inspectors will present ballots only for those members recorded as present or having filed a proxy with the Recording Secretary. The Town Chairperson shall collect the ballots from the Committeemen and will deposit same in the Official Ballot Box.

SECTION 5. If a Town Committee has a vacancy and the vacancy has not been filled, no vote may be cast for the vacancy.

SECTION 6. A member voted onto the Committee prior to the voting may cast his/her vote by proxy.

SECTION 7. (1) The appointed Inspectors will count the votes cast and report the ballots cast for each candidate to the full Committee. (2) Following the second round of voting the candidate with the least number of votes cast shall be dropped from the ballot on the next round of voting.

SECTION 8. The candidate receiving a maximum vote of more than 50% of the weighted vote shall be declared the winner.

SECTION 9. In the event that the voting results in a tie, the presiding Chairperson shall call for a new vote.

SECTION 10. The Recording Secretary shall keep the ballots for six (6) months, then the ballots will be destroyed.

SECTION 11. The Chairperson upon a verbal or written complaint of a member of the Committee regarding any facet of an election conducted by the Committee shall make a determination and ruling on the complaint. If any member of the Committee deems that decision to be wrong or unfair, the Chairperson's determination and ruling can be appealed to the Committee as a whole where the complaint shall be decided by a majority vote.

ARTICLE 12

AMENDMENTS

The rules and regulations of the Committee may be amended only by a majority vote of all members of the Committee after notice and copy of the proposed amendment and of the meeting at which it will be presented has been electronically, if possible, sent to each member of the committee at least two weeks before the date of said meeting. A member

proposing an amendment shall file copies of the proposed amendment with the Chairperson together with a petition in proper form requesting a meeting for the consideration of such amendment. Within five days of the date of filing such petition and copy of amendment proposed, the Chairperson shall issue his call as provided in the Election Law.

ARTICLE 13

Except as otherwise provided in the rules and regulations of this Committee, Roberts Rules of Order shall govern and apply to all situations.