

# LEBANON COUNTY REPUBLICAN COMMITTEE BY-LAWS

*Amended October 28, 2015*

## ARTICLE I - MEMBERSHIP

**Section 1** - The County Committee shall be comprised of three committee members from each election district.

**Section 2** - Members of the County Committee shall be elected in the primary election of even numbered years. Members of the County Committee shall be elected to serve a term of two years. Beginning with the 2016 primary election, members of the County Committee shall be elected to serve a term of four years, following which members of the County Committee shall be elected in the primary election every four years beginning in 2020. Each member of the County Committee shall be a resident and registered Republican voter of his or her election district or ward for the duration of the term for which he or she is elected or appointed.

**Section 3** - Vacancies shall be filled by the County Chairman by the appointment of a qualified Republican elector in the same voting precinct, after consultation with the District Chairman and the remaining Committee members in that precinct. Such an appointment shall be for the unexpired term of the member whose position is filled.

**Section 4** - It shall be the duty of each member of the County Committee to perform such services as shall be conducive to the welfare of the Republican Party and shall perform all the duties necessary in connection with fundraising, registration and obtaining the maximum number of votes.

**Section 5** - In General Elections, County Committee members shall not publicly oppose any Republican candidate.

## ARTICLE II - MEETINGS

**Section 1** - The County Committee shall meet no later than thirty (30) days after certification of the Primary Election results in even numbered years at a time and place designated by the Chairman for the purpose of reorganization. The Chairman shall give at least seven (7) business days prior written notice to all members of the County Committee. The Chairman or the Executive Committee shall schedule other regular meetings by giving at least seven (7) business days prior written notice to all members of the County Committee.

**Section 2** - Special meetings of the County Committee may be called by the County Chairman, by the Executive Committee or upon the request of at least twenty-five (25)

members of the County Committee. Written notice of special meetings shall be given to all members at least five (5) business days prior to the date of the special meeting.

**Section 3** - Twenty-five (25) members of the County Committee shall constitute a quorum to transact business.

**Section 4** - The most recent edition of Robert's Rules of Order shall be the final authority on all questions of procedure and parliamentary law not covered by these By-laws. A parliamentarian shall be appointed by the Chairman, whose duty shall be to advise the Chairman on procedure when called upon to do so.

**Section 5** - Except when prohibited by these By-Laws, proxy voting at all meetings of the County Committee shall be permitted provided that Committee members of the same County Committee regional district carry the proxy. Committee members are permitted to carry no more than two proxies for meetings of the full County Committee. Proxies must be in writing and may not be used to constitute a quorum. Proxies may be either instructed or uninstructed.

### **ARTICLE III - OFFICERS**

**Section 1** - The officers of the County Committee shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. All officers shall be members of the County Committee.

**Section 2** - The officers shall be elected and serve for a term of two years until the adjournment of the next reorganization meeting. Election of officers shall be held at the reorganization meeting. Balloting for officers shall be by secret ballot unless there is no contest for a particular office. A fifty percent (50%) plus one (1) majority of the votes of eligible Committee members shall be required to elect any officer.

**Section 3** - In the case of a vacancy in the offices of Vice-Chairman, Treasurer or Secretary, a special meeting of the County Committee shall be called for the purpose of filling such vacancy. The person elected to fill the vacancy shall serve for the unexpired term of the vacant office. In the case of a vacancy in the office of Chairman, the Vice-Chairman shall become Chairman and serve the balance of the unexpired term.

**Section 4** - Duties of the Officers

- a. Chairman: The Chairman shall be the presiding officer at all meetings and shall perform such duties as shall be conducive to the welfare of the Republican Party or which may be imposed by the Executive Committee, the County Committee or by the laws of the Commonwealth of Pennsylvania. The Chairman shall appoint all committees and has the authority to hire and dismiss staff as necessary. Decisions made by the Chairman with regard to the expenditure of County Committee funds

for paid staff appointments shall require approval by the Executive Committee. The Chairman shall appoint chairs of the Finance Committee and Registration Committee. The Finance and Registration Committees shall be permanent committees.

- b. Vice-Chairman: The Vice-Chairman shall in the absence of the Chairman perform all of the duties of the office of Chairman, and perform such other duties that may be imposed by the Executive Committee and/or the Chairman.
- c. Secretary: The Secretary shall maintain an up-to-date roll of the committee members, the officers, and the members of all committees, as well as their mailing addresses, telephone numbers, and e-mail addresses. The Secretary shall also be responsible for recording and keeping correct minutes of all proceedings of the county committee as well as providing, within three weeks, such minutes to the headquarters office from where they can be efficiently distributed to committee members.
- d. Treasurer: The Treasurer shall collect, receive, deposit and have custody of all funds of the County Committee and shall make disbursements as approved by the Chairman, the Chairman's designee, or the County Committee. The Treasurer shall deposit all funds in a FDIC insured depository approved by the Chairman and shall keep the accounts that shall detail all receipts and disbursements. The Treasurer shall render accounts of all transactions and the financial condition of the County Committee at each meeting. The Treasurer shall file with the appropriate authorities all statements and reports required by state and federal law. An audit of the books shall be made at least annually by a committee appointed for such purpose as directed by the Chairman or the Committee. At the end of the term of office, the Treasurer shall turn over to a successor all funds, records and other papers of the Committee within the Treasurer's possession.

**Section 5 -** The Chairman, Vice-Chairman and Treasurer shall be signatories on the County Committee's checking account. Any two of the three signatories shall be required to disburse funds over Five Hundred Dollars (\$500.00). The Treasurer and any other officer or employee handling funds shall give such bond as shall be required by the Executive Committee, the cost of such bond to be borne by the County Committee.

**Section 6 -**

- a. An officer may be removed for neglect, breach of duty, refusal to attend to the duties of the office, failure to carry out the specific instructions of the County Committee or the Executive Committee, missing three (3) consecutive Executive Committee meetings without reasonable excuse, or for other reasons deemed to be in the best interest of the County Committee or the Executive Committee. Removal may take place at any regular or special meeting of the Executive Committee, provided that

notice of the proposed action is included in the call of the meeting. An affirmative vote of three-quarters (3/4) of the membership present of the Executive Committee shall be required to remove an officer prior to the expiration of the officer's term.

- b. Any officer so removed may appeal to the County Committee within ten (10) days. If an appeal of the decision to remove is taken, the County Committee shall decide the matter at a regularly scheduled meeting or special meeting called for that purpose, to be held within sixty (60) days of the request of the officer removed. A final decision to remove the officer reached by the County Committee shall require a two-thirds (2/3) vote of those present.

#### **ARTICLE IV - THE EXECUTIVE COMMITTEE**

**Section 1** - The Executive Committee shall consist of not less than thirty (30) and not more than forty (40) members. Members of the Executive Committee by virtue of their office identified in Section 2 (a) of this Article shall not count towards the numerical limits established in this Section.

**Section 2** -

- a. The Chairman, Vice-Chairman, Secretary, Treasurer, members of the Pennsylvania State Republican Committee from Lebanon County and any official elected on a statewide basis, if a resident of Lebanon County, shall be members of the Executive Committee.
- b. Two representatives shall be elected to the Executive Committee from each district.
- c. The following persons, if Republicans, shall be members of the Executive Committee, appointed by the Chairman:
  - 1) One Federal lawmaker, if a resident of Lebanon County
  - 2) All State lawmakers, if residents of Lebanon County
  - 3) One County elected official
  - 4) One Lebanon City elected official
  - 5) One Lebanon County Municipal Elected Official
  - 6) Finance Committee Chairman
  - 7) Registration Committee Chairman
  - 8) Young Republican Chairman
  - 9) Republican Women's Council Chairman

- d. The remaining members of the Executive Committee shall be appointed by and serve at the pleasure of the County Chairman.
- e. Members of the Executive Committee by virtue of Section 2(a), 2(b), and 2(c) shall each have one vote on matters before the Executive Committee. Members of the Executive Committee by virtue of Section 2(d) shall have one vote collectively on matters before the Executive Committee.

**Section 3** - The duties of the Executive Committee shall include, but not be limited to, planning and coordinating the Lebanon County Republican Party's activities in all campaigns, acting as an advisory committee to the County chairman and performing other tasks necessary for the efficient management of the Republican Party in Lebanon County.

**Section 4** - Voting by proxy shall be permitted at Executive Committee meetings.

**Section 5** - Fifteen (15) members of the Executive Committee shall constitute a quorum to transact business.

## **ARTICLE V - REGIONAL DISTRICTS**

**Section 1** - The election districts in Lebanon County shall be divided into not less than seven (7) nor more than twelve (12) regional districts. The County Chairman shall, with the approval of the Executive Committee, determine the composition of the several regional districts.

**Section 2** - Each regional district shall meet regularly, organize, elect a chairman, vice-chairman, 2 district representatives, which may be the chairman and the vice-chairman, and create any other office the district deems necessary. The districts shall meet at least once prior to the primary election and once between the primary and General Elections.

**Section 3** - Each district representative to the Executive Committee shall be entitled to one vote on Executive Committee in all matters under consideration. The district representative shall announce and vote the recommendation of their respective district at the Executive Committee on any matter on which the district has taken a specific vote including but not limited to all votes pertaining to endorsement and vacancies on the party ticket. In such case, each district shall receive two votes. However, the district vote as reported to the Executive Committee is not binding on the full County Committee.

## **ARTICLE VI - FINANCE**

**Section 1** - A finance Chairman shall be appointed by the County Chairman subject to the approval of the Executive Committee.

**Section 2** - The Finance Chairman shall appoint a Finance Committee to serve the Chairman. Appointments to the Committee shall be subject to the approval of the Executive Committee.

**Section 3** - The Finance Committee shall collect such moneys as may be necessary for the proper conduct and efficient management of the County Committee.

**Section 4** - The Finance Committee shall be charged with the audit of the accounts of the Treasurer of the County Committee.

**Section 5** - The Finance Committee shall pay over to the Treasurer of the County Committee such moneys as it collects upon order of the Executive Committee, taking proper receipt. The Finance Committee shall not payout any moneys except upon the expressed authorization of the County Chairman.

## **ARTICLE VII - VACANCIES/ENDORSEMENTS**

### **Section 1 -**

- a. Vacancies on the Party Ticket for Offices to be Elected by No More Than Lebanon County - The County Committee, at a meeting called for such purpose after due notice, shall fill all vacancies on the Republican ticket for any elective state or county office happening or existing after the date of any primary election and before the ensuing election. Where vacancies occur in offices that compose districts less than the entire county, only those committee members from that district shall vote. When an office does not compose an entire district, only those committee members entitled to vote in the primary and General elections for that office shall vote in the vacancy process.
- b. Vacancies on the party Ticket for Offices to be Elected by More Than Lebanon County - For any elective office composed of an electoral district extending beyond Lebanon County, vacancies on the Republican ticket happening or existing after the date of any primary election and before the ensuing election shall be filled in conformity with the Rules established for such purpose by the Republican State Committee of Pennsylvania.

### **Section 2 -**

- a. Vacancies for Offices to be Elected by No More Than Lebanon County- The County Committee, to the extent authorized by the Pennsylvania Election Code,

shall nominate candidates to fill all vacancies for any elective state or county office in the same manner as prescribed in Article VII, Section 1 (a).

- b. Vacancies for Offices to be Elected by More Than Lebanon County- For any elective office composed of an electoral district extending beyond Lebanon County, nominations to fill vacancies to those offices shall be made in conformity with the Rules established for such purpose by the Republican State Committee of Pennsylvania, to the extent authorized by the Pennsylvania Election Code.

### **Section 3 - Endorsements**

- a. At the direction of the Chair, the Regional Districts and the full Committee shall convene for the purpose of considering endorsements. District meetings shall take place no sooner than the day after the seventh day for candidates to circulate nominating petitions for the Primary in that year, and no later than the final day for candidates to circulate nominating petitions for the Primary in that year. Full Committee meetings shall take place no sooner than the day after the final day for candidates to circulate nominating petitions for the Primary in that year, and no later than the day before the last day for withdrawal by candidates who filed nomination petitions for the primary in that year. All votes on endorsement matters shall be taken by secret ballot, except as set forth herein.
- b. For all offices comprising electoral districts less than the entire county, or less than any Regional District, only those Committee members entitled to vote in the Primary and General Elections for that office shall be eligible to vote in the endorsement process.
- c. The Chair shall open the floor to nominations for each office. If only one nomination exists for an office, at the discretion of the Chair, the requirement for a secret ballot may be waived and Committee members shall vote on the endorsement of the only nominated candidate by a show of hands or voice vote. If more than one candidate is nominated for an office, Committee members shall first vote on whether to endorse or not to endorse. For all offices subject to endorsement, Committee members shall first vote on whether to endorse or not to endorse. No ballot including the names of any candidates for endorsement shall be put forth until after tabulation and announcement of the results of the vote on whether to endorse or not to endorse.
- d. A fifty percent (50%) plus one (1) majority of the votes of the eligible Committee members shall be required to endorse in any given race and/or to endorse any particular candidate.

- e. Any candidate, who receives, on the first ballot, the number of votes required by Section 3(d) from Committee Members entitled to vote on such endorsement, shall be declared an endorsed candidate.
- f. In the event that no candidate, or fewer candidates than the number of offices for which endorsement is sought, receives the number of votes required by Section 3(d) on the first ballot, subsequent ballots shall be taken until the endorsement is secured. On each subsequent ballot for endorsement, the number of eligible candidates shall total at least one (1) fewer than the previous ballot taken for that office. The number of eligible candidates on a subsequent ballot shall be determined as follows:
  - i. Any candidate declared to be endorsed on a previous ballot shall not be considered on subsequent ballots.
  - ii. If no candidate is declared to be endorsed on the previous ballot, the candidate receiving the fewest votes on the previous ballot shall not be considered on a subsequent ballot.

**Section 4 - Application** - Sections 1, 2, and 3 shall apply to district meetings and meetings of the full County Committee.

#### **ARTICLE VIII - AMENDMENTS**

By-laws may be amended by a two-thirds (2/3) vote of the members of the County Committee present at a meeting called for such purpose. Notice of such meeting shall be given to all members of the County Committee in writing at least ten business (10) days in advance of such meeting. The notice shall substantially set forth the section of the Bylaws that is to be amended as well as the proposed amendment.

#### **ARTICLE IX - COMPUTER**

Guidelines for the use of the County Committee's office computer operations, including but not limited to, email and website development, application and content shall be prepared by the Chairman and presented to the Executive Committee for adoption.