

## St. Lawrence Republican County Committee Bylaws

The Republican County Committee, elected and established by the enrolled Republican Voters of the County of St. Lawrence, adopted the following rules and regulations pursuant to the Election Laws of the State of New York.

**Article I. Party Committee:** The Republican Organization of St. Lawrence County shall consist of the following committees:

A. **County Committee:** The County Committee to be known as the St. Lawrence Republican County Committee shall be composed of two members from each election district in the County, elected in the manner prescribed by Law.

B. **Executive Committee:**

1. **Structure:**

- a. Officers of the County Committee,
- b. the Republican Election Commissioner, Republican Deputy Commissioner,
- c. No less than seven (7) nor more than twelve (12) additional members shall be selected by the Chair from the regularly elected members of the County Committee.

2. The County Chair will act as the presiding officer of said Executive Committee and has the right to 1 vote on each issue

3. **Auditing powers:** This committee shall audit all receipts and expenditures of the County Committee and shall function as the County Committee when the said committee is not in session.

4. **Quorum:** At least 1/3 of the Executive Committee members must be present in person or by telecommunications to constitute a quorum at any meeting. No formal business shall be formally voted upon at any meeting for which such quorum is not present.

C. **City, Town, Village, Committees:** The Republican City, Town, or Village Committees shall consist of the members of the County Committee representing such municipality. The City, Town, or Village Committee shall meet and organize within thirty (30) days after their

election (the Primary Election) by electing a Chair, Secretary, Treasurer and such other officers as each Committee determines. Within three days thereafter, each Committee shall file with the Chair of the County Committee a certificate stating the names and post office addresses of such officers. In the event of their failure to timely elect (within 60 days) or agree upon a local Chair, the Chair of the County Committee shall designate one of said members to act as Chair of such Village, Town, or City Committee.

- D. Other Committees: There shall be such Committees as are prescribed by New York State Election Law or as may be called or appointed from time to time by the Republican County Committee.
- E. Use of the term "Republican": The term "Republican" cannot be used without the permission of the County Committee.

**Article II. Terms and Duties of Members:** The members of the County Committee shall be elected at the June primary in each even numbered Year, or appointed as listed in Article Two section C.

- A. The Republican County Committee shall exercise and have general supervision, authority, and control over all local committees in the County. Committee members, at the time of election, must be residents of their Assembly district (Sec. 2-104.1 NYS Election Law)
- B. Duties of Committee Members: Election District Committee Members are the most important link in the Republican Party's organization:
  - 1. Committee Members are elected officials or appointed as permitted in Article 2 Section C, and representatives of the enrolled Republicans in their election districts;
  - 2. Committee Members obtain signatures for designating petitions- The single most important duty of the District Committee Members is to circulate designating petitions;
  - 3. Committee Members serve as the Party's representative in each election district;
  - 4. Committee Members are responsible for electing the County Chair and other officers;
  - 5. Committee Members publicly support Republican candidates in local, county, state and national elections;

6. Committee Members register voters;
7. Committee Members review the voter rolls within their election district and municipality and notify the Board of elections of deceased voters or when voters have moved;
8. Committee Members are responsible for getting out the vote in their district on Election Day; and,
9. Committee Members promote party harmony and goodwill throughout their election district and county.

C. Vacancies: Vacancies in the membership of the County Committee due to death, declination or removal from Assembly District, or failure to elect shall be filled for the unexpired term by the County Committee or the Executive Committee at any of its regularly called meetings. No vacancy shall be filled without the consent of the Town/City/Village Chair. The filling of such vacancies shall be the last order of business to be conducted on the Meeting Agenda. Vacancies in the membership of village Committees shall be filled by the remaining members of said Committees.

1. Vacancies in the membership of the Executive Committee shall be filled in the same manner as they are appointed.
2. A vacancy in any other committee shall be filled for the unexpired term by appointment by the Chair of the County Committee.

#### D. Removals

A member of a Republican Committee, or any officer thereof, may be removed by such committee for failure to perform his/her duties, disloyalty to the Republican Party or corruption in office. Removal can only take place after notice and hearing, upon written charges to be heard by the committee or sub-committee thereof appointed for that purpose, which shall report its findings to the full committee. The hearing shall not be held until five days after personal service on the accused of a copy of the charges and summons to answer it at a fixed time and place within the County.

### Article III. Officers, Duties and Powers

#### A. Eligibility:

1. The officers of the County Committee shall be a Chair, six Regional Vice Chairs, Secretary, Assistant Secretary, and Treasurer, and such other officers as

the Committee may elect, the terms of which shall coincide with the terms of Committee members.

2. All officers shall be enrolled voters of the Republican Party but are not required to be a member of the Committee at the time of their election. (2-112.2) If not already members of the County Committee, Officers shall upon their election as officers become appointed members of the County Committee at the conclusion of the reorganizational meeting during the filling of vacancies by serving in an existing vacancy within the Assembly district. If no vacancies exist, they shall be appointed to the first vacancy available within their Assembly District.

B. County Chair:

1. The Chair of the County Committee shall be the Chief Executive Officer and have general charge of the Republican organization of St. Lawrence County, and shall perform such duties as shall be necessary to promote the best interests and welfare of the Republican Party in the County.
2. The Chair shall be responsible for setting the agenda and meeting date for both the County Committee and the Executive Committee.
3. The Chair shall be responsible for continuous liaison with federal, state and county Party officials and office holders.
4. The Chair shall preside at all meetings of the Committee and shall be ex-officio member of all special and standing Committees.
5. The Chair shall be the official spokesperson for the County Committee and shall represent said Committee at all functions and/or interactions with the State Committee, neighboring County Committees, other Republican organizations, the media and outside agencies or organizations.
6. The Chair should be the first contact for any outside agencies or individuals wishing to bring business before the County Committee. Any other officer or committeeperson who receives such contact must immediately refer the contacting individual or agency to the Chair for his/her consideration and inform the Chair of said contact.
7. The Chair shall be the pro-forma dispenser of all patronage.
8. The Chair shall call to order and preside at all meetings of the County Committee and will perform other tasks as required.

9. The Chair may designate a member of the Committee to act for him/her temporarily in the performance of his/her duties in case of the absence of the First Vice Chair.
  10. The chair shall prepare the upcoming year's annual budget by Dec. 15<sup>th</sup> for approval by the Executive committee.
  11. The Chair must be listed as an approved signatory on all County Committee bank accounts.
  12. The Chair shall have the power and authority to disburse funds in the absence of the Republican County Committee Treasurer.
  13. The Chair shall appoint a Nominating Committee by the last regular meeting of the County Committee in each even-numbered year.
- C. Regional Vice Chairs: There will be six Regional Vice Chairs elected by the committee members from each region. Each region will be defined by the towns in said region in the following manner:
- Region 1 – Gouverneur, Fowler, Rossie, Macomb, Edwards, Pitcairn
  - Region 2 – Clifton, Fine, Clare, Colton, Piercefield
  - Region 3 – Ogdensburg, Oswegatchie, Lisbon, DePeyster, Hammond, Morristown
  - Region 4 – Canton, Russell, Hermon, DeKalb
  - Region 5 – Potsdam, Madrid, Pierrepont, Parishville, Stockholm, Hopkinton
  - Region 6 – Massena, Waddington, Louisville, Brasher, Norfolk, Lawrence
1. Duties: Regional Vice Chairs shall-
    - a. Act as liaisons to the Executive Committee on behalf of the towns in said Region
    - b. Communicate with town chairs in their regions,
    - c. Assist town committees to the extent possible with committee building
    - d. Assist town committees to the extent possible with local campaigns, and Party business as necessary.
    - e. Are responsible for establishing and overseeing fundraising for the County Committee.

D. First Vice Chair:

1. Manner of election: Immediately upon election, the six Regional Vice Chairs shall meet to elect the First Vice Chair. In the event of a tie vote, the Chair shall cast the deciding vote.
2. Duties:
  - a. The First Vice Chair will assist the Chair in any capacity designated.
  - b. The First Vice Chair shall preside at all meetings in case of absence or disability of the Chair and in case of a vacancy arising in the office of the Chair, and shall perform all duties of Chair until such vacancy is filled by the County Committee.
  - c. The First Vice Chair shall be responsible for a well-rounded public relations program to include media, promotional programs, and personal appearances of candidates, office holders and committee officers
  - d. The First Vice Chair will be responsible for continuous liaison with the guidance to Republican support groups and will perform tasks as assigned.

E. Secretary:

1. Duties:
  - a. The Secretary shall notify the members through the email and/or mail of the time and place of all meetings.
  - b. The Secretary shall keep a true record of all proceedings at the meetings of the County Committee and Executive Committee
  - c. The Secretary shall keep and maintain a roll of all members showing their respective residence/ mailing address.
  - d. The Secretary shall call the roll at all Committee Meetings to ascertain if a quorum is present unless waived by the Committee
  - e. The Secretary shall be the custodian of all books and other property of the County Committee
  - f. The Secretary shall initiate and answer correspondence on behalf of the Committee and the Chair and shall perform other assigned tasks as

assigned by the Chair or Committee

- g. In case of death, resignation, or removal of the Chair, it shall be the duty of the Secretary to call the County Committee together within twenty (20) days for the purpose of filling such vacancy.

F. Assistant Secretary:

1. Duties:

- a. The Assistant Secretary shall assist the Secretary in the performance of all duties and act in the Secretary's stead during any absence.
- b. The Assistant Secretary is responsible for compiling and maintaining a master mailing list to be used for distributing newsletters, invitations to dinners and social events, campaign materials, etc.
- c. The Assistant Secretary shall assemble and post such communications to those on the master mailing list and any other assigned tasks as needed

G. Treasurer: The County Chair and Treasurer may be bonded. The amount of the bond, if any, is to be at the discretion of the Executive Committee.

1. Duties:

- a. The Treasurer shall receive and disburse all funds of the County Committee.
- b. The Treasurer shall render an annual financial report of the Committee at each meeting.
- c. The Treasurer shall file all reports for the County Committee as applicable to state and federal Laws on Campaign and Political finance.
- d. The Treasurer shall perform other tasks as assigned

H. Vacancy: In the absence or inability of the Chair to act, his/her duties shall be performed by the First Vice Chair, Secretary or Treasurer, such duties to devolve upon these officers in the order named. In the case of a vacancy for any cause in the office of Regional Vice Chair, Secretary, Assistant Secretary, or Treasurer, such vacancy shall be filled by election at the next meeting of the County Committee occurring thereafter.

## Article IV: Meetings of the County Committee

All meetings of the entire Republican County Committee, Executive committee, City, Town Village or other committees are strictly meetings of Committee members. As such, only Republican County Committee members are assured admittance to any meetings. All others wishing to attend must have prior permission of the County Chair or in the absence of the Chair, the First Vice Chair.

- A. Organizational Meeting: The members of the county Committee shall meet within twenty days following their election at the June Primary (in even numbered years) for the purpose of electing officers and receiving reports of out-going officers. (2-112.1 NYS Elec. Law)
- B. Other Meetings: A meeting of the County Committee shall be called at any time by the Chair or shall be called at any time upon the presentation to the Chair of a written request signed by the minimum required number of members of the Committee constituting a quorum. Such request shall state the time, place and purpose of the proposed meeting.
- C. Notice of Meetings: At least ten (10) days' notice, via electronic e-mail or delivered by US mail, written notice of meetings will be sent to every member of any meeting. It shall be the duty of each member to deliver to the Secretary the e-mail and/or US postal address for official communications to be forwarded and all communications shall be forwarded to him/her at that address.
- D. Quorum: At least  $\frac{1}{4}$  (one fourth) of the Committeepersons required to be elected as members of the County Committee, including members represented by proxies, are necessary to legally constitute a quorum at any meeting of the County Committee. (2-104.3) No formal business shall be transacted and no votes will be taken at any meeting at which such quorum is not present.
- E. Proxies: No committeeperson shall act in the place of or represent any member of the Committee as his/her proxy unless there is filed with the Secretary of the Committee for such meeting, a written designation or authority signed by the member to be represented. All Committee Members should fulfill their obligation to the enrolled voters of their districts by personal attendance at organization and other meetings.
- F. Executive Session: The meetings of the Committee shall be held in executive session on request of a majority of the members present at the meeting, unless otherwise provided by New York State Election Law.
- G. Election of Officers: Annual Meeting (even numbered years)

1. Voting for Officers of the County Committee shall be that of weighted voting, whereby each Committee Member casts his/her vote one half the number of Republican votes recorded in his/her district in the last gubernatorial election.
2. Voting shall be conducted with a secret ballot prepared by the County Committee. In the event there is no opposition, officers shall be voted on by a show of hands or voice acclamation.
3. Each committee member is entitled to one vote. The Secretary and Tellers will present the committee member with their ballot. Then the tellers shall present the committee member with any additional ballots if said member has been authorized by proxy to vote any additional ballots.
4. The ballot shall contain only the weighted value of the vote, the position being voted for, and a line that allows the voter to write in the name of the candidate of their choice.
5. Only votes for those properly nominated by the nominating committee or from the floor shall be considered and tallied.

## Article V: Order of Business and Rules of Order

### A. Order of Business

1. Roll Call
2. Reading of Minutes
3. Treasurer's Report
4. Adaption of Agenda
5. Board of Elections Report
6. Report of Committees
7. Communications
8. Unfinished Business
9. New Business
10. Filling of Vacancies
11. Adjournment

- B. Motions: All motions shall be properly moved, seconded, and then restated by the presiding officer before it may be considered or debated.
- C. All Resolutions Written: To be considered, all resolutions shall be reduced to writing, signed by the member offering said resolution and presented to the presiding officer or any officer of the committee and presented to the presiding officer prior to the beginning of the meeting.
- D. Time of Debate: No member shall speak more than once on the same question to the exclusion of any other member and no member shall speak more than three minutes at a time without the consent of a majority of the Committee present.
- E. Manner of Voting on issues before the Committee
  - 1. On any question, except the election of officers, each member shall have one vote by "Ayes" and "Nays". A standing vote or roll call may be taken at the request of the presiding officer or any member present.
- F. Order of Motions:
  - 1. In all cases not provided in the foregoing, the committee shall be governed by the rules of procedure set forth in Roberts Rules of Procedure (newly revised).

#### Article VI: Caucuses to Nominate Town, City, & Village Elected Officers:

- A. All City, Town, Village caucuses shall comply with the respective portions of New York State Election Law. To protect the interest of the Republican Party, in the absence of a local City, Town, or Village Committee Chair, the County Chair may appoint a caucus chair who resides within the municipal subdivision to conduct a caucus. Candidates for town and village offices shall be nominated by ballot at a caucus except as otherwise provided in Article Seven of these rules. All candidates and members of village committees shall be nominated and elected by ballot at a caucus except as otherwise provided in Article Seven of these rules. Town and Village caucuses, when held under these rules, shall be called by the Chair of the Town or Village committee respectively.

#### Article VII: Nomination of Town or City Elected offices

- A. All Town or City nominations for public offices shall comply with 6-108.1 (or its successive equivalent) of the New York State Election Law

- B.** Nominations for Elected Offices to fill vacancies created after seven days before the last day for circulating petitions or after holding of the meeting or convention to nominate or designate candidates for such shall be made AFTER the date of the Primary Election, by a majority of a quorum of the members of the County Committee last elected in the political subdivision in which such vacancy is to be filled. It is in the best interest of the party to have viable candidates on the Republican line. If no members of the county committee have been elected to represent that subdivision or if they are unable to meet, a majority of a quorum of the County Executive committee has the right to choose the candidate(s) that will represent the Republican Party on that line in the General Election. Such nomination shall be evidenced by the filing of a proper certificate of Nomination with the County Board of Elections within the constraints listed by New York State Election Law.

### Article VIII: Repeal of Prior Rules

- A.** All Republican County Rules of St. Lawrence County heretofore adopted by this committee are hereby repealed.
- B.** These rules and Regulations may be amended only in the manner prescribed by New York State Election Law and shall take effect immediately.

Date Passed by the Committee: 11 July 2019