

# BY-LAWS FOR THE REPUBLICAN COMMITTEE OF CHESTER COUNTY

## ORGANIZATION OF THE PARTY

Rule 1.1: The Republican Party of Chester County shall consist of the following bodies.

- a) Republican County Committee
- b) Executive Committee of the Republican County Committee
- c) Republican County Finance Committee
- d) State Committee members
- e) Other subordinate committees as the rules of the County Committee shall provide.
- f) Such committees as may from time to time be appointed by the County Chairman.

## CHESTER COUNTY REPUBLICAN COMMITTEE

Rule 2.1: Purpose

The Chester County Republican Committee shall be responsible for the general supervision, regulation and direction of the Republican Party of Chester County.

Rule 2.2: Qualifications for Chester County Republican Committees

Any registered Republican voter in Chester County may serve as a member of the County Committee.

Rule 2.3: Election and Vacancies in Office

- a) Each election precinct shall elect two qualified Republican electors biennially at the Primary Election in each even numbered year or as may be required by statute.
- b) In the event of a vacancy occurring in the Chester County Republican Committee during the elected term or in the event no person is elected to fill the office, a duly qualified elector of the election precinct in which the vacancy occurred shall be notified of the appointment by the County Chairman upon the designation of the Area Chairman of such precinct to serve until the next election, as set forth in section (a) above. In no event shall more than two committee people be appointed to serve in each election precinct.

Rule 2.4: Term

The term of each member shall be for a period of two years from the day of their election and until their successors have been elected and certified.

Rule 2.5: Organizational Meeting

The members of the County Committee shall meet not later than 45 days immediately following the Spring Primary when legislative candidates are

nominated at such hour and place as shall be designated by the County Chairman and such meeting shall be referred to in these rules as "Organizational Meeting."

Rule 2.6: Other Meeting

- a) The County Committee shall meet subsequent to the Organizational Meeting for the purpose of endorsing candidates, to amend the bylaws and at such time as it shall direct in accordance with these rules and at the call of the County Chairman.
- b) The County Chairman or in his absence or incapacity, the Executive Vice Chairman or in his absence or incapacity of both of them, the Vice Chairman or in the absence or incapacity of each of these, the Executive Committee shall call a special meeting of the County Committee at the written request of 100 of the members which request and call shall state the business of such meeting. No business other than that specified in such request and call shall be transacted or considered at such meeting.
- c) In case of the neglect or refusal of the County Chairman, Executive Vice Chairman or Executive Committee to call a special meeting of the County Committee within ten days after being requested so to do in the manner provided in paragraph (b) of this rule, any member of the County Committee requesting the meeting may issue the call for the special meeting and shall give notice thereof in the manner specified in Rule 2.7.
- d) Meeting for the endorsement of candidates for the Primary Election shall be held not less than ten (10) nor more than twenty-four (24) days prior to the last day on which to file Nominating Petition with the Board of Elections.

Rule 2.7: Notice of Meetings

Written notice of the organizational meeting, and regular meetings to consider any amendment to the by-laws shall be given by depositing written notice of the meeting in the mail to the last known address of County Committee members with postage paid no later than ten (10) days prior to the date of the meeting. Special meeting of the County Committee may be called by the County Chairman upon such notice as he deems advisable but in no event less than 24 hour notice.

Rule 2.8: Business at Organizational Meeting

At the Organizational Meeting of the County Committee shall:

- a) Elect a County Chairman, Vice Chairman, Executive Vice Chairman, Secretary, Assistant Secretary, Treasurer, and Financial Secretary.
- b) Transact such other business as shall properly be brought before the meeting in accordance with these rules.

Rules 2.9: Agenda at County Committee Meetings

The order of business at meetings of the County Committee shall be as follows:

- a) Roll Call of Members
- b) Reading, correcting, and approving of minutes
- c) Reports of committees
- d) Financial Matters
- e) Certify number of members present and number required for various votes
- f) General and unfinished business
- g) New business
- h) Adjournment

Rule 2.10: Quorum for County Committee Meetings

Two-thirds (2/3) of the duly qualified members of the County Committee, or their proxies, shall constitute a quorum for the purpose of endorsing candidates or amending the by-laws. In all other cases a majority of the members of the County Committee, or their proxies, shall constitute a quorum for the conducting of business.

Rule 2.11: Individuals Entitled to and Method of Voting at County Committee Meetings

- a) Only Committee Members or their proxies shall have the right to vote at County Committee meetings.
- b) Voting by the County Committee on matters other than the endorsement of candidates shall be by voice vote or show of hands except that upon the request of not less than ten (10) members of the committee, a secret ballot shall be taken. In the event of a secret ballot, those requesting such ballot shall have the privilege of selecting one person to act as teller in the count of such secret ballot.
- c) When voting on the endorsement of candidates for the Primary Election and two or more persons are placed in nomination for the same office, the vote on the endorsement for that office shall be by secret ballot.

Rule 2.12: Primary Endorsement Procedures

The following procedure shall be the method of endorsing candidates:

- a) The Executive Committee shall present a list of candidates deemed qualified for each elective office to the County Committee at a meeting called to consider the endorsement of candidates. The Executive Committee may present three (3) names for each elective office.
- b) The Executive Committee may offer additional names in nomination from the floor.
- c) The matter of endorsement of candidates will be called for a vote.
  - 1) In the case of offices which represent less than the entire county, only the committee members of the district which said office will represent shall be entitled to vote such endorsement.

- 2) In the case of offices which will represent the entire County, all committee members shall be entitled to vote on such endorsement.
- d) Any candidate who receives, on the first ballot, sixty percent (60%) of the vote of the members of the County Committee, certified to be present in person or proxy and entitled to vote on such nomination will be declared to be the endorsed candidate.
- e) In the event that no candidate receives 60% of the certified votes on the first ballot, the following procedure shall be followed:
  - 1) Second Ballot- Any candidate receiving at least fifteen percent (15%) of the certified votes in the first ballot, shall be voted upon in the second ballot, and any candidate receiving sixty percent (60%) of the certified votes on the second ballot, shall be declared to be endorsed candidate.
  - 2) Third Ballot\_ If no candidate receives sixty percent (60%) of the certified votes in the Second Ballot, the Third Ballot shall be taken. Only the two (2) candidates for each position receiving the highest number of votes on the Second Ballot, shall be considered on the Third Ballot.
  - 3) Any candidate receiving sixty percent (60%) of the certified votes on the Third Ballot, shall be declared to be the endorsed candidate. If neither candidate on the Third Ballot received sixty percent (60%) of the certified votes, no further ballots will be taken and both candidates shall be considered recommended.

Rule 2.13: Presiding Officer at County Committee Meetings

The County Chairman shall preside at all meetings of the County Committee. In his absence or disqualification, the Executive Vice Chairman, or in his absence or disqualification, the Vice Chairman shall preside.

Rule 2.14: Proxies

Any member of the County Committee shall have the right to substitute by proxy any Republican elector of his or her own Precinct. Such proxies shall be in writing, signed by the member of the County Committee appointing the proxy, witnessed and dated between the time the chairman calls the convention and the date of the convention.

OFFICERS OF THE COUNTY COMMITTEE

Rule 3.1: Officers

The Officers of the County Committee shall be the County Chairman, Executive Vice Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, and Financial Secretary.

Rule 3.2: Eligibility for Office

Any registered Republican elector of the Chester County shall be eligible to be elected and serve as an officer of the County Committee and said officers need not be elected members of the County Committee. Neither the District Attorney nor a County Commissioner shall be eligible to be an elected officer of the County Committee.

Rule 3.3: Election

The officers of the County Committee shall be elected by the County Committee at the organizational meeting.

Rule 3.4: Term of Office

The officers of the County Committee shall serve for two-year terms commencing on the day of their election and continuing until their successors have been duly elected and qualified.

Rule 3.5: Vacancies

- a) In the event of a vacancy occurring in the office of County Chairman, the Executive Vice Chairman or, in the event of a vacancy in the office of Executive Vice Chairman, the Vice Chairman shall become Acting County Chairman and shall within ten days of said vacancy, of the County Chairman give notice of a meeting of the County Committee in accordance with Rule 2.7, for purpose of electing a new County Chairman, which meeting shall be scheduled no later than 45 days following the vacancy. Notwithstanding the foregoing, if the vacancy shall occur within 90 days prior to the Organizational Meeting, no special meeting shall be called and the Executive Vice Chairman or the Vice Chairman, as the case may be, shall continue Acting County Chairman until the election of a new County Chairman.
- b) In the event of a vacancy in any office of the County Chairman other than the County Chairman, the County Chairman shall appoint a successor for the unexpired term within 30 days of the vacancy.
- c) In the event vacancies should occur in the offices of County Chairman and Executive Vice Chairman and Vice Chairman, or no meeting shall have been called to elect a new County Chairman, as set forth in (a) above, any five members of the Executive Committee shall issue a call for a special meeting of the County Committee at any time or place for the purpose of electing a new County Chairman provided at least 10 days written notice of any such special meeting shall be given to all members of County Committee in the manner provided for in Rule 2.7. A County Chairman elected under this rule shall serve only for the unexpired term of the County Chairman whose vacancy is being filled.

Rule 3.6: Duties of County Chairman

- a) The County Chairman shall be the Chief Executive officer of the Republican Party of Chester County and as such shall put into operation these rules and all resolutions and matters pertaining to the County Committee.
- b) The County Chairman shall:
  - 1) Appoint an Executive Committee
  - 2) Appoint a Finance Committee
  - 3) Appoint such other committees as are provided for by these rules
  - 4) Appoint such other committees or persons as may be deemed necessary and appropriate for the conduct of the affairs of the Republican Party of Chester County
- c) The County Chairman shall be an exofficio member of all committees, but shall not have a vote unless there be a tie vote.
- d) The County Chairman shall notify each candidate in writing on or before the County convention held for the endorsement and recommendation of candidates, that the Republican Committee will not be responsible for any expenditures unless said expenditures have first been approved by the Campaign Chairman and the County Committee.

Rule 3.7: Duties of the Executive Vice Chairman

The Executive Vice Chairman shall assist the County Chairman as the County Chairman shall designate, and carry out the duties of the office of County Chairman in the event of a vacancy in the office in accordance with Rule 3.5 until the office of County Chairman has been filled.

OFFICERS OF COUNTY COMMITTEE

Rule 3.8: Duties of Vice Chairman

The Vice Chairman shall assist the County Chairman as the County Chairman shall designate and carry out the duties of the office of County Chairman in the event of vacancy in the officer of County Chairman and Executive Vice Chairman in accordance with Rule 3.5 until the office of County Chairman has been filled.

Rule 3.9: Duties of Secretary

The Secretary of the County Committee shall attend all meetings of the County Committee and insure that all minutes of the proceedings are recorded in a book provided for that purpose which book shall be present at all meetings of the County Committee. The Secretary shall insure that the State Chairman be furnished with the names and post office addresses of each member of the County Committee.

Rule 3.10: Duties of Assistant Secretary

The Assistant Secretary shall assist the Secretary and perform other duties designated by the County Chairman.

Rule 3.11: Duties of Treasurer

The Treasurer of the County Committee shall keep a strict account of all monies received by him and paid out, with the date of such receipts and payments, from whom received, to whom paid and for what purpose, which account shall be at all times accessible to the County Chairman. The treasurer shall file with the appropriate authorities all statements and reports required by both State and Federal Law. At the end of his term of office he shall turn over to his successor all funds, books and other papers of the County Committee in his possession.

Rule 3.12: Duties of Financial Secretary

The Financial Secretary of the County Committee shall be responsible for the filing of and the certification of all financial reports dealing with campaign expenditures. Those reports include those filed with Federal, State, and County Government. In addition, the Financial Secretary shall do and assume such other duties and responsibilities as the Treasurer, from time to time, may delegate to the Financial Secretary. The Financial Secretary shall at all times report to the Treasurer and shall keep the Treasurer and Chairman fully advised as to the Financial Secretary's activities. He will also be a member of the Chester County Executive Committee.

EXECUTIVE COMMITTEE

Rule 4.1: Composition and Duties

The Executive Committee shall be composed of the following:

- a) All Republican Area Chairs
- b) Elected officers of the County Committee
- c) Members appointed by the County Chairman, the number of which shall not exceed fifty percent (50%) of the number of Area Chairpersons. Included in the appointed members shall be two (2) members to be selected by the Republican Women's Organization of the County and one member to be selected by the Chester County Federation of Young Republicans.

REPUBLICAN AREAS

Rule 5.1: Composition

The County shall be divided into not less than 20 geographic areas. Each area shall be designated by a separate number and shall be as nearly as possible equal to every other area in numbers of registered Republican Electors. The Officers and Executive Committee of the Party shall be responsible for periodic redistricting to accomplish such balance at least once every ten years commencing 1985, again in 1992, and every ten years thereafter.

Rule 5.2: Election of Area Chairman and Area Vice Chairman

Biennially within 30 days following their election, the members of the County Committee of each respective area shall meet for organization and shall elect a qualified Republican Elector of their own area to be Area Chairman and one to be Area Vice Chairman.

Rule 5.3: Term

The Area Chairman and Area Vice Chairman shall serve for a two-year term commencing on the day of their election and continuous until their successors have been duly elected and qualified.

Rule 5.4: By-Laws

Area committees may make rules which are not inconsistent with these by-laws to govern the operation of the Republican Party within their respective area. Area committees shall file copies of such by-laws with the Secretary of the County Committee.

Rule 5.5: Meetings

There shall be a minimum of four meetings held in each area per year.

Rule 5.6: Vacancies

- a) In the event of a vacancy occurring in the office as Area Chairman, the Area Vice Chairman shall become the Acting Area Chairman, until a new Area Chairman is elected.
- b) In the event of a vacancy occurring in the office of Area Vice Chairman, the Area Chairman may appoint a successor for the unexpired term within 30 days of the vacancy.
- c) In the event vacancies should occur in the offices of both Area Chairman and Area Vice Chairman, the County Chairman will send written notice to each committee member ten days prior to a special meeting for the purpose of electing a new Area Chairman and Area Vice Chairman for the unexpired term in accordance with Rule 5.2. Said meeting shall be called within 30 days after said vacancies occur.

Rule 5.7: Duties of Area Chairman

The Area Chairman shall have the general control and management under advice and direction of the County Chairman of the campaign in their areas. They shall keep the Chairman fully advised of the political condition and of the requirements of their respective areas and look after the party's interest at all elections.

In the absence of the Area Chairman, the Area Vice Chairman shall attend the executive committee meetings, If the Area Vice Chairman cannot attend, then the Area Chairman may appoint any committee person from the area to attend the executive committee meetings.



## STATE COMMITTEE MEMBERS

### Rule 6.1:

- a) The total number of Republican State Committee members elected from Chester County will be determined by the Rules of the Republican Party of the Commonwealth of Pennsylvania adopted at the State Committee meeting duly held on September 22, 1973 in Harrisburg, Pennsylvania or as amended.
- b) Whenever the total number of State Committee members exceeds three, the County will be divided into precincts as nearly possible equal in numbers of registered Republican Electors. The total precincts shall be determined by dividing the total number allocated by two, any remainder to be elected at large in Chester County. The Officers and Executive Committee of the Party shall be responsible for drawing the precincts.
- c) There shall be one male member and one female member of the State Committee elected in each precinct in accordance with Rule 6.1-b and State Committee Rules. In the event of a member to be elected at large, the member may be of either sex.
- d) State Committee members shall be elected biennially at the Primary Election for the nomination of candidates for the legislature.
- e) Vacancies shall be filled according to Rule 2.14 of the State Committee Rules adopted September 22, 1973 or as amended.

## VACANCIES ON TICKET FOR OFFICE

### Rule 7.1: Vacancies on Ticket for Offices to be Elected by More Than One County

In case any vacancy happens on the Republican ticket for an office to be voted for by the electors of more than one county, such vacancies shall be filled in accordance with the rules of the Republican State Committee.

### Rule 7.2: Vacancies on Ticket for Offices to be Elected by Chester County

Any vacancy or vacancies happening or existing in the Republican ticket for any office to be voted for by the electors of the entire county shall be filled by the Republican County Committee, which shall have full authority to make and certify said nomination or nominations.

### Rule 7.3: Vacancies on Ticket for Offices to be Elected by a Sub-Division of the County

In the event of a vacancy occurring on the ticket for any legislative district or municipal sub-division of Chester County, the vacancy will be filled by the members of the County Committee from said legislative district or municipal sub-division of Chester County who shall have full authority to make and certify said nominations. The meeting of the County Committee members shall be held at such time and place as shall be fixed by the County Chairman and shall be presided over by the County Chairman or his designee.

Rule 7.4: Vacancies on Tickets to be Elected by More than One County Where article IX (e) of the Election Code Applies

If a vacancy for any cause shall occur in an elective public office which is voted by the electors of more than one county and the provisions of the Pennsylvania Election Code Article IX (e) become operative, nominations to fill said vacancy shall be made according to Republican State Committee Rules.

Rule 7.5: Vacancies on Ticket for Office to be Elected by Chester County Where Article IX (e) of the Election Code Applies

Vacancies occurring under this Rule will be filled in accordance with Rule 7.2.

Rule 7.6: Vacancies on Ticket for Office to be Elected by Chester County Where Article IX (e) of the Election Code Applies

Vacancies occurring under this Rule will be filled in accordance with Rule 7.3.

## REMOVAL

Rule 8.1: Ground and Procedure for Removal

Whenever it shall appear that any member of the County Committee or Executive Committee is charged with not being a qualified Republican Elector or with opposing or being about to oppose the Republican Party, or any of its candidates, or with neglecting or refusing to attend to the duties of his or her offices, the County Chairman shall appoint a committee of three qualified electors of the County of Chester to Investigate such charges. The Committee shall notify the members so charged of the time and place of hearing, and if upon investigation, it finds such charges to be true and correct, it shall so report in writing to the County Chairman. In the case of a County Committee member, the County Chairman shall declare the office vacant and appoint another qualified elector of the same precinct. In the case of an officer of the County Committee, the County Chairman shall declare the office vacant and appoint another qualified elector for the unexpired term. In the case of an Area Chairman, he shall declare a vacancy and notify the area to arrange for an election in accordance with Rule 5.6. In case of other members of the Executive Committee, the County Chairman shall dismiss the member and appoint another for the unexpired term.

## AMENDMENTS

Rule 9.1: Procedure

The foregoing rules may be amended from time to time by a two-thirds vote in affirmative by the members of the County Committee or their proxies present and voting at any meeting of the County Committee provided that notice shall be sent to each member at his or her last known address not later than ten days prior to the meeting stating that it is proposed to alter or amend said rules.

Rule 9.2: Suspension of Rules

These rules may be suspended at or during any meeting of the County Committee by the affirmative vote of three-quarters of the member of the County Committee or their proxies present and voting at any meeting of the County Committee.

Rule 9.3: Adoption

These rules shall go into effect 45 days after adoption.

Amendments adopted: May 17, 1984

Rule 9.4 Roberts Rules

Should questions arise that are not covered by these rules, the Roberts Rules of Order shall control.

*Bylaws last amended on June 12<sup>th</sup>, 2018*