

RULES OF THE REPUBLICAN PARTY OF JUNIATA COUNTY, PENNSYLVANIA

Adopted February 17, 2009

Amendment to Rule 1, Section 2 approved 10-22-13

Rule I – COUNTY COMMITTEE

Section 1. A. The County Committee shall have full leadership of the Republican Party in Juniata County, and in all election precincts thereof, and shall have full authority to affect such measures as shall promote its interests and that of all Republican candidates – national, state and local.

B. The County Committee shall have the full right and power to endorse any or all candidates for public office.

Section 2. The Juniata County Committee shall consist of the following committee members elected by the Republican voters in the Spring Primary every four years starting in 2014:

- one Committee Person per precinct and
- one committee person for the first 300 registered Republican voters in each precinct and
- one committee person for every additional 300 registered Republican voters or majority fraction thereof in each precinct.

To assure that each precinct is properly represented, each January in even-numbered years, the Registration Chair or the County Committee Chairperson shall meet with the County Voter Registrar and verify the number of Committee Persons to be elected for each precinct, based on the rules in this section. The numbers shall be based on the total County Republican registration numbers at the end of the previous calendar year.

In addition, all current Republican county officeholders will be members of the County Committee, and the County Chair shall be allowed to appoint additional members to serve “at large.”

Section 3. Each Committee Member must be a qualified elector of the Republican Party and a resident of the precinct he/she serves.

Section 4. The duties of the members of the County Committee are as follows:

A. To be loyal by attending Committee meetings, party activities, special meetings, social and fund-raising projects.

B. To promote new registration and aid in the registration of voters in their precincts and Juniata County. Be informed and report to the Registration Chair any new, changed or deleted Republican voter addresses of the county.

C. To attend caucus meetings and see that every local office to be voted by the electorate is filled; that qualified watchers, haulers, and other people needed to conduct an election are obtained.

D. To see that absentee ballot applications are sent to those registrants qualified to receive a ballot.

E. To keep the County Chair and area chairs fully advised of the political conditions and requirements necessary to maintain a high morale among Committee members and the County Republican electorate.

F. To carry out all assignments made at Committee meetings.

Section 5. During the biennial organizational meeting, the Committee Members of each precinct shall assemble and agree on which member will act as precinct Chair; after which, that precinct Chair will so notify the appointed County Secretary.

Section 6. The precinct Chair, upon receiving from the County Registration Chair a list of people who have not voted in the last four (4) elections, shall with their precinct committee contact and re-register for the Republican Party those people wishing to do so, or as provided by current legislation.

Section 7. The County Committee and its officers shall give loyal support to the Republican Party, and its endorsed candidates.

Rule II – OFFICERS AND COMMITTEES

Section 1. An Officer of the County Committee need not be an elected member of the County Committee, but must be a qualified Republican Party elector resident of the County. The County Chair shall not be a seated member of any precinct committee.

Section 2. The officers of the County Committee shall be Chair, Vice-Chair(s), Secretary and Treasurer. The Chair and Treasurer shall be elected by the County Committee at the Biennial organizational meeting. The Secretary and Vice-Chair(s) shall be appointed by the newly elected/re-elected County Chair to serve at his/her pleasure and that of the Juniata County Republican Committee.

Section 3. Area Committees – Members of the County Committee in precincts identified and grouped for geographic purposes shall organize themselves into an area committee. They shall elect a Chair from their membership who will represent their area on the Executive Board and shall be designated Area Chair.

Section 4. Executive Board membership shall consist of officers of the County Committee, the State Committee member, the Area Chairs, the current Republican County office-holders, President of the County Republican Council of Women, President of the County Republican Organization of Men, County Chair of Young Republicans, the Registration Chair, Publicity Chair, Finance Chair, all standing committee Chairs and any members of the Republican Electorate appointed by the County Chair.

Section 5. The Area Chairs shall be designated auditors. In the event of a vacancy in the Area Chairs, a qualified member from that area shall be appointed by the County Chair.

Section 6. Screening Committee – The screening committee shall consist of the County Chair, the Area Chairs, and neither less than two (2), nor more than four (4) qualified Republicans appointed by the County Chair.

Rule III – DUTIES OF OFFICERS AND COMMITTEES

Section 1. County Chair:

A. The County Chair shall be the Chief Executive Officer of the County Committee and shall preside at all regular County Committee and Executive Committee meetings.

B. The Chair shall appoint all standing and special committees and chairpersons other than those contained and identified as within these Rules, and shall be an ex-officio member of all County Committees.

C. The Chair shall fill vacancies in the County Committee. The Chair shall have the authority to remove appointed committee members from office for disloyalty to the Republican Party and/or non-performance of duties of a committee member. Such removal shall require the approval of a majority of the Executive Board.

D. The Chair shall have the authority to remove elected committee members from office for disloyalty to the Republican Party and/or non-performance of duties of a committee member, upon petition of a majority of the electors in the election district as hereinafter provided.

E. The Chair shall have the authority to convene the County Committee at any time upon proper notice as contained in Rule V, for the transaction of such business as consistent with these rules.

F. The Chair shall be charged with duties and responsibilities of the office as required by the rules of the Republican Party of Pennsylvania, and report such business to the County Committee.

G. Each January, the County Chair shall instruct the Auditing Committee to audit the books of the County Committee Treasurer of the Republican Party.

Section 2. County Vice Chair(s): The duties and authority of the County Vice Chair(s) shall be those of the County Chair whenever the County Chair is incapacitated or whenever the County Vice Chair(s) is/are so directed by the County Chair.

Section 3. Secretary:

A. The Secretary shall assist the County Chair, keep the records of the County Committee, take and prepare written minutes of all regular and special meetings of the County Committee, demand and secure reports from the County Committee Treasurer or other persons so authorized to make reports as required from time to time, these reports to be available for reporting at regular meetings and filed with the minutes.

B. The Secretary shall keep a roll of the members of the County Committee and County Officers and maintain correct Post Office and e-mail mailing addresses.

C. The Secretary shall notify all county committee members by mail, in person, or electronically at least ten (10) full days in advance of regular county meetings; and ten (10) full days of all special meetings, or as directed by the County Chair. The notice may include minutes of the previous meeting.

D. The minutes of the meetings shall be available for inspection during reasonable hours by any member or officer of the County Organization.

E. The Secretary shall maintain the names and addresses of all Committee members.

F. The minute book and reports shall belong to the County Committee and upon termination of office, shall be turned over to the County Committee.

Section 4. Treasurer:

A. The County Republican Committee Treasurer shall be elected by the County Committee at the Biennial organizational meeting and shall act as custodian of all funds of the County Organization.

B. The Treasurer shall receive all monies paid and contributed to the Committee or its officers or members for election expenses, campaign costs, or special fund raising projects.

C. All monies shall pass through the hands of the Treasurer, and in accordance with the law, the Treasurer shall file a true account with the Secretary of all receipts and disbursements.

- D. The Treasurer shall keep and maintain all checks, invoices, statements, reports and correspondence related to and showing any monies received and disbursed by/for the Republican Party, whereby all requests for audit may be performed accurately and legally.
- E. The Treasurer shall file a true account of all money transactions in accordance with State law. These reports shall be done in accordance to the schedule as provided by the Secretary of the Commonwealth.
- F. The books of the Treasurer shall be audited each January.
- G. The Treasurer shall be bonded for an adequate amount equal to the highest dollar amount handled at any one time in past years.
- H. Records and correspondence of the Treasurer shall remain the property of the County Republican Committee, and upon termination of office shall be turned over to the County Committee.

Section 5. Finance Chair:

- A. The Finance Chair shall supervise all campaigns for the raising of funds to assist in financing the Republican Party of Pennsylvania
- B. The Finance Chair shall appoint such persons to the committee as deemed necessary for the purpose of collecting or raising funds.
- C. The Finance Chair may, with the Executive Board's approval, use such monies as needed for promotion and solicitation of campaign fund projects.
- D. All monies collected shall be accounted for and turned over to the Treasurer with instructions as to purpose and intended use of funds, for which a receipt shall be given.
- E. In the absence of a Finance Committee, the Chairman and the Executive Board shall fill the role.

Section 6. Registration Chair:

- A. At the first regular County Committee meeting, the Registration Chair shall appoint the Registration Committee.
- B. As soon as it is available, a copy of each precinct's current street list shall be forwarded to each precinct Committee Member. This list shall be submitted to the precinct Chair for verification, correction and additions and returned to the Registration Chair. A list of such recommended changes to the street lists shall be forwarded to the County Voter Registrar for consideration.
- C. It is the duty of the Registration Chair to keep the County Committee informed of the current election law(s) regarding registration and voter qualification.
- D. Two months prior to each election, the Registration Chair shall obtain from the County Board of Elections, a list of all new, deleted, and changes in voter registration names. These lists should be distributed or the statistical data contained therein announced at the next Executive Board or full county meeting.
- E. In the absence of a Registration Committee, the Chairman and the Executive Board shall fill the role.

Section 7. State Committee Members:

- A. Members of the State Committee shall attend all meetings of the State Committee, or, in event it becomes impossible to attend a meeting, such member shall substitute by proxy any Republican elector having the same qualifications to act for the member. Said proxy shall be in writing and signed.
- B. Members of the State Committee shall attend all County Committee meetings and act in the capacity of advisor and counselor to the County Committee, but shall not be a voting member of the County Committee unless such State Committee member shall also be an elected or appointed member to the County Committee.
- C. The State Committee member shall act as liaison from the state to the county.

Section 8. Publicity Chair

- A. The duties of the Publicity Chair shall be to serve the County Chair and the publicity needs of the County Committee and those of the Executive Board.
- B. The scope of advertising and publicity mediums shall include but not be limited to newspaper ads, radio, TV, billboards, paper circulars, window display material, and campaign material for local, county, state and national candidates.
- C. The Publicity Chair shall coordinate all campaign material and releases from local, county, state and national campaigns.

Section 9. Area Chair:

- A. The Area Chair shall serve the County Chair and act as the principal coordinator – representative at the Executive Board for his/her area.
- B. The duties of the Area Chair shall be to serve the geographic area and precinct members as follows:
 1. Represent his/her area on the Executive Board.
 2. Act as auditor for the County Republican Committee.
 3. Serve as a member of the Screening Committee.
 4. Serve as the chief communications link between the precinct members and the committee, Committee event coordinators, and standing committees.
 5. Assure that local offices and committee positions are full and that slates are full prior to each election. If not, report to the Chairman for action.
 6. Take responsibility for events within the precincts represented.
 7. Assure prior to each election that each precinct Election Board will be properly staffed. If not, report to the Chairman for action.
 8. Distribute and coordinate the signing of nominating petitions.

Section 10. Executive Board:

- A. The Executive Board shall act in an advisory capacity to the County Chair, and shall aid in planning and conducting all campaigns within the county. A report of their activities shall be made at each County Committee meeting.
- B. The specific functions of the Executive Board are as follows:
 1. The evaluation for nomination of persons to public and party elective offices.
 2. The endorsement of persons to attend Republican Party meetings or caucuses as provided by rules of the Republican Party of Pennsylvania.
 3. The determination of candidate and/or campaign assessments and budgets.
 4. The performance of other duties as directed by the Chair of the County Committee.

Section 11. Auditing Committee:

Each January, the Auditing Committee shall meet and audit the accounts of all persons handling monies of the Republican Party, and shall make a report to the Executive Board. A copy of the Auditors' report shall be turned over to the Secretary for inclusion in the County Committee minutes.

Section 12. Screening Committee:

The purpose of the Screening Committee shall be to:

1. Announce open county offices prior to the first day for petitioning for said offices.
2. Announce Screening Committee procedures to potential candidates.
3. Interview potential candidates to determine qualifications and to show the support available from the County Committee.
4. Review all potential candidate qualifications and report findings to the County Committee. Make a recommendation for each potential candidate of non-support, support, or endorsement. Final determination will be made by a majority of the quorum at the next full Committee meeting.

Section 13. Ways and Means Committee

The purpose of the Ways and Means Committee shall be to coordinate major fund-raising events and to assure that receipts and expenditures from such events are forwarded to the Treasurer in a timely manner.

Rule IV - VACANCIES

Section 1. No vacancies in the membership of the County Committee may be filled between the date of the election of the members of the County Committee and the second day following the Biennial organizational meeting.

Section 2. Should any vacancy occur, for any reason, in the office of a Committee Member after any primary election, such vacancy shall be filled by the County Chair for the unexpired portion of the term.

Section 3. In the event there is a vacancy in the office of the County Chair, within thirty (30) days after the vacancy shall occur, the Vice Chair(s) or the acting County Chair shall call a special County Committee meeting for the purpose of electing a qualified person to fill the unexpired term of the office.

Section 4. In the event there is a vacancy in the office of State Committee Member, the County Chair shall call a meeting within thirty (30) days to fill the unexpired term of the office.

Section 5. If there is a vacancy in a public office, the County Chair shall call a special County Committee meeting to recommend an appointee to the proper appointing authority.

Section 6. Should there be a vacancy for a Congressional, Senatorial or judicial candidate, the order of selection of delegates to represent the County shall be as follows: County Chair, State Committee Member, Vice Chair(s), Secretary, Treasurer, in order and or such members of the Executive Committee as the Chair may designate to meet representation requirements.

Section 7. In the event there is a vacancy in any county or elective office that has not been resolved according to these rules, or within the time periods specified for filing for such office, the Executive Board shall be delegated the responsibility for satisfying the vacancy.

Rule V - MEETINGS

Section 1. The County Committee shall meet for the following purposes:

- A. Organization.
- B. To conduct regular business.
- C. To conduct business of a special nature.

Meetings shall be held at a time and place as designated by the County Chair, who shall give notice to all committee members in written, printed or electronic form sent not less than ten (10) days prior to the date of the meeting.

Section 2. The County Committee shall meet for Biennial organization and election of officers within thirty (30) days following the primary election in which the committee is elected. A quorum of 50% + 1 of the newly elected membership shall be present for the transaction of any business coming before the Committee. The organization meeting shall be held at a time and place designated by the incumbent County Chair, who shall give notice of the meeting to all Committee members in written, printed or electronic form sent not less than ten (10) days prior to the date of the meeting

Section 3. The County Committee shall hold a minimum of four (4) regular meetings each year. They shall be held not more than thirty (30) days, or less than ten (10) days from the following events:

- Close of Primary registration and the Primary election.
- Close of General registration and the General election.

Section 4. Special Meetings shall be for a specific purpose. They may be called at the discretion of the County Chair, or when a written request for a special meeting is presented to the County Chair signed by a minimum of one quarter of the members of the County Committee. Should the County Chair, upon proper request, refuse to call such a meeting within ten (10) days after receipt of the request, it shall be the duty of the Secretary of the Committee to issue the call in accordance with the rules for the call to regular committee meetings.

Section 5. The election of Officers of the County Committee shall be a secret ballot.

Section 6. All meetings of the County Committee shall be open to any registered elector of the Republican Party of Juniata County.

Section 7. A quorum is 25% of the elected and/or appointed members of the County Committee for regular or special meetings, with the exception of the Biennial organizational meeting – see Rule 5, Section 2. All persons entitled to vote at meetings of the County Committee shall have the right to substitute, by proxy, any registered Republican voter from Juniata County. Such proxies shall be in writing, signed by the person appointing the proxy, and witnessed. No person may act as proxy for more than two other persons and all proxies shall conform to this rule.

Section 8. Executive Board meetings shall be held prior to Committee meetings, or at the discretion of the County Chair, or when a written request for a meeting is provided to the County Chair.

Rule VI – Biennial Organization Order of Business

Section 1. The order of Business for the Biennial organization meeting shall be as follows:

- A. The incumbent County Chair shall preside until the installation of the newly elected chair.
- B. Roll call and announcement of number of voting members present.
- C. A tally committee of two Committee members plus the State Committee electors shall conduct the secret ballot election.
- D. Nomination and balloting for office of County Chair.
- E. Nomination and balloting for office of Treasurer.
- F. Recognition and announcement of election results.
- G. Newly elected Chair installed.
- H. Break for elected Committee members to meet in areas, for nomination and election of Area Chairs
- I. Newly elected Area Chairs introduced.
- J. Reading of past minutes.

- K. Presentation of committee reports.
- L. Unfinished business.
- M. New business.
- N. Adjournment.

Rule VII – DISCIPLINE

Section 1.

- A. Upon petition of a majority of the Republican electors in an election district setting forth that the Committee Member in said district is neglecting their duties, or is guilty of disloyalty to the Republican Party or its candidates, the County Chair shall give such member notice in writing of the charge or charges, if requested, within ten (10) days by the member, an opportunity will be given the member to appear and answer the charges. If request is made for a hearing, the Chair shall promptly fix a time not more than ten (10) days thereafter where the Executive Board and the remaining Committee members of such district shall meet to hear and determine the truth of said charges. If the charges are sustained, the County Chair is herewith authorized to immediately remove such member from office and appoint a successor.
- B. Any other disciplinary action shall be governed by the current edition of Roberts Rules of Order.

Rule VIII – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Roberts Rules of Order shall govern the Juniata County Republican Committee in all cases in which they are applicable and are not inconsistent with the rules or any special rules the Committee may adopt.

Rule IX – BY-LAWS AND AMENDMENTS

Section 1. These rules shall not be inconsistent with the Rules of the State Party or law, and shall govern the operation of the Republican Party within Juniata County. A copy of these by-laws shall be filed with the Secretary of the State Party, along with a list of the names and addresses of Committee members.

Section 2. These rules will not be effective until they are filed with the Secretary of the State Party and the names and addresses of the members of the County provided to the State Party, and a certified copy filed in the office of the county board of elections, as required by Article 2837 of the Election Code.

Section 3. Upon notification from the State Party Chairman that the County Committee's rules and/or by-laws are inconsistent with the State Party Rules and/or law, the County Committee shall take prompt steps to amend its rules and/or by-laws to make them consistent.

Section 4. These rules may be amended by any duly convened meeting of the County Committee upon two-thirds (2/3) majority of the members present of the County Committee, provided notice of the proposed amendment shall have been given in writing at least two (2) weeks prior to the announced meeting of the County Committee.