



The Bylaws of the Lycoming County Republican Committee

ARTICLE I - NAME OF ORGANIZATION

The name of the organization shall be the Lycoming County Republican Committee ("LCRC"), constituted in accordance with the applicable provisions of the Pennsylvania Election Code (the "Election Code") and other applicable laws, the Rules and Bylaws of the Republican State Committee of the Commonwealth of Pennsylvania ("RPP") and the Rules of the Republican National Committee ("RNC"). These Bylaws use the terms "Chairman" and "He" to imply male or female.

ARTICLE II - OBJECTIVES

The LCRC shall:

- Serve as the governing body of the Republican Party in Lycoming County;
- Support the election of qualified Republicans to elected public office in the County and the Commonwealth;
- Foster loyalty to the Republican Party;
- Increase the registration of Republican voters in Lycoming County and encourage them to vote;
- Promote an informed electorate through political education;
- Seek qualified Republicans to become candidates for local, County, state and federal offices

ARTICLE III - MEMBERSHIP

Section 1. The membership of the LCRC shall consist of two registered Republicans, one man and one woman, from each precinct or voting district within the County. Each member of the County Committee shall be a resident and a registered Republican voter of the district in which he is elected or appointed. No person shall have more than one vote.

Section 2. Each member of the County Committee shall be elected by the Republican voters in his district at the Primary Election designated by law for such election and shall serve for a term of four (4) years or upon certification of his successor committee member. Write-in Candidates with the most votes shall be considered the winner of the election and therefore subject to the Bylaws of the Republican Committee.

Section 3. Vacancies in membership on the County Committee shall be filled by the Membership Committee per Article III Section 1. Such appointment shall be for the unexpired term of the member whose petition is filled. Members appointed during the sixty (60) day period immediately preceding any meeting at which one or more officers are to be elected and shall not be entitled to participate in the vote to elect any officer.

Section 4. The Republican County Committeeman and Committeewoman shall be responsible for the organization of their effective political force for the Republican Party in their election district which shall include effective local registration and voter drives and shall make certain that the Republican Party is properly represented with the best candidates for local offices including election officials.

ARTICLE IV - MEETINGS

Section 1. All regular meetings held by the Lycoming County Republican Committee are open for any registered Republican of Lycoming County to attend. Special Meetings, including the Biennial Organization, are not open to the public, but may be attended by ex-officio members.

Section 2. No later than thirty (30) days after certification by the County Election Board following the PA State House primary election, the County Committee shall meet upon the call of the Chairman to organize. Should the Chairman fail to hold such meeting within the time specified, the County Committee shall meet upon the call of twenty-five members within ten (10) days after the expiration of said thirty (30) day period. The County Chairman will not preside over the Biennial Organization meeting; the Solicitor will stand in as temporary chair once quorum has been established. Following the election of officers, the former Chairman will preside until the conclusion of Old Business, at which point the newly elected Chairman will preside.



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Section 3. Special meetings of the County Committee may be called at any time by the Chairman or by a signed petition of twenty-five (25) LCRC members.

Section 4. Notification procedure is as follows: e-mail notice or postal mail notice if requested of all meetings shall be made to each member of the County Committee at least seven (7) days but no more than thirty (30) days before the date of the meeting, including the Biennial Organization meeting.

Section 5. Twenty-five (25) members of the County Committee shall constitute a quorum. Roll call taken by the Secretary at the meeting shall be evidence of a quorum.

Section 6. A member unable to attend an organization meeting of the County Committee may request an absentee ballot for election of officers provided by the Lycoming County Republican Committee. The signed ballot must be filed with the Secretary in a sealed envelope marked "absentee ballot," before the initial roll call of the Biennial Organization meeting. Absentee ballots are only used for the purpose of electing the County Chairman and his slate of officers and are not to be opened until votes are counted. Each candidate may request one representative to witness the counting of the ballots.

Section 7. Absentee ballots shall be retained until the following Biennial Organization.

Section 8. The order of business of meetings of the County Committee shall be as follows:

- (1) Pledge of Allegiance and Invocation
- (2) Establishment of a Quorum by roll call
- (3) Election of Officers (if applicable; new slate of officers' term will start at the conclusion of Unfinished Business.)
- (4) Action on Minutes of Previous Meeting
- (5) Reports of Officers, to include written Treasurer's Report
- (6) Reports of Standing Committees
- (7) Reports of Special Committees
- (8) Unfinished Business
- (9) New Business
- (10) Open floor for comment
- (11) Adjournment

Section 9. An agenda shall be prepared and available for each meeting.

Section 10. The members of the Republican State Committee, Legislative Delegation, PA GOP State Committee, Republican members of the U.S. House of Representatives representing constituencies in Lycoming County and elected Republican county officials from Lycoming County shall be ex-officio members of this organization and shall be entitled to all of the privileges except those of making motions, of voting, and of holding office within the organization, unless they are duly elected or appointed members of Lycoming County Republican Committee.

Section 11. Roberts Rules of Order shall govern the proceedings of any County Committee meeting or of any group of Committee members. Any rule(s) may be temporarily-suspended at or during any meeting by the affirmative vote of ninety percent (90%) of LCRC members present at such meeting for which a quorum existed.

ARTICLE V – OFFICERS

Section 1. The officers of the LCRC shall be the Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer.

- (a) The Chairman shall be the chief executive officer of the Republican Party of Lycoming County and its designated spokesman at all levels of Party affairs. The Chairman shall preside at all meetings of the County Committee and the Executive Committee, appoint all committees other than those required by these Rules to be otherwise designated and perform such activities as shall be in the best interest of the welfare of the nation, state, county and Party or shall be imposed upon him by the laws of Pennsylvania. The Chairman shall be responsible for fundraising, registration and campaign activities for national, state and local political subdivision candidates within the County. Expenditures of over \$500 shall require prior committee approval. In case of emergency, such



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expenditures can be approved by order of e-mail to the entire committee and a simple majority of responses. The secretary will maintain records of the votes and will include them in that month's meeting minutes.

- (b) The Vice-Chairman shall perform such duties as shall be assigned by the Chairman or the County Committee; and in the absence, sickness or death of the Chairman shall perform all the duties assigned herein to the Chairman.
- (c) The Secretary shall be responsible that a roll of the members of the County Committee is maintained constantly with correct post office addresses of the members. The Secretary shall be responsible that correct minutes are kept of all proceedings of the County Committee and shall perform such other duties as shall be assigned by the Chairman or the County Committee.
- (d) The Assistant Secretary shall assist the Secretary and shall perform all duties of the Secretary during the absence, sickness, disability, death or resignation of the Secretary and such other duties as shall be assigned by the Chairman or the County Committee.
- (e) The Treasurer shall have charge of the funds of the Party, and shall receive all monies paid or contributed to the Republican Committee of Lycoming County or its officers or members and shall make all disbursements on behalf of the County Committee. The Treasurer shall file all reports of his accounts as required by law. Subject to the consent of the Chairman, the Treasurer may appoint such person or persons to assist in the performance of his duties including, but not limited to, the disbursements of funds, which appointment and consent shall be in writing and filed with the Secretary.

Section 2. All officers shall be elected by the members of the County Committee at the Biennial Organization Meeting and continue in office until their successors are duly elected.

Section 3. All officers shall be residents of Lycoming County and registered, qualified Republican electors and must be a member in good standing with the County Committee. A candidate for Chairman must be a member of the County Committee for a minimum of two years.

Section 4. In the event of the absence, sickness or disability of the Chairman, the duties of that office shall fall upon the following officers in this order: Vice-Chairman, Secretary, Treasurer, and Assistant Secretary. If the Chairman is unable to fulfill his duties due to death or resignation, the duties of that office shall fall upon the following officers in this order: Vice-Chairman, Secretary, Treasurer, and Assistant Secretary. The County Committee shall fill the vacancy at a meeting called within thirty (30) days of such event. Such meeting shall be called in the same manner as the Biennial Organization meeting. All other vacancies shall be filled for the unexpired term by the Chairman. Any officer of the County Committee may be removed from office by a two-thirds vote of those present of the County Committee for misconduct in office, failure to satisfactorily fulfill their expected duties, or disability such as prevents them from satisfactorily fulfilling their expected duties.

Section 5. All Officers shall be covered by an Errors and Omissions Policy. The Secretary shall secure the coverage and it shall be paid from the General Fund of the County Committee. If the County Committee shall require, assistants or employees of the County Committee shall furnish bond in such amount and with such surety, if any, as fixed by the County Committee, which shall be paid from the General Fund of the County Committee.

Section 6. The Chairman may appoint an existing member of the County Committee as Executive Assistant and/or Administrative Assistant as he may deem helpful to perform his duties.

ARTICLE VI – SUBCOMMITTEES

Section 1. All members of Standing and Special Committees shall be Registered Republicans of Lycoming County.

Section 2. The standing committees shall consist of an Executive Committee, a Finance Committee, and a Membership Committee, whose members may or may not be members of the County Committee; with exception, the Membership Committee must be only County Committee Members. Members of the standing committees shall be appointed by the Chairman and shall serve at his pleasure, subject to the restrictions set forth herein. The Chairman and Vice-Chairman of the County Committee shall be ex-officio members of the said committees. All standing committees shall meet at the call of the Chairman at such times and places as he shall designate. If he fails or refuses to call for a meeting, the majority of such standing committee may, if they deem it advisable, assemble and transact business upon a written or printed call signed by them.



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Section 3. Each year, the Chairman shall provide a list of members of the Executive Committee to each of the members of the County Committee. There shall be no limit to the total amount of time any person may serve as a member of the Executive Committee, but they serve at the pleasure of the Chairman. All members of the Executive Committee shall be registered Republican electors of Lycoming County. Members of the Executive Committee shall assist the Chairman in political activities within the jurisdiction of the County Committee and shall be responsible for such additional duties as the Chairman may assign to them. A quorum shall consist of a majority of the appointed members. Meetings shall be scheduled by the Chairman no less than 4 times per year, one time per quarter, to coincide with regularly scheduled Committee Meetings.

Section 4. The Finance Committee shall consist of no less than three (3) members. It shall receive such funds as collected by their activities and shall pay over the same along with required documentation to the Treasurer of the County Committee, taking his receipt for the same. The County Chairman shall appoint an Audit Subcommittee, which shall consist of three (3) County Committee members, who shall audit the accounts of the Treasurer every year. A Public Accountant may be employed in addition to the subcommittee. The report of said audit shall be made to the County Committee.

Section 5. The Membership Committee shall consist of no less than five (5) and no more than seven (7) members appointed by the County Chairman. The Membership Committee will oversee recruitment and retention, to include filling vacancies. The Membership Committee will interview only registered Republicans and will inform prospective candidates of committee responsibilities. Appointed candidates will fill the unexpired term. The Membership Committee will be chaired by one of its members selected by the Membership Committee itself. In the event any Precinct Committeeman or Committeewoman shall have two (2) unexcused absences, the Membership Committee shall contact the individual and inquire as to their absence.

Section 6. The Chairman shall appoint such Special Committees to perform the functions of the County Committee. Special Committees shall be formed only to perform specific tasks. The existence of each Special Committee shall automatically terminate upon the earlier of the completion of all tasks assigned to it or the next Biennial Organization Meeting; a special committee may be reappointed, if it is deemed advisable to do so.

ARTICLE VII – PUBLIC OFFICE CANDIDATE VACANCIES

Section 1. Vacancies on the ticket occurring after the date of any primary election and before the general election shall be filled on behalf of the Republican Party by the Lycoming County Republican Committee. The Chairman is responsible for ensuring that candidate is placed on the ballot.

- (a) County offices shall be decided by the County Committee at large.
- (b) Legislative offices shall be filled by the members of the County Committee representing the legislative district involved.
- (c) Vacancy of State committee offices will be filled by the Committee Chairman. They must be a registered Republican in good standing from Lycoming County.
- (d) Recommendation to replace a vacancy in any other position shall be made by the Chairman after a vote by the political subdivision represented by the vacancy.

Section 2. Vacancies of elected offices by death, resignation or other cause, where such vacancies are to be filled by appointment of an elected official or official body such as the governor, the court or a city council, shall be acted upon by the same group or groups as set forth in Paragraph (A) above.

Section 3. The action of the County Committee set forth in Section 1 of this Article shall be taken at a meeting duly held for that purpose at the call of the Chairman, and for which due public notice as aforesaid shall be given. The Chairman shall conduct all such meetings and shall vote only to break any tie or when serving as chair of his own caucus.

Section 4. In the event of a vacancy in any congressional, state senatorial, representative in the general assembly or judicial district composed of more than one county but less than State-wide, the vacancy shall be filled by conferees selected from the membership of the Lycoming County Republican Party. The number of conferees to be selected shall be in



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accordance to the PA State Republican Party by-laws which states one conferee per one thousand votes that were cast for the nominee of the Republican State Party for President at the last preceding Presidential election with an additional conferee for each additional thousand votes or majority fraction thereof.

- (a) Within TEN (10) days of the Governor's writ, the County Chairman shall send email correspondence to all LCRC Members to include the procedure of his discretion for Conferees to apply along with the deadline for application submission (to be postmarked no later than THIRTY (30) calendar days after the Governor's writ).
- (b) The county Chairman shall select Conferees from the applications received and will announce the conferees by email within TEN (10) days of the application deadline. Should less applications be received than conferees are required, the Chairman may select registered Republican voters who are not LCRC Members.
- (c) The meeting of the conferees shall be held at such time and place, and according to such rules of procedure, as shall be fixed by the State Party Chairman and shall be presided over by the State Party Chairman or his designee.

ARTICLE VIII – ENDORSEMENTS

Section 1. The Committee shall develop and follow the Endorsement Procedure.

Section 2. Primary endorsements of candidates for office may be granted for any or all offices by an approved procedure voted upon by the County Committee at least ten (10) days prior to the meeting when endorsements would be voted on.

Section 3. The approved Endorsement Procedure shall remain in place until amended or removed by the County Committee membership. Proposed changes to the Endorsement Procedure shall be mailed to County Committee members fifteen (15) days prior to the meeting date for which approval is scheduled.

ARTICLE IX – SPECIAL CONSIDERATIONS

In all matters of nomination, election, management, or organization not specifically covered by these Bylaws, the LCRC shall have full power and authority to regulate, oversee, and manage the affairs of the organization. Official business of the LCRC shall only be conducted by a majority vote of the Voting Members (except where greater voting majorities are required by these bylaws) at General or Special Meetings of the organization called in accordance with these Bylaws.

ARTICLE X – PARLIAMENTARY AUTHORITY

The latest revision of "Robert's Rules of Order Newly Revised" shall be constituted as the authority governing the rules of procedure, except as otherwise limited by the laws of Pennsylvania, the Rules and Bylaws of the RPP, the Rules of the National Republican Party and the Bylaws duly adopted by this organization.

ARTICLE XI – AMENDMENTS & SEVERABILITY

These Bylaws may be amended or altered by a two-thirds vote in the affirmative of the members of the County Committee present at a meeting of the same. The Chairman shall send to each member of the County Committee a full and correct copy of the proposed amendment or alteration at least thirty (30) days in advance of the meeting at which said amendment or alteration is to be acted on. Alterations and amendments must be in writing submitted to the Chair of the Bylaw Committee and may be proposed by members of the County Committee nine (9) days prior to the meeting at which alterations and amendments are to be voted on. No amendments will be taken from the floor.

ARTICLE XII - EFFECTIVE DATE

These Bylaws shall become effective at the conclusion of the meeting at which they are adopted by the County Committee and all former Bylaws or rules shall be superseded and repealed.



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APPENDIX A – CORE BELIEFS

As members of the Republican Party of Lycoming County, we cherish and support the following beliefs, holding them to be cornerstones of effective representative government and hereby pledging to uphold, promote and defend them as best we are able in our everyday lives:

I believe the strength of our nation lies with the individual and that each person's dignity, freedom, ability and responsibility must be honored; and,

I believe in equal rights, equal justice and equal opportunity for all individuals; and,

I believe that free enterprise and the encouragement of individual initiative have brought this nation opportunity, economic growth and prosperity; and,

I believe government must practice fiscal responsibility and allow individuals to keep more of the money they earn; and,

I believe the proper role of government is to provide for the people only those critical functions that cannot be performed by individuals or private organizations and that the best government is that which governs least; and,

I believe the most effective, responsible and responsive government is government closest to the people; and,

I believe Americans must retain the principles that have made us strong while developing new and innovative ideas to meet the challenges of changing times; and,

I believe Americans value and should preserve our national strength and pride while working to extend peace, freedom and human rights throughout the world; and,

Finally, I believe that the Republican Party of Lycoming County cherishes these ideals and is a model vehicle for translating these principles into positive and successful standards of government.

This Appendix is provided as supplemental material to the Bylaws. The Appendix should not be used as definition of policy or as a substitute for the guidelines provided. In case of conflict, the Appendix will always defer to the written Articles within these Bylaws.