

MONTOUR COUNTY GOP COMMITTEE BY-LAWS

Revised February 2014

Rule #1

A. The organization of the **Republican Party of Montour County** shall consist of a Chairman, Vice-Chairman, and the County Committee, all of which shall be qualified electors of the Republican Party and shall have duly elected by ballot at the primary election held in accordance with the law.

B. ~~Two Committee persons shall be elected from each district but these Committee persons need not be a resident in the district which they represent.~~ The term of the office shall be **four (4) years**. Any vacancy arising during the term of a Committee member shall be filled by consent of the remaining members.

RULE #2

A. The elected **Committee Members** shall hold an organizational meeting in the county within thirty **(30) days after the Primary** to form the required organization.

B. The **County Chairman**, who shall be elected at the Organizational Meeting for a **term of two (2) years** by a majority of the committee voting.

C. A Committee Member unable to attend the Organizational Meeting or any other meeting may vote by proxy. An absent member shall authorize in writing any qualified Elector of the Republican Party of the same district to cast his or her vote. The proxy must be dated, signed and witnessed by one (1) other person. ~~The proxy must state any limitation(s)~~ in the authority to act ~~by~~ the proxy giver.

D. The duties of the **County Chairman** shall be:

1. To preside at all meetings of the County Committee and to report the business of the Republican Party.
2. To appoint all Committees necessary for the orderly administration of the affairs of the Montour County Republican Party.
3. Generally supervise the political campaigns, aided by the Executive Committee.
4. To serve as an ex-officio member of all committees of the County Committee.
5. To vote, (in case of a tie), in any matter requiring the vote of the County Committee.

E. ~~If a tie still exists,~~ the State Committeeman shall vote to break the tie.

Rule #3

A. The **Chairman** at the Organization Meeting must be a qualified elector of the Republican party.

B. The Vice-Chairman shall be appointed by the County Chairman with the approval of the County Committee. The Vice-Chairman shall be a member of the County Committee. Their job will be to work with the County Chairman, and to preside over meeting in the absence of the Chairman.

Rule #4

A. The Chairman shall appoint a Treasurer and a Secretary from among the Committee membership. The Chairman shall promptly fill by appointment any vacancy arising among the officers of the Committee.

B. The Duties of the **Treasurer** shall be:

1. To be custodian of all the funds of the Republican Organization entrusted to them.
2. To keep accurate records of all the finances of the County Committee.
3. To issue checks for payment of bills and other expenditures.
4. To make a report to the County Chairman of its' financial condition at each regular meeting or special meeting, at which the County Chairman shall direct them to do so.
5. To serve as member of the Finance Committee and all fund raising Committees.

6. After each General and Primary election the Treasurer shall file, with the proper offices, a

Statement of Receipts and Disbursements as required by Act of Assembly.

C. The duties of the **Secretary** shall be:

1. To attend all meetings of the County Committee and the Executive Committee.
2. Record all minutes of the County Committee, except the minutes of the Executive Committee, These minutes are recorded by a secretary appointed by the County Chairman.
3. To send out meeting notices to all members.
4. To deliver all books, records and other items pertaining to the office to their successor.

Rule #5

- A. The **Executive Committee** shall consists of six (6) members, not including the Chairman. The State Committeeman, Secretary, Vice-Chairman, one (1) Office Holder and two (2) members of the County Committee.
- B. The **Office Holder** shall be appointed by the Chairman.
- C. All appointments to the Executive Committee shall be approved by the County Committee.
- D. The duties of the **Executive Committee** shall be:
1. To help supervise the financial affairs of the county committee by providing for fund raising Programs and such other means or actions as may be proper.
 2. To advise and assist the County Chairman in the administration of the affairs of the Republican Party.
- E. Any member of the Executive Committee failing to attend three (3) successive meetings without Good cause presented to the County Chairman shall automatically disqualify themselves as a member of the Executive Committee. The place on the committee shall also be considered vacant. Vacancy to be filled by the rules governing the selection of the committee.
- F. Three (3) members must be present at any meeting to constitute a quorum, excluding the County Chairman.
- G. Executive Committee meetings shall be called by the County Chairman.

Rule #6

In the absence of the Chairman, the Vice-Chairman, shall perform the duties assigned to the Chairman. In such absence of the Chairman and Vice-Chairman ,the Secretary shall perform the duties assigned to the Chairman and proceed.

Rule #7

The County Committee shall be called at the convenience of the County Chairman.

Rule #8

Ten (10) members must be present at any meeting to constitute a quorum.

Rule #9

A majority vote of the members present and voting may pass at any meeting , an emergency ruling or action not inconsistent with the General Rules, except at the Special Meetings.

Rule #10

Special Committees shall be designated by the Chairman, or upon Committee motion, when in their opinion it is necessary to do so.

Rule #11

If after any Primary Election, vacancies occur on the Republican Ballot, Special Committees are automatically constituted as follows for the purpose of naming candidates to the County Board of Elections in accordance with existing laws: the **Ward** Committee members, if a township office; all the Ward Committee members, if a borough office; the Entire Committee, if a county office becomes vacant.

Rule #12

Whenever it shall appear that any member or officer of the Committee has or is opposing, or is about to oppose the Republican, its County Committee or any of its officers or any of its candidates, or has neglected or refused to assist the same, the Chairman with the Executive Committee, may upon proof after hearing, and upon notice to the member charged, of the time and place of the hearing, remove said member from the Committee by filing notice with the County Board of Elections and appointing a successor as otherwise provided herein.

Rule #13

A copy of the General Rules of the Republican Party shall be put on record in the back of the Secretary's book.

Rule #14

- A. The foregoing Rules may be amended or altered by a two-thirds vote of the affirmative of the members present and voting. Proposed amendments and alterations must be in writing and offered by members of the Committee.
- B. Any rule may be suspended at or during any regular meeting by an affirmative vote of Two-thirds of the members present and voting.
- C. These Rules shall go into effect immediately upon their adoption by the committee, when all Other Rules are repealed and/or superseded.

ORDER OF BUSINESS

The Proceedings at all meetings shall be regulated by Parliamentary Rules and the order of business shall be the following:

1. Invocation
2. Salute to the flag
3. Roll Call
4. Reading of the minutes of previous meeting
5. Treasurer's report
6. Report of Standing Committees
7. Report of Special Committees
8. Unfinished Business
- 9. New Business**
10. Adjournment