

BY-LAWS OF THE REPUBLICAN COUNTY COMMITTEE ORGANIZATION

of

WAYNE COUNTY, PENNSYLVANIA

Approved: February 7, 1996

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WAYNE COUNTY
BOARD OF ELECTIONS

BY-LAWS OF THE REPUBLICAN COUNTY COMMITTEE

ORGANIZATION OF WAYNE COUNTY, PENNSYLVANIA

The organization of the *Republican Party in Wayne County, Pennsylvania* shall consist of, but not limited to, the following committees and officers:

- RULE I Wayne County, Pennsylvania Republican Committee
- RULE II County Chairperson
- RULE III County Vice-Chairperson
- RULE IV County Treasurer
- RULE V County Secretary
- RULE VI Auditing Committee
- RULE VII Credentials Committee
- RULE VIII Solicitor
- RULE IX Organizational Meetings
- RULE X Order of Business at Regular or Special Business Meetings
- RULE XI Robert's Rules of Order (*Revised*)
- RULE XII Executive Committee
- RULE XIII Quorum
- RULE XIV Proxy
- RULE XV Changes of Rules of By-Laws
- RULE XVI Vacancy in Ticket for County-Wide Offices
- RULE XVII Filing Vacancy on the Republican Ticket in City, Borough or Township Elections

BY-LAWS

RULE I

WAYNE COUNTY, PENNSYLVANIA REPUBLICAN COMMITTEE

- A. The *Wayne County Republican Committee*, hereafter referred to as *WCRC*, shall consist of one man and one woman from each and every voting precinct of the COUNTY.
- B. Members of the *WCRC* shall be elected to serve for a term of four (4) years beginning in the year 1996.
- C. Each *Committeeperson* must be a qualified elector of the Republican Party and a resident of the election district that he/she serves.
- D. In the event of the death, resignation, removal or disqualification of any member of the *WCRC* or in the event of a vacancy for any other reason whatsoever, the *County Chairperson* shall appoint, subject to approval of the *Executive Committee*, a successor who shall be a qualified elector of the voting precinct in which the vacancy arose.
- E. After an affirmative vote of the membership of the *Wayne County Executive Committee*, the *County Chairperson* shall

be directed by this Committee to declare any Committee-
person as a member of the County Committee vacant when

- (1) it appears that the Committeeperson is not a
qualified Republican Elector of his/her district;
- (2) is physically unable to serve;
- (3) actively supports a candidate other than a
candidate of the Republican Party,
 - (a) Chairperson shall appoint an Ethics Committee
to carry on proceedings.
 - (b) Its elected official after first giving the
committeeperson at least ten (10) days written
notice and an opportunity to appear before the
Executive Committee.

- F. Each county committeeperson shall have but one (1) vote.
The *County Chairperson* shall be entitled to vote only in
the event of a tie vote.
- G. The *WCRC* shall be convened at least twice every year at
call of the *County Chairperson*.
- H. Notices of the time, place and general purpose(s) of all
business meetings shall be given to each Committeeperson
by mail not less than ten (10) nor more than fifteen
(15) days before the date set for the meeting. Notice of
all postponements, but not adjournment, must be given
each Committeeperson by mail not more than ten (10) nor
less than three (3) days prior to the date set for the
postponed meeting. All business of the Committee is to
be conducted at said meeting.

- I. In the event five (5) members of the *WCRC* desires to have a meeting of the County Committee they may petition the *County Chairperson* to do so. If within ten (10) days the *County Chairperson* fails to do so, the five (5) members may call such a meeting giving not less than ten (10) nor more than fifteen (15) day written notice to all members of the County Committee.

RULE II

COUNTY CHAIRPERSON

- A. The *County Chairperson* shall be a duly qualified elector of Wayne County.
- B. The *County Chairperson* shall preside at all meetings of the *WCRC* and of the *Executive Committee* and shall be entitled to call a meeting of either group at any time he/she desires, in addition to the meetings provided by these By-Laws.
- C. The *County Chairperson* shall be elected for a term of 2 years in even numbered years by the *WCRC* by a majority of the elected Republican Committeepersons.
- D. The *County Chairperson* shall appoint all officers and permanent committees, unless otherwise provided in these By-Laws, after first having acquired the approval of a

simple majority of the members of the *Executive Committee*, who are present at a meeting duly called for the transaction of business.

- E. The *County Chairperson* shall conduct the affairs of the Party in accordance with the By-Laws of the *WCRC* and Robert's Rules of Order (*Revised*) will take precedent when not mentioned in these Rules.
- F. The *County Chairperson* shall fill any vacancy that occurs within the County Committee, officers or committees unless otherwise provided in these By-Laws.
- G. The *County Chairperson* with the advice and with the aid of the Executive Committee shall have general supervision of political campaigns in the County including Primaries. The Chairperson shall not actively support any particular candidates of any political party or political group during Primary campaigns.
- H. The *County Chairperson* shall be an ex-officio member of all committees of the *WCRC*, except the Nominating Committee.
- I. A majority of the Executive Committee may authorize the payment of bills of the County Committee. The Chairperson shall have the authority to spend not more than an aggregate of \$200.00 during any thirty (30) day period as may be necessary to conduct the business of

the *WCRC*.

- J. In the event of the resignation, disqualification, change of registration, change of residence to another County or death of the *County Chairperson*, either or both *County Vice-Chairpersons*, a majority of the members of the Executive Committee, or a majority of the members of the County Committee may issue a call for a meeting of the *WCRC* for the purpose of the Election of a new *COUNTY CHAIRPERSON*, to serve the unexpired term of the former *County Chairperson*. Said notices must be in writing. The announced meeting shall not be held in less than ten (10) days following the issuance of the notices and shall be directed to all members of the *WCRC*.

RULE III

COUNTY VICE-CHAIRPERSON

- A. There shall be one *County Vice-Chairperson* who shall be a qualified Republican elector of said County and shall be of the opposite gender as that of the Chairperson and shall be elected by the *WCRC* for a term of two (2) years in each even numbered year at the time designated for the Election of the County Chairperson.
- B. The *County Vice-Chairperson* shall be an ex-officio member of all committees.

- C. *Vice-Chairperson* shall conduct all meetings in the absence of the Chairperson.

RULE IV

TREASURER

- A. The *Treasurer* of the *WCRC* shall be a Republican elector of Wayne County and shall be elected by the *WCRC* at the same election as the County Chairperson to serve for a two (2) year term.
- B. The *Treasurer* may, but need not, be a member of the *WCRC*.
- C. The *Treasurer* shall have charge of all funds of the *WCRC*.
- D. The *Treasurer* shall keep a complete and accurate record of the finances of the *WCRC*. Such records shall be open for inspection by any Member of the *WCRC* or the Executive Committee. Such inspection shall be pre-arranged with the *WCRC* Treasurer.
- E. The *Treasurer* shall make a written financial report to the County Executive Committee every quarter and to the County Committee, following the annual audit at the Pre-Election committee meeting of the Primaries.

RULE V

SECRETARY

- A. The *Secretary* of the *WCRC* shall be a Republican elector of Wayne County and shall be elected by a majority vote of the *WCRC* at the time of the election of the County Chairperson.
- B. The *Secretary* may, but need not, be a Member of the *WCRC*.
- C. The *Secretary's* term of office shall be two (2) years and shall be concurrent with that of the County Chairperson.
- D. The *Secretary* shall attend all meetings of the *WCRC* and the Executive Committee and shall record all minutes in a book kept for that purpose.
- E. At the completion of the Secretary's term of office all books, records and other items shall be surrendered to the newly elected Secretary.
- F. The *Secretary* shall furnish once to every present member of the *WCRC* and once to every newly elected or appointed member thereof, a copy of these By-Laws and of the Pennsylvania Elector's Manual.

RULE VI

AUDITING COMMITTEE

- A. The *Auditing Committee* shall consist of three (3)

members of the *WCRC*.

- B. The *Auditing Committee* shall meet during the first quarter of each calendar year to audit the records of the Treasurer and shall give a yearly report to the *WCRC* of their findings at the Pre-Election Meeting for Primary Election. The Auditing Committee may meet at other times during the year at the call of its Chairperson.

RULE VII

CREDENTIALS COMMITTEE

- A. The *Credentials Committee* shall consist of three (3) members of the *WCRC* selected by the County Chairperson with the approval of the Executive Committee to serve at that particular meeting only.
- B. The *Credentials Committee* shall determine the validity of all credentials of those claiming membership upon the *WCRC* and of all proxies and right of the person attempting to exercise the proxy. All decisions of the Credentials Committee are subject to review by the *WCRC* and may be reversed by the majority of that body in attendance.

RULE VIII

SOLICITOR

- A. The *County Chairperson* shall select a *Solicitor*, upon approval of the Executive Committee, who shall be a Wayne County Republican elector who has been admitted to practice before the Courts of Wayne County and the Pennsylvania Supreme and/or Superior Courts.
- B. The *Solicitor* shall advise the *WCRC*, its officers and committees on all matters of a legal nature when so requested.
- C. The *Solicitor* shall interpret these Rules and is to serve as Parliamentarian for both the *WCRC* and the County Executive Committee.

RULE IX

ORGANIZATIONAL MEETINGS

- A. An *Organizational Meeting* of the *WCRC* shall be held in each even numbered year at the call of the then COUNTY CHAIRPERSON by written notice to all those entitled to such notice, as provided by the Rules of *WCRC*. The Organizational Meeting shall be held within thirty (30) days of the certification of the elected committee persons, following the last general election. The written notices shall be mailed not less than ten (10) days before the date set for the meeting.

- B. At such meetings a quorum shall consist of a majority present, plus those represented by Proxy.
- C. The *Credentials Committee*, as organized under Rule VII of these By-Laws, shall first pass upon the credentials of those present as Committeepersons and of the Proxies in the form set forth in these By-Laws shall be valid.
- D. Before the acceptance of nominations for any of the Elective Offices of the *WCRC*, the Treasurer or Secretary shall submit a written report to the *WCRC* informing the *WCRC* in detail of the finances of said Committee. Also, before the acceptance of any nominations, the Chairperson of the Auditing Committee or one of its members shall submit a written report to the *WCRC* of the books and records of the Treasurer.
- E. The *Acting Chairperson*, appointed by the County Chairperson and approved by the *WCRC*, shall then entertain nominations for the office of County Chairperson. The Acting Chairperson shall permit one nominating and one seconding speech for each nominated candidate of a maximum of three (3) minutes duration each. Each candidate may also make a speech of three (3) minutes duration, if so desired.
- F. Upon taking his/her seat the Acting Chairperson shall appoint three (3) tellers for the tabulation of the

votes. These tellers may submit a written report, in person, to the *WCRC* while the meeting of this Committee is in session, concerning the conduct of the tabulation of the votes, or any other discrepancy, or any misconduct on the part of the tellers during the counting of the said vote and shall be permitted to demand a vote of the *WCRC* to decide whether or not there shall be a recount of the votes cast for any particular office.

- G. ELECTIONS FOR EACH OFFICE SHALL BE BY ROLL CALL WRITTEN BALLOT.
- H. The *Chairperson* shall then entertain nominations and conduct the election in the same manner for the offices of County Vice-Chairperson, County Treasurer, County Secretary. An Auditing Committee who will serve a term of two (2) years is to be appointed.
- I. Following the election of the Officers, the County Chairperson and County Vice-Chairperson may make acceptance speeches of not more than three (3) minutes duration each, if so desired.
- J. Following these acceptance speeches, the newly elected County Chairperson shall preside and shall entertain any new business then brought before the meeting.

RULE X

ORDER OF BUSINESS AT REGULAR OR SPECIAL BUSINESS MEETING

- A. The Order of Business of the *WCRC* shall be as follows:
1. Roll Call
 2. Reading of the Minutes of Previous Meeting
 3. Correspondence
 4. Treasurer's Report
 5. Reports of Committees
 6. Old or unfinished Business
 7. New Business
 8. General Discussion
 9. Adjournment
- B. In the event of the absence or disability of the County Chairperson at any meeting of the *WCRC*, the County Vice-Chairperson shall preside.

RULE XI

ROBERT'S RULES OF ORDER (REVISED)

- A. The latest available edition of Robert's Rules of Order (Revised) shall be the official Rule Book of this Organization, unless otherwise specified in these Rules.
1. The Solicitor for the *WCRC* shall be familiar with this edition and shall act as Parliamentarian during all meetings.
 2. In his absence, the County Chairperson may select a substitute for any particular meeting.
 3. All rulings of the *WCRC* Solicitor or his substitute shall be subject to review by a majority of County Committeepersons present.

RULE XII

EXECUTIVE COMMITTEE

- A. The *WCRC* shall have an Executive Committee whose purpose shall be to assist the County Chairperson and act as an advisory committee for the purpose of furthering the aims of the Wayne County Republican Party and shall have the rights, privileges and duties as set forth in these By-Laws.
- B. The Executive Committee shall consist of the County Chairperson, County Vice-Chairperson, County Treasurer, County Secretary and twenty (20) other electors who may or may not be members of the *WCRC*.
- C. The President of the Wayne County Council of Republican Women, the Chairman of the Young Republican Organization of Wayne County and the presiding officer of any other Republican County-wise Organization shall be ex-officio members of the Executive Committee and shall have the right to vote on any matter brought before this Committee.
- D. The Executive Committee shall meet a minimum of three (3) times a year, at a time and place designated by the County Chairperson.
- E. In the event that the County Chairperson refuses to call a meeting of the *WCRC*, after first having been so requested by five (5) members of the Executive Committee

who evidenced their desires in writing and if the County Chairperson fails or refuses to call the same within ten (10) days of the receipt of their request, a majority of the Executive Committee shall be entitled to call a meeting of the *WCRC* giving notice to all members as provided by these rules for the holding of any regularly scheduled meeting.

- F. In the event that the County Chairperson refuses to call a meeting of the Executive Committee, after first having been so requested by five (5) members of the Executive Committee, in writing, within ten (10) days of receipt of said notice, a majority of the Executive Committee shall be entitled to call a meeting of that body giving notice to all members, ex-officio members and County Chairperson, in writing, a minimum of three (3) days prior to the holding of said meeting.
- G. A quorum for the transaction of business of the Executive Committee shall consist of a simple majority or more of the total voting membership of the Executive Committee.

RULE XIII

QUORUM

- A. A quorum for any meeting of the *WCRC* where routine

business is to be conducted shall consist of a simple majority of its members.

- B. A quorum for any meeting of the *WCRC* for the election of officers or the changing of the Rules or By-Laws or the adoption of a new set of Rules or By-Laws for the *WCRC* shall consist of a majority of the *WCRC* present or represented by a duly authorized notarized proxy.

RULE XIV

PROXY

- A. Written proxies in the form described below may be exercised in any business meeting, including meetings held for the purpose of electing officers, by any member of the *WCRC*.
- B. Proxies, however, may be exercised only by a Committeeperson of the same precinct in which the Committeeperson giving the proxy is a resident, but, however, if the meeting for which the proxy is delivered is for the purpose of the election of officers, either the Committeeperson's fellow precinct Committeeperson as provided above, or a Republican Elector from that precinct may exercise the Proxy. If said proxy be delivered for its exercise at a meeting for the Election of Officers, the holder of the proxy shall be entitled

to cast a ballot for each and every elective office.

- C. The person making and delivering the proxy may revoke the same by being personally present at the meeting for which the proxy is given or by writing a letter to the Secretary of the *WCRC* to the attention of the Credentials Committee expressing his desire to revoke the proxy outstanding.
- D. A proxy may be given for but one meeting or the continuances or adjournments of that meeting. If the person making and delivering the proxy desires to be represented by proxy at any additional meetings he must prepare and deliver additional proxies for each of the said meetings.
- E. The proxy, in the event of an election, shall be as described in the following form and must be notarized.

PROXY

KNOW ALL MEN BY THESE PRESENTS

that I, _____
of the _____ precinct of Wayne County,
do hereby appoint _____ a Wayne
County Republican Committeeperson of my precinct or
_____ who is a Republican Elector
of my precinct, to be my substitute and proxy for me and in
my name and in my behalf, to only cast a vote at the
ELECTION OF OFFICERS OF WAYNE COUNTY REPUBLICAN COMMITTEE at
the next meeting following the date of this Proxy as fully
as I might or could, were I present. I hereby revoke any or
all other Proxies heretofore given by me.

In witness thereof I have hereunto set my hand and seal this
_____ day of _____, 19____.

SIGNED: _____

NOTARY SEAL

RULE XV

CHANGE OF RULES OR BY-LAWS

- A. The Rules of By-Laws as set forth previously, herein may be changed, modified or abrogated by the *WCRC*, notice of which must be sent to each Committeeperson as provided previously in these Rules, stating the specific purpose of the meeting and the contemplated change in the Rules.
- B. Rules may be changed, modified, or abrogated by a majority of those present, a quorum as provided by these By-Laws having first been attained. Any or all changes or modifications of the said Rules shall be reduced to writing and shall be attached to the said Rules as amendments thereto and shall be filed with the appropriate office in the Court House of Wayne County (Wayne County Bureau of Elections) and with the Republican State Committee, Harrisburg, Pennsylvania.

RULE XVI

VACANCY IN TICKET FOR COUNTY-WIDE OFFICES

- A. Any vacancy for any office on the Republican ticket, after the nominations have been held, which are to be voted for by the Electors of Wayne County at Large, the *WCRC* shall have full authority to make and certify such nominations to proper governmental authorities. The names of any and all prospective Republican candidates for such office(s) shall be presented to the *WCRC* at any regular or special meeting called for that purpose and the candidate(s) must receive the majority votes of the members of the *WCRC* who are present at such a meeting, a quorum first having been obtained as provided by these By-Laws, shall be declared the nominee and his nomination shall be duly certified by the Republican County Chairperson and Republican County Secretary to the proper governmental officials as the Republican nominee for such office, having consideration for the requirements of the statute as to time when such certification must be made.

RULE XVII

**FILLING VACANCY ON THE REPUBLICAN TICKET
IN CITY, BOROUGH OR TOWNSHIP ELECTIONS**

- A. After the holding of the nominations in any city, borough or township of Wayne County, if any vacancy or

vacancies occurs or exists on the Republican ticket in that city, borough or township, the Republican County Chairperson shall call a meeting of the members of the County Executive Committee and all of the County Committeepersons who represent that city, borough or township, for the purpose of choosing a suitable candidate or candidates for the office(s) that are vacant. A quorum at such meeting shall consist of fifty per cent (50%) or more of the Republican Executive and the Republican Committeepersons of the city, borough or township. A quorum having been obtained, the candidate receiving the most number of votes at such meeting shall be duly certified by the Republican County Chairperson and Republican County Secretary to the Wayne County Bureau of Elections as a Republican nominee for such office, having consideration for the requirements of the statute as to time when such certification must be made.