

# Revised York County Republican Committee Bylaws

## November 13, 2013

### **Article I Name**

The name of this organization shall be the York County Republican Committee, hereafter referred to as the YCRC.

### **Article II Purpose**

The YCRC shall be responsible for supporting and developing the Republican Party in York County. It shall:

1. Endeavor to strengthen and grow the Republican Party.
2. Encourage all persons to register to vote, to enroll in the Republican Party, and to vote in all elections.
3. Recruit and support Republican candidates.
4. Issue publicity and arrange events and meetings as deemed necessary or advisable by the YCRC.
5. Provide for the dissemination of information in support of the Republican Party and its principles, candidates for office, and incumbents.
6. Cooperate with State and Municipal Republican Committees.
7. Take such other actions and fulfill such responsibilities as may be necessary to support the Republican Party.

### **Article III YCRC Members**

Membership in the YCRC is open to any resident of York County who is currently enrolled as a Republican in the municipality in which they reside. The membership shall consist of Voting Members (Municipal Delegates and Ex Officio Members) and Non-voting Members (Associate Members).

#### **A. Municipal Delegates**

Each Municipal Republican Committee in York County is entitled to nominate enrolled Republicans from its own membership to be Voting Members of the YCRC.

1. Apportionment of Municipal Delegates
  - a. The number of delegates from each municipality shall be based on the number of enrolled Republicans in that municipality as determined from the official figures available from the Maine Secretary of State as of the last business day of August of odd numbered years.
  - b. Each Municipal Committee may nominate three delegates for the first 600 enrolled Republicans or portion thereof in that municipality. This will be the minimum number of delegates allowed for each municipality.
  - c. For each additional 600 enrolled Republicans or portion thereof in a municipality, the Municipal Committee may nominate one additional delegate.

- d. Any changes to the number of Municipal Delegates allowed for each municipality, including the changes that will result from ratification of these bylaws, will become effective at the next biennial Municipal Caucus. At that time, the number of Municipal Delegates as determined according to *a-c* above may be nominated by the Municipal Republican Committee members present at said caucus.
2. Election of Municipal Delegates
    - a. Nomination of Municipal Delegates will take place at a biennial Municipal Caucus in each even numbered year, whether held in conjunction with the YCRC Convention in York County or in the municipality.
    - b. Municipal Delegate nominees will be elected by a vote of the State Convention Delegates at the YCRC Caucus at each biennial State Convention.
    - c. If there is no biennial Municipal Caucus held and therefore no Municipal Committee formed for the ensuing biennium, the YCRC may, at any meeting following the State Republican Convention, vote to elect enrolled Republican(s) from that Municipality as Municipal Delegate(s)
3. Terms of Office for Municipal Delegates
    - a. The terms of Municipal Delegates nominated at municipal biennial caucuses shall begin with their election at the YCRC Caucus at the biennial State Convention. Their voting rights will begin immediately thereafter and they will continue in office until the next biennial State Convention.
    - b. The term for a Municipal Delegate nominated by a Municipal Committee according to its own Bylaws after the YCRC Caucus at the biennial State Convention shall begin when their nomination is reported to the YCRC Secretary and confirmed by a vote of the YCRC. Their voting rights will begin immediately thereafter and they will continue in office until the next biennial State Convention.
    - c. The term for a Municipal Delegate elected by the YCRC in the absence of a Municipal Caucus and a duly formed Municipal Committee shall begin with their election by the YCRC. Their voting rights will begin immediately thereafter and they will continue in office until the next biennial State Convention.
4. Municipal Delegate Vacancies
    - a. It is the responsibility of a Municipal Delegate to inform the YCRC of their resignation, if they have unenrolled from the Republican Party, moved from the municipality he/she represents or has become unable to serve for any other reason. When so informed or if there is an unfilled Municipal Delegate position for any reason, the YCRC shall inform the Municipal Committee that a vacancy exists. The Municipal Committee may, according to its own Bylaws, nominate a person to fill such a vacancy. The voting rights of such a Municipal Delegate so nominated will begin immediately after their nomination is reported to the YCRC Secretary and confirmed by a vote of the YCRC and they will continue in office until the next biennial State Convention.

- b. Should a Municipal Delegate be absent for three or more consecutive meetings without proxy, the YCRC Secretary shall inform the YCRC Chairman of these absences. At the Chairman's discretion, he/she may direct the Secretary to inform the Municipal Committee that a Municipal Delegate vacancy may exist in its municipality. Said Municipal Committee may, according to its own Bylaws, declare this Municipal Delegate position to be vacant and nominate a new Municipal Delegate under the same conditions detailed in 4a above.
- d. When there are no Municipal Delegates from a particular municipality in attendance at a regularly scheduled meeting of the YCRC for three or more consecutive meetings and no proxies have been delivered to the YCRC Secretary, the YCRC Executive Committee may at its discretion request that the Municipal Committee represented by these delegates nominate new Municipal Delegates to be confirmed by a vote of the YCRC. Should there be no action taken by said Municipal Committee and there continues to be no attendance by Municipal Delegates from that municipality, the YCRC Executive Committee may act to enlist enrolled Republicans in said municipality to form a Municipal Development Committee.
- e. Should there be no Municipal Committee in existence, the YCRC Executive Committee may at its discretion act to recruit an enrolled Republican in said municipality to form a Municipal Development Committee. Notwithstanding III.A.2.c. and III.A.3.c., one purpose of such a Municipal Development committee would be to nominate delegates to the YCRC.

**B. Ex Officio Members**

- 1. The YCRC recognizes the following enrolled Republicans as ex officio members of the YCRC:
  - a. Officers of the YCRC.
  - b. Members of the Maine Republican State Committee from York County.
  - c. Republican members of the State House of Representatives and State Senate who reside in York County and hold office representing a district which lies at least partly within York County.
  - d. Republicans elected to York County constitutionally mandated offices (County Sheriff, County Commissioners, County Treasurer, District Attorney, Judge of Probate, Register of Probate, and Register of Deeds).
  - e. Chairmen of York County Republican Municipal Committees
  - f. A representative from the York County chapters of The National Federation of Republican Women and the Young Republicans. All proposed representatives of such affiliated groups must be confirmed by vote of the YCRC. Any other group's

request for representation as an ex officio member of the YCRC must be approved by the Executive Committee and confirmed by vote of the YCRC.

- g. Republican general election nominees for County, State, and Federal offices who reside in York County. The terms of these nominees as ex officio members of the YCRC expire at the next State Convention following said general election.

## 2. Ex Officio Member Vacancies

- a. Vacancies among members of the State Committee shall be filled by a vote of the YCRC nominating a replacement State Committee person following procedures in Article IV.B.3.f. The YCRC shall submit said nominee to the State Republican Committee for election.
- b. Vacancies among officers of the YCRC shall be filled by an election at any YCRC meeting following procedures in Article IV.B.3.f and Article V.

## **C. Associate Members of the YCRC**

All enrolled Republicans residing in York County are Associate Members of the YCRC. Associate Members shall have all rights of members elected or otherwise chosen except they shall have no right to vote or to make any motion and it shall not be required that they be sent any notifications or other information sent to Voting Member delegates.

## **D. Duties of Members**

- 1. Voting Members are responsible for supplying to the YCRC Secretary in writing his/her complete contact information including name, address, phone, and email and for advising the Secretary in writing of any changes to this information.
- 2. Voting Members without email are responsible for arranging with the Secretary an alternative means for the Secretary to communicate required notifications. In this case, only such information that could impact the Voting Member's ability to perform his/her duties as a delegate will be provided.
- 3. All members are expected to support nominees of the Republican Party.
- 4. All members are expected to keep confidential those discussions and documents pertaining to internal Republican Party matters.

## **Article IV Officers**

### **A. Officers of the YCRC**

1. Chairman
2. Vice-chairman
3. Secretary
4. Treasurer
5. Finance Chairman
6. Parliamentarian

### **B. Duties of Officers**

All officers of the YCRC are responsible for compliance with the applicable Bylaws, rules and procedures of the Maine Republican Party.

1. The Chairman will:
  - a. Preside at all meetings of the YCRC and its Executive Committee.
  - b. Preserve order.
  - c. Appoint all committees provided for herein.
  - d. Exercise general supervision of the affairs of the YCRC.
  - e. Act as an ex officio member of all committees and subcommittees
  - f. Call meetings of the Executive Committee and special meetings of the YCRC if deemed necessary.
  - g. Perform such other duties as are usually required of a presiding officer.
2. The Vice-chairman will:
  - a. Assume all duties of the Chairman in the absence of the Chairman.
  - b. Perform such other functions as may be assigned to him/her by the Chairman.
3. The Secretary will:
  - a. Keep a true and accurate record of all proceedings of the YCRC.
  - b. Have custody of all records, files, and correspondence.
  - c. Be subject at all times to the supervision of the Chairman.
  - d. Report at each meeting the minutes of the previous meeting.
  - e. Keep a complete and current list of all voting members, including name, address, phone, and email.
  - f. Send by e-mail (or by a prearranged alternative means if needed) to all voting members a notification of all YCRC meetings not less than seven (7) calendar days prior to such meetings. The notification shall contain the time, place, and purpose of such meetings.
  - g. Take attendance at every YCRC meeting and determine whether a quorum exists should a vote be required.
  - h. Under the direction of the Chairman, and in accordance with the procedure in Article III.A.4.b, notify a Municipal Committee if an elected delegate has missed three meetings in a row without a proxy.

- i. Within seven (7) calendar days submit to the Maine Republican Party the names of those who have resigned and the names and complete contact information of any new members.
  - j. Notify the Voting Members of the YCRC about the election of officers when instructed to do so by the State Committeeman or State Committeewoman responsible for calling the meeting. This notice shall contain the current nominees proposed by the Nominating Committee for each officer position and may include more than one nominee for any position.
4. The Treasurer will:
- a. Receive all moneys and shall be custodian of all funds of the YCRC. He/she shall keep separate records of funds held for specific purposes.
  - b. Report at each meeting of the YCRC on the general financial condition of the YCRC.
  - c. Pay all bills when such bills are supported by proper vouchers and when preapproved for payment by the Executive Committee. In the event an expenditure is presented to the Treasurer for payment without having been preapproved, it may be retroactively approved by the Executive Committee at its next meeting. Without such approval, the expenditure will not be paid or reimbursed and the person who undertook to make the purchase without prior approval will be solely responsible for payment of the bill.
  - d. File all necessary financial reporting documents according to the applicable rules.
5. The Finance Chairman will:
- a. Be responsible for all fundraising activities of the YCRC.
  - b. Receive prior approval for any new fundraising, advertising, publicity, or internet based activities, including all materials and copy, from the Chairman and at the Chairman's discretion from the Executive Committee.
  - c. Report at each meeting of the YCRC on all fundraising activities in progress.
  - d. Have the ability, with the approval of the Chairman, to form subcommittees to assist with these activities and he/she will be the Chairman of any such subcommittees
6. The parliamentarian will be responsible for the committee's compliance with Robert's Rules of Order as specified by Article X of these bylaws during any meetings of the YCRC or its Executive Committee. Rulings of the Parliamentarian shall be final unless overruled by two-thirds vote of the committee present and voting.

## **Article V Election of YCRC Officers**

The offices identified in Article IV shall be filled by any resident of York County who is an enrolled Republican at the time of nomination and election and who continues to be an enrolled Republican for the duration of his/her term in office.

- 1. The YCRC Officers will be elected biennially at the second meeting of the YCRC following general elections

2. The Chairman shall appoint a nominating committee, the function of which shall be to recommend persons to be considered for election. Any enrolled Republican residing in York County may offer his/her name or the name of another enrolled Republican residing in York County to the nominating committee for consideration.
3. The Nominating Committee shall report to the YCRC on the status of nominations at the first meeting following the general election.
4. Nominations from the floor will be permitted at the time of the election.
5. The YCRC State Committeeman or State Committeewoman shall call the YCRC meeting to elect YCRC officers. This responsibility shall be alternated with the State Committeewoman calling the next meeting for election purposes following the adoption of these Bylaws. In absence or inability of the State Committeeman or State Committeewoman to call the required meeting, the other shall do so in his or her stead.
6. The Secretary of the YCRC shall notify the Voting Members of the YCRC about the election of officers when instructed to do so by the State Committeeman or State Committeewoman responsible for calling the meeting. This notice shall contain the current nominees proposed by the Nominating Committee for each officer position and may include more than one nominee for any position.

## **Article VI Term of the Office**

The term of each YCRC Officer shall begin at the conclusion of the meeting at which elected and shall continue to the conclusion of the meeting at which a successor is elected.

## **Article VII YCRC Executive Committee**

There shall be an Executive Committee consisting of the Officers of the YCRC and the State Committee Members from York County.

1. It shall be the duty of the Executive Committee to approve disbursement of all funds of the YCRC, and the Treasurer shall pay no bill or disburse any money except as approved by the Executive Committee as attested by the Chairman, or in his/her absence or inability to act by the Vice-chairman of the YCRC.
2. The Chairman of the YCRC shall be the Chairman of the Executive Committee.
3. At any meeting of the Executive Committee the majority of the members shall constitute a quorum.
4. Meetings of the Executive Committee shall be called by the Chairman of the YCRC, or in his/her absence or inability to act by the Vice-chairman of the YCRC.
5. All members of the Executive Committee shall be notified of each meeting by email by the Secretary or by the Chairman. This notification shall be issued at least 48 hours in advance of such meeting.

6. The deliberations of the Executive Committee are confidential. Decisions and/or actions agreed upon by the Executive Committee will be reported to the YCRC at the next available opportunity and where necessary presented to the YCRC for approval.

## **Article VIII Voting**

### **A. Municipal Delegates and Ex Officio Members**

Each Municipal Delegate to the YCRC and each ex officio member as defined in Article III shall be entitled to one vote on all questions at any regular or special YCRC meeting if present in person or if represented by a duly appointed Proxy. Proxies must be appointed in writing by the delegate and this written appointment of a proxy shall be presented to the Secretary or Chairman at the time of the meeting by the designated Proxy. Alternatively, the Voting Member may email his/her proxy appointment directly to the Secretary and Chairman.

### **B. YCRC Chairman**

1. The Chairman of the YCRC shall have no vote except in the case of a tie, when he/she shall cast the deciding vote.
2. The Chairman shall have no vote in any matter involving the election of a successor.

### **C. Qualifications for Proxies**

1. The proxy for any Municipal Delegate must be an enrolled Republican and a resident of the same municipality as said delegate.
2. The proxy for any ex officio member must be an enrolled Republican and meet the residency requirements for that member.
3. No person can be a proxy for more than one Voting Member or in any other way have more than one vote on any question at any meeting.

## **Article IX Calling and Notifications of Meetings**

1. In addition to regularly scheduled meetings, a meeting of the YCRC may be held at any time.
  - a. Emergent meetings may be called at the discretion of the Chairman, or in his or her absence or inability to act upon the call of the Vice-chairman.
  - b. Meetings may be called upon written petition of at least ten (10) voting members of the YCRC, from at least 3 different municipalities, filed with any member of the Executive Committee. The Executive Committee member may then instruct the



Secretary to call such a meeting. If the Secretary fails to do so, then the Executive Committee member shall be empowered to call such a meeting.

2. Notice of any meeting of the YCRC shall follow the procedure detailed in Article IV.B.3.f.
3. The YCRC website is the only internet portal officially sanctioned to publish information from the YCRC. Any meeting notice published on the YCRC website ([www.yorkgop.org](http://www.yorkgop.org)) within the timelines required for email notification constitutes an official meeting notice. Such notices are not a substitute for the notifications required under Article IV.B.3.f. nor is it required that meeting notices be published on the website.
4. Neither the YCRC Facebook page nor any other 'social media' site is officially sanctioned to provide information from the YCRC.

## **Article X Conduct of Meetings**

All meetings of the YCRC and all committees formed by it shall be governed by Robert's Rules of Order, Newly Revised.

## **Article XI Quorum**

Fifteen percent (15%) of the Voting Members of the YCRC shall constitute a quorum.

## **Article XII Amendments**

The Bylaws may be amended at any YCRC meeting by a two-thirds (2/3) vote of the Voting Members present at such a meeting. Notice of proposed amendments shall be emailed (or by a prearranged alternative means if needed) to each Voting Member at least seven (7) calendar days before the date of such meeting. Such notice must contain the wording of the proposed amendment(s) exactly as proposed.

## **Article XIII Standing Committees**

Standing Committees of the YCRC, which will be filled and tasked at the discretion of the Executive Committee, shall include but not be limited to the following:

1. Finance/Fundraising
2. Campaign
3. Program
4. Voter Registration
5. Advertising/Publicity
6. Internet/Social Media
7. Bylaws