



**Manistee County
Republican Committee**

Bylaws

(as amended, January 6, 2022)

Table of Contents

ARTICLE I. Name.	2
ARTICLE II. Mission.	2
ARTICLE III. Membership.	2
ARTICLE IV. Officers.	4
ARTICLE V. Executive Board.	6
ARTICLE VI. Action Committees.	6
ARTICLE VII. State Convention Delegates.	7
ARTICLE VIII. Meetings.	7
ARTICLE IX. Endorsements.	9
ARTICLE X. Dissolution.	9
ARTICLE XI. Amendment.	9
APPENDIX A. Precinct Delegate Apportionment Plan (sample) . .	11
APPENDIX B. Precinct Delegate Election Certification (sample) .	12

ARTICLE I. NAME. The official name of this organization is Manistee County Republican Committee ("Committee"), to be known more commonly as Manistee GOP.

ARTICLE II. MISSION.

Section 1. The Committee shall perform all duties delegated to it by law, and such other duties not prohibited by law. It shall adopt and amend bylaws by which it shall be governed.

Section 2. The Committee shall direct, manage and supervise the affairs and business of the Manistee GOP in Manistee County, Michigan, including but not limited to:

- A.** work for the election of the Republican Party's nominees in Manistee County;
- B.** help fill open elected and volunteer positions, including all Republican precinct delegate positions, in Manistee County; and
- C.** cooperate with other Republican state, district and county organizations as defined and recognized by the Michigan Republican Party.

ARTICLE III. MEMBERSHIP. Committee members shall be categorized as regular members, general members, nominee members or honorary members. They may not be members or candidates of any other political party. They must abide by these local Bylaws, the bylaws of the congressional district Republican committee in which Manistee County is located, and the bylaws of the Michigan Republican Party. Regular and general members shall pay local dues in full by January 31 of each calendar year, as established by the Committee. (Dues invoices shall be provided to existing members by November 1 for the following calendar year.) All rights and privileges automatically shall be suspended on February 1 of each year, until the dues are paid.

Section 1. Regular Members.

A. Qualification. Regular members shall be residents of, and registered voters in, Manistee County.

B. Election. Within (20) calendar days following the November biennial general election (in even-numbered years), the Committee chairperson ("Chair") shall generate a report consisting of a slate of regular member nominations, and the same shall be presented to the duly-elected Manistee County Republican precinct delegates at the first Manistee County Republican Convention following that general election. The slate shall consist of a number of persons equal to the number of Manistee County offices and Michigan legislative offices for which Republican candidates were nominated in the previous primary election in Manistee County. For purposes of producing the slate, Manistee County shall be divided into (4) quadrants. The number of Committee Regular Members from each quadrant shall be apportioned according to the number of votes cast for the Republican candidate for Michigan secretary of state or U.S. president in the most recent election for which statistics are available. The attached appendices are updated in even-numbered years with data received by the Chair from the Michigan Republican Party chair (*Precinct Delegate Apportionment Plan*) and the Manistee County clerk (*Precinct Delegate Election Certification*). The proceedings of the Manistee County Republican

Convention to elect regular members of the Committee shall otherwise be in accordance with Michigan election law (*Public Act 116 of 1954, Section 608, including MCL Chapter 168, Sections 599 and 623a, et seq.*).

- C. Rights.** Regular members shall have full membership rights in the Committee, including the rights to vote and hold Committee elected and appointed positions.
- D. Vacancies.** Vacancies shall occur when regular members: 1) resign; or 2) are removed from the Committee. The remaining regular members may fill vacancies at any subsequent regular Committee meeting, but elections to fill vacancies must be included on the meeting's agenda. Candidates for vacancies must reside in the same quadrant where the vacancy occurred.

Section 2. General Members.

- A. Selection.** General members shall be those persons who wish to participate in Committee activities but, because of Michigan election law, would exceed the Committee's permitted apportionment of regular members. They need not be residents of, or registered voters in, Manistee County.
- B. Rights.** General members shall not vote or hold elected Committee office, but otherwise shall have the rights and privileges pertaining to regular membership, including regular notice of Committee meetings.
- C. Vacancies.** Vacancies shall occur when general members: 1) resign; or 2) are removed from the Committee.

Section 3. Nominee Members.

- A. Selection.** Nominee members shall be those persons nominated to the Republican ticket and elected to Manistee County office and Michigan legislative office at the preceding Manistee County biennial primary election (in even-numbered years).
- B. Rights.** Nominee members shall have all the rights and privileges pertaining to regular membership, including regular notice of Committee meetings.
- C. Vacancies.** Vacancies shall occur when nominee members: 1) resign; or 2) are removed from the Committee. Vacancies shall be filled only by a successor Republican nominee or appointee for the respective office.

Section 4. Honorary Members.

- A. Selection.** Honorary members shall be:
 - 1. Michigan U.S. senators, if Republican;
 - 2. the U.S. congressmen representing Manistee County, if Republican;
 - 3. any statewide public officeholder who resides in Manistee County, if Republican; and
 - 4. any Republican who is elected by the Committee to serve in that capacity.
- B. Rights.** Honorary members shall have all the rights and privileges pertaining to regular membership, including regular notice of Committee meetings.
- C. Vacancies.** Vacancies shall occur when honorary members: 1) resign; or 2) are removed from the Committee. Vacancies shall be filled by a successor Republican to hold the respective office, except Honorary members who have been elected by the Committee need not be replaced.

ARTICLE IV. OFFICERS.

Section 1. Elected Positions and Responsibilities. Committee elected officers shall be: Chair, vice chair, secretary, treasurer, vice treasurer, and information technology & communications officer. Other positions may be appointed at the Chair's discretion. All elected and appointed positions must be filled by Committee members in good standing.

A. Chair. The Chair shall:

1. call and preside at all Committee and Executive Board meetings;
2. serve ex-officio with (1) vote on all committees;
3. facilitate all directives of the Committee and Executive Board, delegating responsibility to other officers and committees as deemed necessary;
4. appoint committee members and chairpersons;
5. enforce the provisions of these Bylaws;
6. sign contracts, agreements and other documents on behalf of the Committee; and
7. perform duties provided by law and such other duties not prohibited by law, as the office may require.

B. Vice Chair. The vice chair shall:

1. preside at Committee meetings in the absence or at the request of the Chair;
2. carry out other assignments as the Chair may prescribe;
3. assume the powers and duties of the Chair when s/he is unable to act, until such inability ceases or until the Chair resumes the duties of the office;
4. chair the campaign committee;
5. serve ex-officio with (1) vote on all other action committees; and
6. perform such other duties as the office may require.

C. Secretary. The secretary shall:

1. keep an accurate and permanent written record of the minutes and attendance of all Committee meetings;
2. make the minutes and attendance records available for inspection and copying by any member, and include them with the agenda in a meeting packet at least (5) calendar days in advance for all Committee meetings;
3. provide the meeting packets and advance notice of meetings and other activities to the membership, as required by law and these Bylaws; and
4. perform such other duties as these Bylaws provide and as the Committee or Chair may from time to time require.

D. Treasurer and Vice Treasurer. The treasurer and vice treasurer (hereinafter "treasurer" for this paragraph) shall:

1. have care and custody of the books, financial records and all monies of the Committee, and execute and sign such instruments that may require authorization;
2. keep accurate permanent record of all receipts, disbursements, fund balances and outstanding obligations, reporting same at each

Committee meeting and making them available for inspection by any member;

3. receive all monies while acting as agent for the Committee, depositing all such funds into the appropriate Committee bank account(s);
4. draw and co-sign disbursements from Committee bank account(s), following the approved annual budget or approval by Committee vote;
5. prepare and file in a timely manner all applicable financial reports and tax forms required by law;
6. chair the finance committee and prepare an initial annual budget with its input; and
7. turn over to his/her successor all funds, money, books, accounts, bank statements, treasurer's reports, files, letters, papers and other property pertaining to or associated with the affairs and business of the Committee.

E. Information Technology & Communications Officer. The information technology & communications officer shall:

1. chair the communications & outreach committee;
2. ensure effective communications;
3. continually update the Committee website; and
4. work with the secretary and treasurer to maintain accurate electronic membership and "likely Republican voter" contact lists.

Section 2. Election. With notice of (10) calendar days to all members, officers shall be elected by the Committee at the regular December Committee meeting in even-numbered years.

Section 3. Term. Term of office shall be (2) calendar years, shall commence following their election on January 1 of odd-numbered years, and shall terminate upon their successor taking office.

Section 4. Impeachment. Any appointed or elected Committee official may be impeached for maladministration, corruption, or dereliction or neglect of duty. Charges shall be submitted in writing to the Executive Board and it alone shall have the power of impeachment, which shall require a two-thirds affirmative vote. Any member of the Board being impeached shall relinquish his or her office for the duration of the impeachment proceedings.

Section 5. Removal. Any appointed or elected Committee official may be removed for maladministration, corruption, dereliction or neglect of duty, or refusing to support the duly-elected Republican nominee for any elected office pertaining to Manistee County.

A. Appointed Officials. Impeachment by the Executive Board of any appointed official shall automatically result in removal from office.

B. Elected Officials. Impeachment by the Executive Board of any elected official shall automatically forward such case to the Committee for hearing and trial. Following impeachment by the Board, charges are to be read at the next regular Committee meeting. The Committee alone shall have the power to try impeachments of elected officials, and no person shall be so convicted without the concurrence of a two-thirds majority of that body.

Section 6. Vacancies. With notice of (10) calendar days to all members, officer vacancies shall be filled by appointment by the Chair and approval by the Committee at the next Committee meeting.

ARTICLE V. EXECUTIVE BOARD.

Section 1. Composition. The Executive Board shall consist of all current elected and appointed officers and chairpersons, as well as the most recent available past Chair (for continuity purposes), all of whom shall serve ex-officio with (1) vote each.

Section 2. Responsibilities. The Executive Board shall:

- A.** exercise all powers of the Committee during the interval between meetings, all decisions made during such time subject to majority approval of the Committee;
- B.** administer, under the direction of the Chair, all officially approved Committee resolutions, policies and directives;
- C.** work with the Chair to help organize all Committee functions;
- D.** periodically analyze any problems of the Committee pertaining to program or administration and plan for their resolution;
- E.** make recommendations to Committee officials and committees when necessary; and
- F.** adopt a program calendar at the beginning of each fiscal year which shall include Committee meetings, conventions and other important activities and events.

ARTICLE VI. ACTION COMMITTEES.

Section 1. Finance Committee. This committee shall raise money to support Committee activities; and shall review the treasurer's proposed annual budget prior to Committee approval. The budget fiscal year shall be on a calendar-year basis.

Section 2. Campaign Committee. This committee shall coordinate Republican campaigns in Manistee County.

Section 3. Communications & Outreach Committee. This committee shall oversee all formal and media-oriented communications, including those in written and digital format; promote Republican principles and candidates among all appropriate community and affinity groups; and help the Committee become more aware of the concerns of those groups.

ARTICLE VII. STATE CONVENTION DELEGATES.

Section 1. Delegate Selection. Selection of delegates to State Conventions shall be according to the apportionment method as stated in Michigan election law and

Michigan Republican Party rules. Delegate selection meetings shall be open to those interested in being delegates.

Section 2. Nominating Committee. The State Convention delegate election process shall begin with the selection of a slate nominating committee, which shall be comprised of (9) members: (2) members from each of the (4) Manistee County geographic quadrants, plus the Chair. At a Committee meeting prior to the nominating committee meeting, the Committee shall divide into (4) region caucuses and each region shall elect (2) members of the nominating committee. The region caucus decision shall be final.

Section 3. Delegate Nomination. The nominating committee shall select a slate of delegates and alternates by region in numbers according to the formula used by the Michigan Republican Party to allocate delegates to counties. The slate shall be presented for approval by the duly-elected precinct delegates at the next County Convention.

Section 4. Delegate Ratification. At the County Convention, precinct delegates shall meet in (4) regional caucuses to review, amend, nominate and present their region's proposed slate of delegates and alternates for ratification. These proceedings shall be subject to the rules of the Michigan Republican Party.

ARTICLE VIII. MEETINGS.

Section 1. Regular Meetings. The Committee shall meet on the second Thursday of each month, unless the Chair needs to re-schedule due to holidays or other conflicts.

Section 2. Special Meetings. Special meetings may be called by the Chair when business of the Committee requires such, and the Chair shall call special meetings upon written request of at least 25% of Committee members within (3) calendar days after such written request.

Section 3. Executive Board and Action Committee Meetings. Executive Board and committee meetings may be called at the discretion of their chairpersons, with at least (3) calendar days' notice to their members. These meetings shall be open to all members, but voting privileges shall be reserved for only the respective Board/committee members.

Section 4. Notices. A meeting packet including an agenda, meeting location in Manistee County, date/time, prior meeting minutes, financial report, and any other relevant information regarding action items shall be provided to all members at least (5) calendar days prior to regular meetings. A similar packet with agenda/purpose, location in Manistee County, and date/time shall be provided at least (3) calendar days prior to all other meetings. Notices being made pursuant to these Bylaws may be sent by any reasonable means including, but not limited to: U.S. Postal Service mail, electronic mail, facsimile transmission, private mail delivery service, personal delivery, or telephone contact.

Section 5. Attendance. Attendance at all meetings shall be an obligation of members, and the secretary shall keep accurate record thereof. Any member who is present for any part of a meeting shall be recorded in the minutes as present for the entire meeting.

Section 6. Remote Attendance. Any meeting called in accordance with the terms of these Bylaws may be held via telephone, audio/video conferencing, or similar electronic equipment, by which participants may hear/see each other if all participants are advised of the communications equipment being used, and the names of the participants are divulged to everyone involved. Remote participation in a meeting held pursuant to this Section constitutes attendance at the meeting.

Section 7. Quorum. A quorum of (7) regular members in good standing shall constitute the necessary quorum to transact business at Committee meetings, and a simple majority of members in good standing shall be the quorum for Executive Board and all other committee meetings. In the absence of a quorum at the outset, reports and discussion may take place, but no official votes or action may be taken. In the event a quorum is lost after a meeting has been duly called to order, that meeting shall be allowed to continue until normal adjournment.

Section 8. Procedure.

A. Rules of Order. All meetings shall be conducted according to the provisions found in Robert's Rules of Order, Newly Revised. Where the rules of order conflict with these Bylaws, the Bylaws shall take precedence. The chairperson of each meeting shall have a copy of the rules of order and these Bylaws available in case a question or dispute arises.

B. Agendas. All regular and special meetings shall follow a written agenda as prepared by the respective chairperson, although debate shall not be limited to those points covered on the agenda. Agendas shall be distributed to members in advance, as detailed in these Bylaws.

C. Minutes. Minutes of all regular and special meetings shall be recorded by the secretary and distributed to members as detailed in these Bylaws. Additionally, minutes shall be presented for approval at the next meeting of the respective committee.

Section 9. Voting. Unless otherwise specified in these Bylaws, all votes or actions shall require a simple majority. All "majority approval," "two-thirds majority approval," or other such qualified voting requirements as listed in these Bylaws and subsequent amendments, shall refer only to those voting members currently present and voting at any given meeting, not necessarily to the entire body or organization. (In all cases, members "casting votes" shall refer to those individuals who vote either "yes" or "no" on a particular motion; "abstentions" shall be counted only as a matter of record, and shall not affect the outcome of any vote.) Except where voting is done by secret ballot, the chairperson's vote shall count only in cases where it will affect the outcome of the vote. (Therefore, the chairperson's vote can be used to break a tie to carry a motion; create a tie to defeat a motion; and in the case of "two-thirds," "three-fourths," or other such qualified voting situations, the chairperson's vote can be used to carry or defeat a motion, depending on the situation.) Proxy shall not be permitted by any

member, although remote attendance, participation and voting is permitted as previously detailed in Section 6, above.

ARTICLE IX. ENDORSEMENTS. The Committee shall not endorse or support individual candidates in contested Republican primary elections, but it may endorse Republican candidate(s) in General Elections.

ARTICLE X. DISSOLUTION. If the Committee is dissolved for any reason, its assets shall revert to the Michigan Republican State Committee.

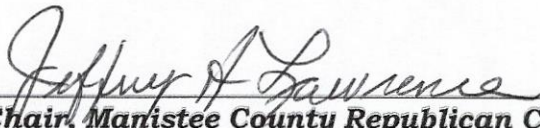
ARTICLE XI. AMENDMENT.

Section 1. Proposal. Any amendments and changes to these Bylaws may be proposed in writing at any time by any member and submitted to the Chair. All amendment proposals shall include the following: previous wording, new wording, and the rationale for making the change. To be considered for approval by the Committee, all amendment proposals must receive support of a majority of the Executive Board, or must be accompanied by a petition signed by at least 25% of Committee members.

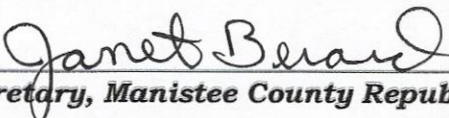
Section 2. Ratification. All amendment proposals which have met the requirements for consideration, as detailed in Section 1 above, may be brought to the floor at a Committee meeting. If the proposal receives support of at least two-thirds of those voting, it shall be distributed to all members within (10) calendar days of that vote, and shall be brought to the floor of the next regular Committee meeting. If the proposal receives support of at least two-thirds of those voting at this second meeting, it shall stand approved and become effective (30) calendar days after final approval.

As ratified by the Manistee County Republican Committee on the

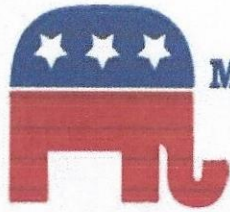
4 day of *February*, *2022*.



Chair, Manistee County Republican Committee



Secretary, Manistee County Republican Committee



MANISTEE COUNTY REPUBLICANS

P.O. Box 636
Manistee, Michigan 49660

PRECINCT DELEGATE APPORTIONMENT PLAN AUGUST 2020 Primary

County:	Manistee
GOP Chair:	Kathy Scarlata

FORMULA - Apportionment based on Number of votes for Mary Treder Lang (Sec of State) in 2018 Election

Votes per Delegate Slots

Rounding

Up

Down

Precinct Name	Lang Votes	Delegates
ARCADIA TOWNSHIP	220	2 ✓
BEAR LAKE	526	5 ✓
BROWN TOWNSHIP	223	2 ✓
CLEON TOWNSHIP	253	2 ✓
DICKSON TOWNSHIP	268	2 ✓
FILER TOWNSHIP	610	6 ✓
MANISTEE TOWNSHIP	744	8 ✓
MAPLE GROVE	299	3 ✓
MARILLA	114	1 ✓
NORMAN	410	4 ✓
ONEKAMA	462	5 ✓
PLEASANTON	256	2 ✓
SPRINGDALE	212	2 ✓
STRONACH	221	2 ✓
MANISTEE CITY #1	670	7 ✓
MANISTEE CITY #2	545	6 ✓
	<u>6,033</u>	<u>59</u>

Appendix A:
Precinct Delegate Apportionment Plan (sample)

Appendix B1:
Precinct Delegate Election Certification *(sample)*

**Appendix B2:
Precinct Delegate Election Certification (sample)**

CERTIFICATE TO CHAIRMAN OF COUNTY COMMITTEE

from County Clerk
GIVING A LIST OF ALL

Delegates Elected to Republican Party County Convention

From the Several Precincts, Districts, Wards or Townships of the

COUNTY OF MANISTEE, STATE OF MICHIGAN

AT THE

PRIMARY ELECTION HELD ON August 4, 2020

NOTE TO COUNTY CLERK: If the names of the Townships are typed or written in alphabetically and number of the Ward in Cities, if any, numerically, it will facilitate reference to the list of Delegates at the Convention or prior thereto.

NAME OF DELEGATE	CITY OR TOWNSHIP	PRECINCT NO.	WARD NO.
Kathleen Scarlata	Bear Lake Township	1	
Jill M. Nowak	Filer Township	1	
Robert Zielesch	City of Manistee	1	
Jeffrey Dontz	Manistee Township	1	
Fran Beldo	Maple Grove Township	1	
Nikki DC Koons	Norman Township	1	
Barbara Behling	Onkama Township	1	
Jeff Lawrence	Pleasanton Township	1	
Penny Nelson	Springdale Township	1	
Richard Nelson	Springdale Township	1	
Sally L. Blank	Stronach Township	1	
Steven R. Blank	Stronach Township	1	

Certificate of County Clerk

STATE OF MICHIGAN, }
County of Manistee } ss.

Republican

To the Chairman of the _____ Party County Committee:

I, Jill M. Nowak, Clerk of the above named County, do hereby Certify that the foregoing is a full and complete list of all **Republican** Party Delegates elected to the County Convention of said County, at the Primary Election held on August 4, 2020 as certified to me by the various Boards of Primary Election Inspectors of said County in conformity with Section 608, Act 116, Public Acts of 1954.

Given under my hand this 11th day of August A.D. 20 20

Jill M. Nowak
Clerk of said County.