

RULES and REGULATIONS

For the Government of the

**Chautauqua County
Republican Committee**

Duly adopted by the Chautauqua County Republican Committee on June 21, 1961 and as Amended on December 5, 1964 and February 22, 1972 and September 24, 1975 and April 26, 1976 and March 16, 1981

**As Revised, with Amendments on June 12, 2003
Mayville, New York**

Rules and Regulations of the Chautauqua County Republican Committee

Article I - Organization

- (1) This organization shall be known as the Chautauqua County Republican Committee.
- (2) This organization shall be governed by these Bylaws and the New York State Election Law.
- (3) This organization shall retain exclusive use and rights of the name "Chautauqua County Republican Committee."

Article II - Purpose

- (1) The purpose of this organization shall be to advocate the philosophy and principles of the Republican Party and to support candidates for public office.
- (2) This organization shall be guided by the policy statements of Republicanism as set forth in the national, state and local party platforms.
- (3) This organization shall have the ultimate authority over all campaigns and activities conducted within the Republican Party in Chautauqua County.

Article III - Membership

- (1) The membership of this organization shall consist of two members who are enrolled voters of the Republican Party from each election district within Chautauqua County.
- (2) The alternate membership of this organization shall consist of enrolled Republicans appointed two per election district by each Committee. Vacancies among alternate members may be filled by appointment of the Ward, Town, or City Chairperson. Alternate members shall have the right of attendance and participation at all meetings of the County Committee with the exception of voting.
- (3) The members of this organization shall be elected in even numbered years.
- (4) The duties of a full member of this organization shall be:
 - (a) Attendance, either in person or through proxy, of all regular meetings of the County Committee.
 - (b) Public support of the Republican Party and its candidates.
 - (c) Circulation each year of Republican Party nominating petitions.
- (5) The duties of an alternate member of this organization shall be:
 - (a) Attendance, in the absence of the member from their district, at all meetings of the County Committee.
 - (b) Public support of the Republican Party and its candidates.
 - (c) General assistance in the activities of the Republican Party.

Article IV - Officers

- (1) The officers of this organization shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- (2) The officers shall serve a two-year term commencing at the biennial organizational meeting to be held in September of every even numbered year and shall continue in office until their successor is elected.

- (3) The duties of the Chairperson are:
 - (a) Preside at all meetings of the County Committee and the Executive Committee.
 - (b) Appoint the Chairperson of all standing and ad-hoc committees.
 - (c) Exercise general supervision over all activities and projects of the County Committee.
 - (d) Serve as the chief spokesperson for the Republican Party in Chautauqua County.
 - (e) Represent the County Committee at all State and Regional Committee meetings and all State or Regional County Chair Meetings or to delegate someone to attend in his or her place.
 - (f) Call all County and Executive Committee Meetings by notifying the Secretary with enough time to send notices of the meeting within ten (10) days of said meeting, except for special circumstances such as special elections, whereas five (5) days would be appropriate.
- (4) The duties of the Vice Chairperson are:
 - (a) Preside at all meetings of the County Committee and Executive Committee in the absence of the Chairperson.
 - (b) Assume the office of Chairperson in the event, resignation or impeachment of the former.
 - (c) Any other duties assigned by the Chairperson.
- (5) The duties of the Secretary are:
 - (a) Record and maintain an accurate and permanent summary of the minutes of all meetings of the County Committee and the Executive Committee.
 - (b) Assume responsibility for all correspondence on behalf of the County Committee and the Executive Committee.
 - (c) Send out notices to all members of the County Committee and Executive Committee at least ten (10) days prior to a regular meeting, except for special circumstances such as special elections, whereas five (5) days would be appropriate.
 - (d) Maintain a list of all current full and alternate members of the County Committee and an updated copy of the Bylaws.
- (6) The duties of the Treasurer are:
 - (a) Assume responsibility for all income and expenditures of the County Committee.
 - (b) Maintain an accurate record of all accounts and report on such at the regular and special meetings of the County Committee.
 - (c) Submit periodic financial reports to the Chautauqua County Board of Elections as required by the New York State Election Law with copies referred to the Chairperson, Vice Chairperson, Secretary and Parliamentarian.
- (7) The duties of the Parliamentarian are:
 - (a) Assume responsibility for the implementation of Roberts Rules of Order at all meetings of the County Committee and Executive Committee.

Article V – Delegates to the Congressional Republican Convention

- (1) There shall be two (2) Delegates to the Congressional District Republican Convention elected at the biennial organizational meeting of the County Committee.

Article VI – County Meetings

- (1) There shall be a minimum of two regular meetings of the County Committee each year.

- (2) One meeting shall be held in the Spring and one meeting in the Fall.
- (3) The biennial organizational meeting shall be held within twenty (20) days after the Primary in even-numbered years.

Article VII – Annual Dinner

- (1) There shall be an Annual Dinner sponsored by the County Committee as a fund-raising event held on or before the 2nd Saturday in June of each year unless otherwise altered by majority vote of the Executive Committee.

Article VIII – Voting and Proxies

- (1) Each member of the County Committee shall retain a vote based on the weighted vote cast for the Republican Party candidate for Governor of New York State in the preceding election within the election district represented by that member.
- (2) A vote on any question before the County Committee shall be taken in any manner designated by the Chairperson, unless the manner of voting be designated in the motion bringing the question before the County Committee.
- (3) No person shall act in the place of, or represent any member of the County Committee or Executive Committee as his or her proxy, unless such person files with the Secretary a written designation of authority signed by the member to be represented, designating said person by name of such proxy, and said designation or authority has been accepted by the County Committee by a vote thereof.
- (4) No person shall vote by proxy unless he or she is an enrolled member of the Republican Party of Chautauqua County.
- (5) Members of the County Committee shall not be limited as to the number of proxies they may carry.

Article IX - Quorum

- (1) A quorum of the County Committee shall consist of a majority of the current membership of said organization in present or by proxy in order to transact business.
- (2) A quorum of the Executive Committee shall consist of a majority of the current membership of said organization in present or by proxy in order to transact business.

Article X - Vacancies

- (1) A vacancy may occur by resignation either oral or written or by removal of a member of the County Committee according to the provisions of the Bylaws.
- (2) A vacancy shall be filled by a majority vote of the Town or Ward Committee and the newly appointed member shall retain the right to vote on all matters at the local level.
- (3) The newly appointed member shall be submitted for ratification at the next meeting of the County Committee and, if approved, retain the right to vote on all issues before the County Committee.
- (4) Written notification shall be made to the Secretary of the County Committee upon the resignation of any City, Town or Ward Chairperson.

Article XI – Executive Committee

- (1) There shall be an Executive Committee consisting of the City, Town and Ward Chairperson who shall be elected within thirty (30) days after the biennial organizational meeting of the County Committee. In the event that such members are not elected and notification given to the Secretary within thirty (30) days, the Chairperson may fill any vacancy by appointment of such City, Town, or Ward Chairperson from among the members of the County Committee elected from such City, Town or Ward.
- (2) The officers of the County Committee; the State Committee Members representing Chautauqua County and eight (8) persons appointed at-large by the Chairperson shall be members of the Executive Committee.
- (3) The presidents of the Chautauqua County Women’s Republican Club, Chautauqua County Young Republican Club and the chief officer of any federated Republican organization shall be members of the Executive Committee.
- (4) The Republican Election Commissioner; the Republican Leader of the Chautauqua County Legislature and all County-wide Elected Republican officials, excluding Judges shall be members of the Executive Committee within duration of their term of office.
- (5) The Executive Committee shall retain all powers and duties of the County Committee when that body is not in session, except that the Executive Committee shall not have the authority to fill vacancies in the membership of the County Committee.
- (6) The Secretary shall maintain an accurate attendance record for the membership of the Executive Committee and that cumulative summary of such record be printed and distributed at the biennial organizational meeting of the County Committee.

Article XII - Agenda

- (1) The agenda of all meetings of the County Committee shall be as follows:
 - (a) Call to Order
 - (b) Prayer
 - (c) Pledge of Allegiance
 - (d) Calling of the Roll by City and Town
 - (e) Report of the Secretary
 - (f) Report of the Treasurer
 - (g) Election of Officers (Biennial Organizational Meeting)
 - (h) Filling of Vacancies
 - (i) Report of State Committee Members
 - (j) Report of Committees
 - (k) Old Business
 - (l) New Business
 - (m) Announcements
 - (n) Adjournment

Article XIII – Training Conference

- (1) There shall be a Training Conference conducted annually during the summer sponsored by the County Committee.
- (2) In all odd-numbered years the Training Conference shall be focused on campaign techniques for all endorsed candidates.

- (3) In all even-numbered years the Training Conference shall be focused on the proper responsibilities of a member of the County Committee.

Article XIV - Endorsements

- (1) Endorsement of candidates for Public and Party Office shall be made only at a meeting of the County Committee duly called for that purpose.
- (2) The County Committee shall have the authority to delegate to the Executive Committee the ability to endorse candidates for Public and Party Office to fill any vacancies that may exist.

Article XV – Petitioning for Meetings

- (1) A meeting of the County Committee or Executive Committee may be called by the Chairperson or by the Secretary upon the written petition of ten (10) or more members of the County Committee.

Article XVI – Standing Committees

- (1) There shall be three standing committees of the full County Committee whose Chairperson and members are appointed by the County Chairperson at the biennial organizational meeting.
- (2) The three standing committees shall be: Finance, Development, and Public Policy.
- (3) The Finance Committee shall be responsible for the planning and organizing all fund-raising projects and the preparation of a general campaign budget. The Treasurer shall be a member of this committee.
- (4) The Development Committee shall be responsible for those projects concerning the growth of the Republican Party including voter registration; recruitment of candidates and public relations. The Secretary shall be a member of this committee.
- (5) The Public Policy Committee shall be responsible for research and education on issues from the perspective of the Republican Party and shall prepare the proposed platform to the County Committee at the fall meeting of each odd-numbered year. The Vice-Chairperson shall be a member of this Committee

Article XVII – Republican Legislative Campaign Committee

- (1) There shall be a Republican Legislative Campaign Committee (RLCC) with the responsibility of coordinating the recruitment and financing of candidates for the Chautauqua County Legislature.
- (2) The Republican Legislative Campaign Committee shall consist of one member from each Legislative District designated by the County Chairperson.
- (3) The Republican Leader of the Chautauqua County Legislature and Assistant Leader shall be members of this body.
- (4) The Chairperson of the Republican Legislative Campaign Committee shall be elected by the majority vote of the members.

Article XIII – Removal of Members

- (1) A member of the County Committee may be removed by a 2/3 vote of the County Committee at a meeting called for that purpose and after a hearing conducted by the Executive Committee,
- (2) A member may only be removed upon written notification to him or her of charges mailed by the Secretary at least ten (10) days prior to the hearing conducted by the Executive Committee.
- (3) Any member so charged shall have the right to appear in person or by any attorney before the Executive Committee for the purpose of defending themselves against the said charges.
- (4) The following are considered as grounds of removal:
 - (a) Corruption
 - (b) Disloyalty to the Party
 - (c) Dereliction of Duty
- (5) Corruption shall be defined as infraction of the Election law of New York State.
- (6) Disloyalty to the Party shall be defined as the following: public repudiation of the Republican Party through a complete disavowal of the philosophy and platform or becoming a member of another political party. It also includes active and public support of non-Republican candidates as constituted by signing petitions or assisting in the campaigns of such candidates.
- (7) Dereliction of Duty shall be defined as consistent failure to perform such responsibilities as outlined in Article III.

Article XIX – Amendment to Rules

- (1) The Bylaws of the County Committee may be amended by two-thirds vote of the members present in person or by proxy at such meeting, after notice of the proposed amendment has been mailed by the Secretary and received by each member at least ten (10) days prior to such meeting.