

**BY-LAWS OF THE CITY OF CORNING  
REPUBLICAN COMMITTEE  
(revised 4/20/95)**

**ARTICLE I PARTY ORGANIZATION**

**Section 1.1 BASIC ORGANIZATION** The basis of the organization of the Republican Party of the City of Corning shall consist of the Republican electors of each election district who have duly enrolled as required by law in their respective election districts for the purpose of participating in the primary elections of the Republican Party.

**ARTICLE II CITY COMMITTEE**

**Section 2.1 AUTHORITY AND POWER** The City Committee shall have general authority over the Republican organization of the city, and shall have power to decide all questions relating to party government or party management in the city.

**Section 2.2 UNIT OF REPRESENTATION** The unit of representation of the Republican Party in the City of Corning shall be the election district.

**Section 2.3 (a) MEMBERSHIP** The City Committee shall be constituted by the election in each election district within the City of Corning, at the time of the primary election held in every even-numbered year, of 2 members of the party, residents of the election district, to represent the respective election district on the committee. Members and officers so elected shall hold office until the next election at which members of the committee are elected.

**(b) ALTERNATE MEMBERS** Alternates attending with committee members will serve as observers only. The alternate must meet the qualifications for membership which apply to elected members. Alternate members must be registered by submission of his/her name, in writing, to the Secretary.

**Section 2.4 QUALIFICATIONS** Each member to the City Committee so elected shall be an enrolled voter of the party, residing in the City and in the election district from which such member is elected.

**Section 2.5 DUTIES OF OFFICERS AND COMMITTEE PERSONS**

**City Chair**

The City Chair shall be the chief executive officer and have general charge of the Republican Party organization of the City and

shall perform such duties as shall be necessary to promote the best interests and welfare of the party and the City, including but not limited to, the following:

- a) call regular and special meetings;
- b) preside at all meetings of the City Committee and Executive Committee;
- c) nominate City Committee members and City Committee officers where there has been a failure of election, or a removal, pursuant to the by-laws of the City Committee;
- d) establish other committees, not provided for by these by-laws, as deemed advisable;
- e) with the advice of the Executive Committee, appoint and, at his/her pleasure, remove all officials and members of committees not otherwise established by these by-laws;
- f) with the advice of the Executive Committee and the consent of the City Committee, participate in the recommendation of persons for political appointments;
- g) with the advice of the Executive Committee, encourage the active participation of all citizens in the Republican Party;
- h) the Chair shall be an ex officio member of all committees.

**Vice Chair**

The Vice Chair shall: act in the stead of the Chair in case of any absence or disability of the Chair.

**Treasurer**

The Treasurer, in addition to such duties and responsibilities imposed by law shall:

- a) have general custody of all funds, evidences of indebtedness and such other personal property of the Republican Party as the Chair may so designate, and shall deposit the same in such bank or trust company as shall be designated by the Executive Committee;
- b) receive and give receipts and acquittances for monies contributed to the party and shall pay out of the funds in hand for all bills, and other just debts of the party;
- c) maintain accurate accounts of monies received and paid out and shall perform

- all other duties incident to the office of Treasurer such as filing reports.
- d) exercise such other fiscal powers and perform such other duties as shall be prescribed by the Chair;
  - e) the Treasurer shall be an ex officio member of the Finance Committee.

**Secretary**

The Secretary, in addition to such duties and responsibilities imposed by law, shall:

- a) keep proper records and minutes of all Committee meetings;
- b) attend to the giving and the serving of all notices required by law and these by-laws and shall perform all other duties incident to the office of Secretary;
- c) keep a file of the minutes of meetings within the City Committee of the Republican Party.

**Committee Members**

Committee Members shall perform such duties as shall be necessary to promote the best interests and welfare of the party and the City, including, but not limited to the following:

- a) attend all regular and special meetings of the City Committee;
- b) Recruit and encourage active participation of an alternate member to act in their absence;
- c) carry the petitions of all Republican Candidates;
- d) serve on sub-committees as necessary;
- e) with the advice of the City Committee, encourage the active participation of all citizens in the Republican Party.
- f) take part in staffing Republican centers as requested;
- g) assist in fund raising projects for the Republican Party and the City Committee.

**Alternate Members**

Alternate Members shall: act in the stead of the Member in case of any absence or disability of the Member.

**Section 2.6 REMOVAL OF A COMMITTEE MEMBER** A member or officer of the City Committee may be removed by such committee for disloyalty to the party, corruption in office, or enrollment in another party, after notice and an opportunity to be heard upon written charges to be heard by the City Committee or a subcommittee thereof

report its findings to the full committee for action pursuant to Article II, Section 116 of New York State Election Law.

**Section 2.7 VACANCIES** In the case of any vacancy, it shall be filled by the remaining members of the committee, upon the recommendation of the City Chair, by the confirmation of an enrolled voter of the party qualified for election from the election district in which such vacancy shall have occurred.

### **ARTICLE III ORGANIZATION**

**Section 3.1 TIME OF ORGANIZATION** (a) Within fifteen (15) days after the primary election, at which election of members to the City Committee is made, the committee shall meet and organize by electing a Chair, a Vice Chair, a Secretary, and a Treasurer, and such other officers as shall be deemed advisable by the City Committee, who may or may not be members of the Committee. The officers so elected shall be enrolled members of the party, and residents of the City of Corning. Should it be that the City Committee has a vacancy in the Office of Chair for a period greater than ninety (90) days, the County Chair may appoint the City Committee Chair to act until the next general election of the City Committee officers as provided for in these by-laws.

**Section 3.2 EXECUTIVE COMMITTEE** The Executive Committee shall consist of the City Committee Officers duly installed as provided above. The Executive Committee shall be responsible for such duties as may be delegated by the City Committee or otherwise provided by these By-Laws.

### **ARTICLE IV ENDORSEMENT AND SUPPORT OF CANDIDATES**

**Section 4.1** The City Committee shall not officially endorse or provide any financial support to any candidate for the primary election. A committee person may, as an individual, support any candidate of the Republican Party before the primary.

**Section 4.2** Committee members shall carry the petitions of all Republican candidates.

### **ARTICLE V MEETINGS**

**Section 5.1 ORGANIZATION MEETING** At the meeting of the City Committee for organization purposes as provided in these by-laws, the Chair of the outgoing committee shall preside until the Chair of the new committee is elected. The term of office for elected officers shall continue until the election of their successors. Elected officers may succeed themselves.

**Section 5.2 REGULAR MEETINGS** Regular meetings will be called from time to time as ordered by the City Chair. The following shall be the order of business at all meetings of the City Committee, and so far as applicable at meetings of all standing and special committees thereof:

- (a) call of roll;
- (b) adoption of rules;
- (c) filling of vacancies;
- (d) election of officers;
- (e) officer reports;
- (f) committee reports;
- (g) old business;
- (h) new business items as listed in the agenda
- (i) additional agenda items ruled into order by a three-fourths (3/4) vote of those present at the meeting at the meeting's start, but in no case will any addition to the agenda involve endorsement of a candidate for office;
- (j) adjournment

**Section 5.3 SPECIAL MEETINGS** A special meeting of the City Committee may be called by the Executive Committee or by the Chair and must be called by the Chair or by the Secretary upon written request of at least a majority of the City Committee. A meeting called upon such request shall be held on the date designated in the request, provided a reasonable time is allowed to prepare and mail the notice required in these by-laws. If such notice cannot be given the meeting shall be called at the earliest reasonable date thereafter set by the Chair. Any such request by the required number of members of the City Committee shall be in writing, signed by those making the request, and shall contain the reasons for such request and the matter to be discussed and acted upon at the requested special meeting. The notice of special meeting may also include such other matters as the Chair may wish to bring before the City Committee for discussion or action. Such special meeting shall be limited to matters included in the notice for the meeting unless the members present shall by unanimous vote agree to deal with other matters which may come before the meeting. In case of the failure of the Chair or the Secretary to call a special meeting within three (3) days after the request for special meeting in proper form has been delivered or left at his/her last known place of residence or business, a majority of the City Committee may call such a meeting in the manner provided in these by-laws, including within the notice of the special meeting names of the members making such call.

**Section 5.4 NOTICE OF MEETING** Notice of the time, place, and agenda of all meetings of the City Committee shall be mailed to each member of the City Committee at his/her post office address, not less than seven (7) days before such meeting and notice of all adjourned meetings must be mailed to each such member at least two (2) days prior to the adjourned meeting. The time requirement

specified in this section applies both to general and special meetings. The notice shall include in the agenda and propositions for endorsement of any candidate for office, and should the notice fail to include in the agenda any such item, then no such item can be brought before the scheduled meeting.

**Section 5.5 QUORUM** (a) A quorum of the City Committee shall consist of ten (10) members of the City Committee and unless otherwise provided by law may transact the business of the City Committee.

(b) A quorum of any subcommittee of the City Committee shall consist of those present of the whole membership of any such committee and unless otherwise provided by law, may transact the business of the subcommittee.

**Section 5.6 VOTING** Each committee member shall have one vote. If the chair does not represent a ward, he/she may vote to break a tie.

**Section 5.7 RULES** All meetings of any party committee or subcommittee shall be governed by the Roberts Rules of Order, revised.

**Section 5.8 PROXIES** (a) At all meetings of the City Committee, a member may cast his/her vote by proxy, provided the proxy is properly signed, dated, and witnessed, filed at the meeting with the Secretary thereof prior to the roll call, and is in substantially the following form:

**PROXY-STEUBEN COUNTY REPUBLICAN COMMITTEE**

I, \_\_\_\_\_, residing at \_\_\_\_\_ in the City of Corning, Steuben County, New York, in the \_\_\_\_\_ Election District thereof and being a duly elected member of the Steuben County Republican Committee from the aforesaid Election District in the City of Corning, New York do hereby appoint, constitute, and designate \_\_\_\_\_, residing at \_\_\_\_\_ in the City of Corning, Steuben County, New York, in the \_\_\_\_\_ Election District thereof to be my lawful attorney, substitute, and proxy for me and in my name to attend and vote at the meeting of said committee to be held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, or any adjourned meeting thereof, with the same authority to which I should be entitled if then personally present, hereby revoking any and all proxies heretofore executed by me.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

In the presence of \_\_\_\_\_

(a) A person voting a proxy for a member shall be duly qualified and enrolled as a member of the Republican Party, residing in the election district from which the member of the City Committee, whose proxy he/she holds, was elected.

(b) No person may cast more than two (2) proxy votes and may not represent more than one (1) election district.

**ARTICLE VI SPECIAL ELECTIONS**

**Section 6.1 NOMINATIONS** Party nominations for an office to be voted for at special election shall be made by the party committee representing the unit of representation for which said office is to be filled.

**ARTICLE VII AMENDMENT**

**Section 7.1 PROCEDURE** These rules may be amended or new rules adopted from time to time by a majority vote of the members of the Committee present at a meeting at which there is a quorum.

**Section 7.2 VALIDITY OF AMENDMENT** No amendment to these rules shall be valid unless a copy of the proposed amendment or amendments has been sent with the notice of the meeting at which such amendment is to be proposed and such notice must be mailed in accordance with Section 5.4 of these by-laws.

**Section 7.3 FILING** Within ten (10) days after the adoption of any rule or amendment thereto a certified copy thereof shall be filed by the City Committee and the Office of the State Board of Elections and in the Office of the Board of Elections of the County. No rule or amendment thereof shall be effective until the filing thereof in the Office of the State Board of Elections.

**ARTICLE VIII EFFECTIVE DATE**

**Section 8.1** These by-laws shall take effect immediately upon their being filed with the State Board of Elections.

**ARTICLE IX INTERPRETATION OF BY-LAWS**

**Section 9.1** Except as otherwise provided by law, the interpretation of these by-laws shall be made by the City Chair, and with the advice and consultation of the Executive Committee, and the decision of the City Chair after such advice and consultation shall be binding upon members of the City Committee, any members of the subcommittees thereof, and any officers. Appeal of interpretation of this document by the Chair may be made to the County Republican Committee.

**Section 9.2 CONFLICT WITH LAW** In the event that any provision of these rules and regulations shall not be in accord with any law of the State of New York relating thereto, such provision only shall become inoperative and

the requirements of law shall prevail. However, in such case, the other provisions of these rules and regulations, not affected by such law, shall remain operative and in effect.

**Section 9.3 RULES OF THE COUNTY REPUBLICAN COMMITTEE** The County By-Laws are appended and constitute a part of the City Committee By-Laws. Should any section of these City Committee By-Laws contradict any By-Law of the Steuben County Republican Committee then the County By-Laws shall govern. Any action required to be taken by the Republican Party of Steuben County which is not provided for by these City Committee By-Laws shall be governed by the rules of the County Committee and in turn the New York State Republican Committee.

*Steuben City Republican Comm.  
-By-Laws 5/4/95*