

TOWN OF GREECE
●
REPUBLICAN COMMITTEE
●
RULES

As Amended to June 20, 1994

CONTENTS

- I. Name
- II. Objectives
- III. Organization
- IV. Qualifications and Responsibilities
- V. Meetings
- VI. Procedure for Committee Elections
- VII. Procedure for Filling Committee Vacancies
- VIII. Removal from Office
- IX. Funds
- X. Committees
- XI. Definitions
- XII. Amendments
- XIII. Candidates for Public Office
- XIV. Requirements for a Greece Republican Committee Member
- XV. Absentee Ballots
- XVI. Rules Not Specified

GREECE REPUBLICAN COMMITTEE RULES

I. NAME

This organization shall be known as the Greece Republican Committee.

II. OBJECTIVES

- A. To ensure good government.
- B. To provide the resources and support necessary to elect Republicans to public office.
- C. To prepare and encourage the most qualified Republicans to be candidates for public office.

III. ORGANIZATION

A. Committee Members

There shall be four committee members representing each election district in the Town of Greece.

B. District Leader

Of the four committee members representing an election district, one may be designated the District Leader.

C. Ward Leader

Each group of committee members representing the election districts within a town designated ward shall have an elected Ward Leader.

D. Officers

1. The Greece Republican Committee shall be served by the following elected officers: Chairman, Vice-Chairman, Secretary, Treasurer, Town Leader.
2. No person may hold more than one office at any given time.

E. Greece Republican Executive Committee

1. Shall be comprised of the officers and Ward Leaders.
2. Shall serve as an advisory board to the Greece Republican Committee.

IV. QUALIFICATIONS AND RESPONSIBILITIES

A. Committee Member

1. Must be an enrolled Republican voter.
2. A Greece Republican Committee member must reside within the Town of Greece.

3. Must be elected by obtaining the required number of valid signatures on Republican designating petitions which designate that person as a candidate for the Greece Republican Committee, or shall be elected by the Greece Republican Committee on the recommendation of the Greece Republican Executive Committee to fill an existing committee vacancy.
4. Must actively support the activities of the Greece Republican Committee (see Section XIV - Requirements for a Greece Republican Committee member).

B. District Leader

1. Must be a Greece Republican Committee member in good standing.
2. Shall be designated the District Leader by the Ward Leader.
3. Shall serve as liaison between the committee members of his or her district and the Ward Leader in Republican Committee business.

C. Ward Leader

1. Must be a Greece Republican Committee member in good standing.
2. Must reside within the ward he or she leads.
3. Shall be elected by the committee members representing the election districts within the ward, at the Organization Meeting, to serve a two year term.
4. Shall serve on the Greece Republican Executive Committee.

D. Chairman

1. Must be a Greece Republican Committee member in good standing.
2. Shall be elected to serve a two year term at the Organization Meeting.
3. Shall be the presiding officer of the Greece Republican Committee.
4. Shall conduct meetings of the entire committee and of the executive committee.
5. Shall appoint committees and the chairpersons of said committees.
6. Shall schedule regular meetings of the Greece Republican Committee, and of the Greece Republican Executive Committee.
7. Shall serve as the Chairman of the Greece Republican Executive Committee.
8. Shall appoint an audit committee to examine and certify the financial records at least once a year.

E. Vice-Chairman

1. Must be a Greece Republican Committee member in good standing.
2. Shall be elected to serve a two year term at the Organization Meeting.

3. In the absence of the Chairman, shall perform the duties of that office.
4. Shall perform various tasks as requested by the Chairman and/or the Greece Republican Executive Committee.
5. Shall serve on the Greece Republican Executive Committee.

F. Secretary

1. Must be a Greece Republican Committee member in good standing.
2. Shall be elected to serve a two year term at the Organization Meeting.
3. Shall keep minutes of all regular and special meetings and shall provide printed copies of said minutes at each succeeding regular meeting.
4. Shall keep minutes of all Greece Republican Executive Committee meetings.
5. Shall conduct all Greece Republican Committee business correspondence.
6. Shall be the custodian of all records, which must be retained for a period of at least six years.
7. Shall maintain a correct and current file of all Greece Republican Committee members.
8. Shall serve on the Greece Republican Executive Committee.
9. Shall maintain an accurate attendance record for all regular and special meetings of the Greece Republican Committee.

G. Treasurer

1. Must be a Greece Republican Committee member in good standing.
2. Must be bondable, and shall be bonded for a minimum of ten thousand dollars.
3. Shall be elected to serve a two year term at the Organization Meeting.
4. Shall collect all moneys due the organization from every source and deposit those moneys in an accredited local bank.
5. Shall pay all approved expenditures and shall obtain and file receipts thereof. Paid receipts must be retained for at least six years.
6. Shall keep accurate and up-to-date financial accounts.
7. Shall present regular financial reports to the committee.
8. Shall maintain a petty cash fund not to exceed fifty dollars, with properly accounted for transactions.
9. Shall serve on the Greece Republican Executive Committee.
10. Shall submit all financial reports upon request to the Audit Committee.

H. Town Leader

1. Shall be a Greece Republican Committee member in good standing.
2. Shall be elected to serve a two year term at the Organization Meeting.
3. Shall represent the Greece Republican Committee on the Monroe County Republican Executive Committee.

V. MEETINGS

- A. There shall be regular monthly meetings of the Greece Republican Committee as scheduled by the Chairman.
- B. Special meetings may be called by the Chairman, the Executive Committee or at the written request of ten percent of all Greece Republican Committee members.
- C. Notices of all meetings shall be in writing, mailing such notices to the last known address of each member of the Greece Republican Committee at least five days prior to the meeting.
- D. Only Greece Republican Committee members in good standing may participate in any voting process.
- E. The order of business at each regular meeting of the committee shall be as follows:

Committee Members Register Attendance
Call to Order
Pledge of Allegiance
Special Announcements
Minutes of Last Meeting
Treasurer's Report
Town Leader's Report
Committee Reports
Old Business
New Business
Adjournment

- F. The first meeting after the local election shall be designated the Organization Meeting. At this meeting, the Greece Republican Committee shall elect its officers, and the committee members of each ward shall elect their Ward Leader.

VI. PROCEDURE FOR COMMITTEE ELECTIONS

- A. Two meetings prior to the Organization Meeting, the Chairman shall announce the date and purpose of the Organization Meeting.
- B. At this meeting, the Chairman shall announce the positions for which Greece Republican Committee members may declare and advise potential candidates to notify the Secretary if they intend to seek office.
- C. At the committee meeting which occurs in the month prior to the Organization Meeting, the Secretary shall report the declared candidates for office to the Greece Republican Committee.

D. Organization Meeting

1. The written notice of this meeting must include the list of candidates as presented to the Secretary.
2. In addition to the nominations of the previously announced candidates, nominations will be taken from the floor.
3. There shall be one nominating speech and one seconding speech for each candidate, neither to exceed three minutes.
4. Each nominated candidate shall be allowed to address the Greece Republican Committee for a period not to exceed five minutes.
5. Election shall be by secret ballot of the Greece Republican Committee.
6. A candidate shall be deemed to be an elected officer of the Greece Republican Committee if and when that candidate receives the majority vote of all participating Greece Republican Committee members in good standing.
7. If there are more than two candidates for election to office, and a ballot is cast in which no candidate receives the majority vote, the candidate with the lowest tally shall be removed from the ballot and the votes recast.
8. All records shall be passed on to the newly elected officers prior to the next regular committee meeting.

VII. PROCEDURE FOR FILLING COMMITTEE VACANCIES

- A. A new member appointed to fill a vacancy on the Greece Republican Committee shall be prohibited from voting on all Greece Republican Committee business for 90 days from the date of their appointment.
- B. All appointments to fill vacancies shall be approved by the Ward Leader of the prospective committee member and forwarded to the Town Leader for approval by the Monroe County Republican Executive Committee.
- C. In the event that a vacancy occurs for an officer or Ward Leader, a special election shall be held not more than two (2) regular committee meetings subsequent to the creation of the vacancy.

VIII. REMOVAL FROM OFFICE

Pursuant to section 2-116 of the New York State Election Law, any member, officer or Ward Leader may be removed from office for disloyalty to the Greece Republican Committee, the Republican Party, or corruption in office after notice is given and a hearing upon written charges has been held.

The hearing shall be held by the full committee or a subcommittee appointed for that purpose. Said subcommittee shall report its findings to the Greece Republican Committee. No member, officer or Ward Leader shall be removed without a majority vote of committee members in good standing in attendance at a duly noticed meeting of the Greece Republican Committee.

IX. FUNDS

- A. All funds shall be maintained in a duly accredited local bank, with the exception of a petty cash fund not to exceed fifty dollars.
- B. All approved expenditures shall only be disbursed by check, over the signature of the bonded Treasurer.
- C. Expenditures not exceeding two hundred dollars may be approved by the Chairman.
- D. Expenditures exceeding two hundred dollars must be approved by the Greece Republican Executive Committee.
- E. Debt shall not be incurred, except in the most necessary circumstances, and shall be subject to the same approval limitations as are the expenditures.
- F. All new and accumulated debt shall be reported to the Greece Republican Committee at the meeting following its incurrence.

X. COMMITTEES

- A. All committee participants shall be appointed by the Chairman, with representation from each ward, based on individuals recommended by the ward leaders, with deference given to Greece Republican Committee members who volunteer.
- B. The chairperson of each committee shall be appointed by the Chairman.
- C. There shall be standing committees as provided for by these rules or as may be created by resolution of the Greece Republican Committee.
- D. All committee participants shall be Greece Republican Committee members in good standing.
- E. Candidate Screening Committee
 - 1. Shall consist of five members appointed by the Chairman, with representation from each ward, based on individuals recommended by the ward leaders, to screen potential candidates for public office.
 - 2. Shall review the credentials presented, interview the candidates and subsequently find a candidate to be: *Recommended, Not Recommended, Not Interviewed, Did Not Submit to Interview.*
 - 3. Shall report said findings at the appropriate meeting of the Greece Republican Committee.
 - 4. Shall be prepared to defend findings of *Not Recommended.*
- F. Audit Committee
 - 1. Shall consist of at least three members appointed by the Chairman.
 - 2. Shall verify the financial records, including authorizations, per accepted standards.
 - 3. Shall verify all cash on hand and all account balances, per accepted standards.

4. Shall report its conclusions to the Greece Republican Committee no later than two meetings subsequent to appointment.

G. **Standing Committee on Absentee Ballots (SCOAB)**

1. Shall consist of four members, one member from each ward, elected at the Organization Meeting by Greece Republican Committee members representing each ward, to serve a two-year term.
2. The replacement, removal, or filling of a vacancy of any member of the SCOAB shall be done according to the same procedures stipulated for the replacement, removal or filling of a vacancy of any member of the Executive Committee.
3. The SCOAB shall be charged with reviewing and approving or disapproving all applications for absentee ballots that are filed with it. Any decision of the SCOAB on an individual application shall be final, except that any person objecting to the SCOAB's refusal to approve his/her application shall be entitled to a hearing before the SCOAB, at which time the SCOAB has the right, but shall not be required, to reverse its decision.
4. An affirmative vote of three or more members of the committee shall be required in order to approve any application for an absentee ballot or other decision of the committee.

XI. DEFINITIONS

VACANCY A vacancy is created upon the death, resignation or removal of any Greece Republican Committee member.

GOOD STANDING A Greece Republican Committee member shall be in good standing if that member abides by these rules and follows the Requirements for a Greece Republican Committee member as defined in Section XIV of these rules.

MAJORITY 50% of the votes cast, plus one.

XII. AMENDMENTS

- A. These rules may be amended at any time by the Greece Republican Committee through one of the following procedures.
 1. Submitting the proposed change in writing to all Greece Republican Committee members at least fourteen days prior to the meeting at which a vote will be taken. If the proposed change is a revision of, or a deletion of, a written rule, the existing text as well as the proposed text must be presented. If the proposed text is an addition, only the proposed text must be presented.
 2. Presenting the proposed change to the Greece Republican Committee from the floor at a meeting held at least one meeting prior to the meeting at which a vote will be taken. A change presented in this manner must be included in the notice for the meeting at which the vote will be taken.
- B. A rules change by either of the above procedures shall be effective upon a majority "yea" vote of all participating Greece Republican Committee members.

XIII. CANDIDATES FOR PUBLIC OFFICE

A. Initiation Meeting

1. The Chairman shall announce the members of a Candidate Screening Committee.
2. The Chairman shall announce the positions for which candidates may declare in writing to the Secretary and advise potential candidates to present their credentials to said Candidate Screening Committee.

B. Presentation Meeting

1. The Chairman will announce the declared candidates for each office and present the findings of the Candidate Screening Committee for each candidate screened.
2. Each declared candidate will be given a three minute period to address the Greece Republican Committee.

C. Endorsement Meeting

Nominations and elections for the endorsement of the Greece Republican Committee for public office candidacy shall take place:

1. Only Greece Republican Committee members in good standing may participate in the election process.
2. In addition to the nomination of the declared candidates, nominations of others will be accepted from the floor.
3. Each candidate shall be allowed one nominating address, not to exceed three minutes in length, and one or more seconding addresses, the total of which shall not exceed two minutes.
4. Each candidate shall be allowed to address the committee for a period not to exceed five minutes.
5. Election will be by secret ballot.
6. Voting for endorsement shall be restricted to those Greece Republican Committee members representing the constituency of the office.
7. A candidate shall be deemed to be the endorsed candidate of the Greece Republican Committee if and when that candidate receives the majority vote of those voting.
8. If there are more than two candidates for endorsement for an office, and a ballot is cast in which no candidate receives the majority vote, the candidate with the lowest tally shall be removed from the ballot and the votes recast.
9. If there is only one candidate for an office there may be a voice vote cast for unanimous endorsement of that candidate upon a motion from the floor.

XIV. REQUIREMENTS FOR A GREECE REPUBLICAN COMMITTEE MEMBER

- A. Must attend at least 50% of all regular and special meetings of the Greece Republican Committee.

- B. Completes annual designating petitions for Republican candidates for public office in the election district which the committee member represents on the Greece Republican Committee.
- C. Collects information in his/her district that reflects the thoughts, concerns and ideas of constituents and then passes that information on to the committee.
- D. Each Greece Republican Committee Member is encouraged to participate in a Republican candidate's campaign for public office each year.

XV. ABSENTEE BALLOTS

- A. Absentee ballots shall be allowed for the following voting procedures: election of officers, selection of candidates for public office.
- B. Absentee ballots shall only be available to Greece Republican Committee members in good standing who personally apply to the Standing Committee on Absentee Ballots not less than seven days prior to any election of Greece Republican Committee officers or meeting to endorse candidates for public office.
- C. Absentee ballots shall be distributed by, and completed ballots shall be returned to, the Standing Committee on Absentee Ballots via United States mail.

XVI. RULES NOT SPECIFIED

Should a situation arise that is not covered by these rules, the most current addition of *Robert's Rules of Order* shall prevail. It shall be the responsibility of the chair to administer these circumstances either directly or through an appointed parliamentarian.

Approved as Amended: June 20, 1994