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**BY LAWS**

**OF**

**THE IRONDEQUOIT REPUBLICAN COMMITTEE**

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## **PURPOSE OF BY-LAWS**

Subject to the provisions of Section 9.2, these By-laws shall constitute the rules and regulations for governance of the Irondequoit Republican Committee (the Committee) of the Town of Irondequoit, County of Monroe, New York.

### **ARTICLE 1 – PURPOSE OF COMMITTEE**

1.1 The purposes of the Committee shall be:

- A. To promote diligent, consistent and sustained political action in order to insure the continuation of the Republican government in the Town, County, State and Nation.
- B. To participate in political functions of government at all levels.
- C. To select and support Republican Party candidates for elective office.
- D. To promote general welfare and progress of the community.
- E. To advance the common knowledge and understanding of Republicanism and its principals.

### **ARTICLE 2 – MEMBERSHIP**

#### 2.1 **GENERAL**

Membership in the Committee and all offices provided for hereunder, shall be open to all enrolled Republicans residing within the Town of Irondequoit regardless of race, creed, gender, or country of origin.

#### 2.2 **COMMITTEE MEMBERS**

Each election district in the town of Irondequoit shall be represented on the Committee by 4 members. (The “Member” or “Members.”)

##### A. **DUTIES**

The Member is the basic representative of the Republican Party to the individual voter and implements the purposes of the Committee. A Member should be familiar with his/her neighbors and their political and governmental interests. He/She should convey the message of the Republican Party to the individual voter, and furnish input from the individual voter to the Republican Party. Under the guidance of the District leader, the Members shall circulate nominating petitions, encourage and assist in voter registration, organize and conduct of political campaigns, fund-raising, and turnout of voters during elections. Members are expected to attend scheduled meetings of the Committee, as well as scheduled meetings of the Monroe County Republican Committee. In addition, he/she, to the extent possible, should attend training sessions, area meetings, and political and social functions of the Committee and the Republican part within the County.

**B. RESIDENCE**

A Member shall reside within the Town of Irondequoit preferably in the election district which such Member represents.

**C. ELECTION OF MEMBERS**

The enrolled Republican voters of the Town of Irondequoit shall elect the Members biennially, in each odd-numbered year, pursuant to the Election Law to hold office until the election at which their successors are elected, unless sooner terminated by resignation or removal as provided by law or in Section 2.2.F below.

**D. RESIGNATION**

To resign, any Member shall give written notice to the Secretary. Such resignation shall become effective upon acceptance by the Chair. A copy of the resignation shall be filed with the Monroe County Republican Committee by the Town Leader.

**E. VACANCIES**

A Vacancy occurring within an election district shall be filled by the Town Leader after consultation with the Committee Chair. Such appointments will then be referred by the Town Leader to the Monroe County Republican Committee, for ratification of appointment. Until ratification of such appointment by the Monroe County Republican Committee (or its Executive Committee acting in the interim), the appointee will be considered an "Acting Member" but with all the rights and privileges of membership. If the Monroe County Republican Committee refuses to ratify such appointment, the appointment shall be deemed rescinded.

**F. REMOVAL**

- (1) Members may be removed by the Monroe County Republican Committee after recommendation by the Committee, after notice and hearing in accordance with the Election Law. Grounds for removal are:
  - a. Disloyalty to the Party; or
  - b. Corruption in office
- (2) In addition, a Member shall be deemed to have resigned upon enrollment in another political party or removal of residence from the Town of Irondequoit.
- (3) In addition, upon the recommendation of the Executive Committee, any Committee member may be removed by the Committee for failure to reasonably fulfill his/her duties as such or failure to attend three (3) consecutive meetings of the Committee without prior notification of absence. Such removal requires a 2/3 vote of the Members of the Committee present at voting, after notice and hearing in accordance with Section 2-116 of the Election Laws.

2.3 **DISTRICT LEADER**

- A. One (1) of the Members from each Election District shall be appointed by the Town Leader to serve as the District Leader at the pleasure of the Town Leader.
- B. District Leaders are responsible for the management and coordination of political activities within the District. Specific duties include:
  - 1. Organization of the Members of such District;
  - 2. Recruitment of members to fill District vacancies, Election Inspectors, Poll Watchers and party workers;
  - 3. Prompt and proper circulation of the nominating petitions;
  - 4. Working the polls during elections; and
  - 5. Performing such other duties as may be directed by the Chair.

**ARTICLE 3 – TOWN LEADER**

3.1 **SELECTION**

At the biennial organization meeting of the Committee held as prescribed by law, there shall be voted a recommendation to the Chair of the Monroe County Republican Committee, for appointment as Irondequoit Republican Town Leader to represent the County Chair within the Town of Irondequoit. The candidate for appointment shall be an enrolled Republican residing in the Town of Irondequoit and a member of the Committee.

3.2 **TERM**

The Town Leader shall serve at the joint pleasure of the Committee and the County Chair. In the event of a vacancy occurring in the interval between Organization Meetings, the vacancy shall be filled at a regular meeting of the Committee in accordance with Section 3.1. To facilitate such election, the Committee Chair may request the Nominating Committee to make recommendations for selection of a Town Leader.

3.3 **DUTIES**

In addition to duties set forth elsewhere in these By-Laws, the Town Leader is responsible for:

- A. Being the chief political spokesperson for the Irondequoit Republican party.
- B. Recommending and coordinating political policy for the Committee.
- C. Reporting regularly to the Committee about the activities and concerns of the Monroe County Republican Committee.
- D. Attending or designating someone to attend on behalf of the Town Leader Monroe County Republican Committee Executive meetings.

3.4 **DEPUTY TOWN LEADER**

The Town Leader may appoint, from the members of the Committee, a Deputy Town Leader, who shall serve at the pleasure of the Town Leader with the following duties:

- A. Act as Town Leader in his/her absence or disability.
- B. Represent the Town Leader in his or her absence at meetings of the Monroe County Republican Executive Committee.
- C. Such other duties as the Town Leader shall prescribe.

**ARTICLE 4 – OFFICERS**

4.1 **NUMBER**

The officers of the Committee shall be a Chair, a Vice Chair, a Secretary, and a Treasurer, and such additional officers as the Committee may determine, from time to time.

4.2 **ELECTION**

The officers of the Committee shall be elected at the Organization Meeting. Each officer holds his/her office for a term of two (2) years and until a successor is chosen and elected. Each officer must be an enrolled Republican, a resident of the Town of Irondequoit and a member of the Committee.

4.3 **DUTIES OF OFFICERS**

The officers have the following authority and perform the following duties

- A. The Chair:
  - 1. Has the responsibility for the management of the affairs, business and operations of the Committee;
  - 2. Presides at all meetings of the Committee and the Executive Committee; and
  - 3. Is a member, ex-officio, of all committees.
- B. The Vice Chair shall act as Chair during the absence or disability of the Chair, shall chair the Membership Committee, and shall perform such other duties as the Chair may, from time to time, prescribe.
- C. The Secretary shall give notice of, and attend, all meetings of the Committee and the Executive Committee; record all votes and minutes of all meetings in appropriate record books; prepare and keep current a list, by election district, of all of the members of the Committee; and perform such other duties as provided herein and as may be required by the Leader.

In the case of absence or disability of the Secretary, the Chair may appoint a Secretary pro tem.

- D. The Treasurer shall keep an account of all monies received and expended for the use of the Committee; deposit all sums received in a bank or banks approved by the Executive Committee; prepare financial statements to be furnished at each regular Committee and Executive Committee meeting; prepare and file financial disclosure statements required by law; and perform such other duties as the Leader may, from time to time prescribe. The Treasurer shall serve as an ex-officio member of the Finance Committee.

In case of the absence or disability of the Treasurer, the Leader may appoint a Treasurer pro tem.

#### 4.4 VACANCIES

Any vacancy occurring among the officers, except the Town Leader, may be filled by appointment by the Town Leader subject to approval by the Executive Committee, such appointment to continue until the next Organization Meeting of the Committee, or of a meeting especially called for that purpose at which time the Committee shall fill the vacancy by election.

#### 4.5.1 NOMINATING COMMITTEE

At least four (4) weeks before a meeting called for the regular biennial election of officers or any special election to fill a vacancy, the Committee Chair with the concurrence of the Town Leader shall appoint a Nominating Committee of not less than seven (7) committee members, one of whom shall be designated as chair of such committee, and notify the Committee in writing of such appointment and the vacancy or vacancies to be filled. The Nominating Committee shall review (to include personal interview if practicable) all persons who have indicated an interest in the vacancy to the Committee, and shall recommend one or more candidates to the Committee.

### ARTICLE 5 – EXECUTIVE COMMITTEE

#### 5.1 FUNCTIONS OF THE COMMITTEE

The Executive Committee shall:

- A. Support, advise and assist in the activities, affairs and business of the Committee;
- B. Act as a liaison among the officers, District Leaders, Area Coordinators and members of the Committee
- C. Exercise, so far as is consistent with the law, all of the powers of the Committee in the intervals between meetings of the Committee.

#### 5.2 MEMBERSHIP

The Executive Committee shall consist of the Town Leader, Deputy Town Leader, the officers of the Committee, and four (4) members from the Committee at-large who shall be elected at the biennial organizational meeting of the Committee with vacancies to be filled by the Chair with concurrence of the Town Leader.

5.3 **TERM**

The Town Leader, Deputy Town Leader and officers of the Executive Committee shall serve so long as they shall hold such position in the Committee. The at-large members shall be elected for a two (2) year term and may be reelected for two (2) additional consecutive two (2) year terms.

5.4 **QUORUM**

A majority of the voting members of the Executive Committee constitutes the quorum of the transaction of its business. If a quorum is not present, a lesser number may adjourn the meeting to some future date not more than thirty (30) days thereafter.

5.5 **VOTING**

All questions shall be decided by a majority of the members of the Executive Committee present and entitled to vote.

5.6 **MEETINGS**

The Executive Committee shall schedule not less than four (4) regular meetings each year. The Executive Committee shall also meet in the call if the Town Leader, Chair or upon the call of any five (5) members. Notices specifying the time and place of all meetings shall be sent by, or delivered by phone the Chair or Chair's designee not less than five (5) days prior to the date of the meeting.

**ARTICLE 6 – COMMITTEE MEETINGS**

6.1 **REGULAR MEETINGS**

A. THE ORGANIZATION MEETING

Committee shall hold a Organizational meeting biennially within fifteen (15) days after its election for the election of officers.

B. THE DESIGNATION MEETING

The Committee shall hold a meeting to designate Candidates for public office. Such meeting shall be held not less than four (4) weeks prior to the initial date for the signing of the official designating petitions.

6.2 **SPECIAL MEETINGS**

A special meeting may be held on the call of the Chair. The Chair must call a special meeting within ten (10) days after receiving a written petition signed by (10%) or more of the members of the Committee. The date of such meeting shall not be later than twenty (20 ) days or earlier than ten (10) days from the receipt of the petition. In the event that the Chair fails to call such meeting within ten (10) days after the receipt of such petition, the same shall be called by the Vice Chair or Secretary.



### 6.3 NOTICE OF MEETINGS

Notice of the time and place of every meeting shall be given by mailing a notice of meeting to each member not less than seven (7) days nor more than twenty (20) days prior to such meeting. Such notice shall be directed to each member at his/her address as it appears on the record of the Committee.

### 6.4 QUORUM

At all meetings of Members there shall be present a person at least ten percent (10%) of the Members in order to constitute a quorum. If a quorum is present, a lesser number may adjourn the meeting to some future time, not more than fourteen (14) days later. At such adjourned date only that business may be transacted which might have been transacted at the meeting as originally called.

### 6.5 VOTING

A. At all meetings of the Committee each Member shall be entitled to one (1) vote.

B. The election of the officers including the Town Leader and the designation of candidates for office shall be done by secret ballot if two (2) or more candidates have been nominated. All other voting shall be done in an open manner unless a majority of present wish the vote to be closed.

## ARTICLE 7 – STANDING AND OTHER COMMITTEES

### 7.1 FUND RAISING COMMITTEE

The Chair with the concurrence of the Town Leader shall appoint a Fund Raising Committee of which the Treasurer will serve as an ex-officio member. Such Committee shall be in charge of fund raising for the Committee and shall perform such other function as may be from time to time directed by the Executive Committee.

### 7.2 CAMPAIGN COMMITTEE

The Town Leader after consultation with the Chair may appoint a Campaign Committee for each election. The Town Leader shall be a member ex-officio. The Campaign Committee, after consultation, with the Executive Committee, shall organize and run the campaign for the candidates for public office in the Town of Irondequoit and the local portion of the campaigns for candidates from larger jurisdictions.

### 7.3 CANIDATE SCREENING COMMITTEE

Whenever an elected office in the Town of Irondequoit, or within a larger jurisdiction encompassing the Town of Irondequoit, or a portion thereof, is to be filled, the Town Leader after consultation with the Committee Chair, shall appoint a Candidate Screening Committee to consist of not less than seven (7) members of the Committee, one of who shall be designated as Chair, and one alternative member, and notify the entire Committee of such appointment. The Candidate Screening Committee shall screen such candidates who evidence interest in seeking

the designation to fill such vacancy, and recommend one (1) or more persons to the Committee for consideration for nomination selection or recommendation as appropriate.

#### 7.4 ADDITIONAL COMMITTEES

The chair, with the concurrence of the Town Leader, may appoint such other committees as he/she may deem necessary and shall appoint such other committees as may be directed by resolution of the Executive Committee or the Committee as a whole, from time to time, to further the purposes of the Committee, with such powers and authority as the Chair (if the Committee is designated by him/her), the Executive Committee (if the Committee is designated by it), or the Committee as a whole (if the Committee is designated by it) may deem appropriate.

#### 7.5 COMMITTEE MEMBERSHIP

The Chair and Town Leader shall be ex-officio members of all Committees (but without the right to vote unless otherwise indicated).

### ARTICLE 8 – AMENDMENT OF THE BY-LAWS

8.1 These By-laws may be adopted by a two-thirds (2/3) vote of the Members present and voting at any meeting of the Committee, provided that a copy of the proposed By-laws have been given or mailed to each voting member at least four (4) weeks prior to the date of the meeting.

8.2 These By-laws may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting of the Committee, provided that a copy of the proposed amendments have been mailed to each voting member at least two (2) weeks prior to the date of the meeting.

### ARTICLE 9 – IMPLEMENTING PROVISIONS

#### 9.1 ADDITIONAL RULES

Roberts Rules of Order shall govern all meetings of the Committee so far as they are applicable and not in consistent with these Rules or with the Rules of Monroe County Committee or with the Election Laws.

#### 9.2 GOVERNING LAW

The By-laws shall be subject to the provision of the New York State Election Law and the Rules and Regulations of the Monroe County Republican Committee, and in the event of any conflict, the Election Law and the County Committee Rules and Regulations shall govern.