

PREAMBLE

These by-laws shall constitute the rules and regulations for governance of the Clarkson Republican Committee (the "Committee") of the Town of Clarkson, County of Monroe, and the State of New York.

ARTICLE 1 - PURPOSE OF COMMITTEE

The purpose of this committee shall be:

- A) to promote consistent and sustained political action in order to insure the continuation of Republican government in the town, county, state and nation,
- B) encourage participation in political function 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.

ARTICLE 2 – MEMBERSHIP

2.1 GENERAL

Membership in the Clarkson Republican Committee and all offices provided for shall be open to all citizens who are duly enrolled to participate in the primary election of the Republican Party and who reside within the Town of Clarkson.

2.2 COMMITTEE MEMBERS

- A) The Committee shall consist of four committee members and four deputy members for each election district. Together they shall be known as the Committee and individually as Committee members. All Committee members shall have one vote at meetings of the Clarkson Committee.
- B) Each election district in the Town of Clarkson shall be represented on the committee by not more than four members. Members shall be elected or appointed as provided in the by-laws of the Monroe County Republican Party. Only members recognized by the Monroe County Committee may vote at those meetings.
- C) At the organizational meeting described below, and from time to time thereafter and at the discretion of the Clarkson Committee as constituted, the Committee may, by majority vote of those present, elect any enrolled Republican voter who resides in the Town of Clarkson as a deputy member. Deputy members shall serve terms ending upon the following biennial primary day at which Monroe County Committee members are elected. All Deputy Committee members may vote in Town Committee matters. Deputy members can be elected only after the regular membership is full. There can be no more than one deputy member for each regular committee member (four per district).

2.3 DUTIES

- A) Each Committee member serves as the representative of the Republican Party in his or her election district and is responsible for supporting the purposes and activities of the Committee. A member should be familiar with his/her neighbors and their political and governmental interests. The member shall actively work to effectively communicate the message of the Republican Party to the individual voter and furnish input to the individual voter for the Republican Party. Under the guidance of the Town Leader, the members shall circulate nominating petitions; encourage and assist in voter registration, organize and conduct political campaigns; promote fund-raising and encourage turnout of voters during elections.
- B) Each Committee member is expected to regularly attend scheduled meetings of the Committee. In addition, each member should, to the extent possible, attend training sessions, area meetings and political and social functions of the Committee and the Republican Party within Monroe County.

2.4 RESIDENCE

- A) A committee member shall reside in the Town of Clarkson and within the Assembly District he/she represents. It is preferred but not required that a committee member also reside in the election district that such member represents.
- B) A deputy member shall reside in the Town of Clarkson.

2.5 RESIGNATION

- A) A committee member may resign by giving written notice to the secretary of the Committee. Such resignation shall become effective upon acceptance by the Chair. The Town Leader shall file a copy of the resignation with the Monroe County Republican Committee.
- C) A Committee member shall be deemed to have resigned upon enrollment in another party or moving his/her voting residence outside of the Town of Clarkson.

2.6 VACANCIES

- A) A vacancy occurring on the Committee shall be filled under the rules provided in the By-laws of the Monroe County Republican Committee upon the recommendation of the Town Leader after consultation with the Chair of the Clarkson Committee and approval of the Committee.
- B) The filling of any vacancy in a Clarkson Committee position shall be subject to the "Three Meeting Rule" whereby the applicant must attend three official meetings of the Committee within a six-month period. The three "official meetings" shall include both scheduled monthly committee meetings and CRC fundraising events. For purposes of this rule, existing committee members who are appointed to fill vacant positions in the election districts other than the district they currently reside in, will be moved to the correct district if a vacancy occurs. The deputy member would then take the available district.

2.7 REMOVAL

- A) Committee members may be removed by the Monroe County Republican Committee after recommendations by the Town of Clarkson Republican Committee as submitted by the leader to the county secretary, after notice and hearing in accordance with the By-laws of the Monroe County Republican Committee and the Election Law.

Grounds for removal are:

- 1) disloyalty to the party; or
 - 2) corruption in office
- B) In addition, a county committee member shall be deemed to have resigned upon enrollment in another political party or removal of residence from the Town of Clarkson.
 - C) Deputy members may be removed at any time, with or without cause, by majority vote of those present at a meeting of the Committee.
 - D) A Committee member may be considered to have abandoned their membership if they have had no attendance at Committee meetings or no communication with the Committee officers in 12 consecutive months. A written attempt to inform the member of potential removal from the Committee roll will be sent to the member, and 30 days will be given for the member to respond. After such time the Committee may recommend the member be removed from its roll by the Monroe County Republican Committee. The recommendation for removal will be decided by majority vote of those present at a meeting of the Committee, and a request for removal will be submitted by the Town leader to the county secretary.

ARTICLE 3 - TOWN LEADER

3.1 SELECTION

At the biennial organizational meeting of the Committee held as prescribed by law, there shall be a vote and a recommendation to the Chair of the Monroe County Republican Committee, for appointment as Clarkson Republican Leader to represent the County Chair within the Town of Clarkson. The candidate for appointment may be an officer of the Committee, except for treasurer.

3.2 TERM

The Town Leader shall serve for a two-year term and at the joint pleasure of the Committee and the County Chair. In the event of a vacancy occurring in the interval between organizational meetings, the vacancy shall be filled at a regular meeting of the Committee. To facilitate such election, the Committee Chair may request the Nominating Committee to make recommendations as to Town Leader.

3.3 DUTIES

- A) In addition to duties set forth elsewhere in the by-laws, the Town Leader is responsible for:
 - A) being the chief political spokesman for the Clarkson Republican Committee
 - 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 Executives meetings.

3.4 DEPUTY TOWN LEADER

The Chair of the Committee will be the Deputy Town Leader and shall substitute for the Town Leader with the following duties:

- A) act as Town Leader in his or 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 Town Leader (Vice Chair) Chair (Deputy Town Leader), Secretary and Treasurer and such additional officers as the Committee may determine.

4.2 ELECTION

The officers of the Committee shall be elected at the Organizational Meeting. Each officer holds his/her office for a term of two years and until a successor is chosen and elected. Each officer must be an enrolled Republican, a resident of the Town of Clarkson and a member of the Committee. The same person may hold more than one office, except that no one person may serve simultaneously as Chair or Leader and Treasurer.

4.3 DUTIES OF OFFICERS

The officers have the following authority and perform the following duties:

- A) The chair:
 - i. has the responsibility for the management of affairs, business and operations of the Committee
 - ii. presides at all meetings of the Committee and the Executive Committee; and
- B) is member ex-officio, of all committees.
- C) The Vice Chair shall act as chair in the absence or disability of the Chair, shall chair the membership committee, and shall perform such other duties as the Chair may prescribe.
- D) The Secretary shall give notice of and attend all meetings of the Committee and 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 members of the committee; and perform such other duties as provided herein and as may be required by the Chair. In the case of absence or disability of the secretary, the chair may appoint secretary pro tem.
- E) 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 meeting; prepare and file financial disclosure statements required by law; and perform such other duties as the Chair may prescribe.

4.4 VACANCIES

Any vacancy occurring among the officers, except the Town Leader or Chair, may be filled by appointment by the Chair, subject to the approval of the committee. Such appointment will continue until the next organizational meeting of the Committee or of a meeting specially called for that purpose, at which time the Committee shall fill the vacancy by election. The vacancy of the Chair shall be filled by the Vice Chair, if any, and if not, then by appointment by the Town Leader subject to the approval of the committee. Such appointment will continue until the next organizational meeting.

ARTICLE 5 COMMITTEE MEETINGS

5.1 ORGANIZATIONAL MEETING

The Committee shall hold an Organizational meeting biennially within 15 days after the election of County Committee members during the September Primary for the election of officers, the filling of vacancies and such other business as may be deemed necessary.

5.2 THE DESIGNATION MEETING

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

5.3 REGULAR MEETINGS

- A) The Chair shall call regular meetings. A schedule of all regular meetings for the coming calendar year shall be delivered to all Committee members by January 31 of each year. Members must be notified of change in the meeting schedule at least ten days in advance.
- B) There shall not be less than six regular meetings per year, which may include the Organizational Meeting and the Designation meeting. The meetings shall be held not less than 20 days or more than 120 days apart.

5.4 SPECIAL MEETINGS

A special meeting may be held on the call of the Chair or Leader or upon the petition of 15% of the Committee members delivered to the secretary, or in his/her absence, the secretary of the County Committee. A special meeting must be held not less than ten days or more than 20 days from the date the petition is delivered, or the request is made by the Chair or Leader. In the event that the secretary fails to send notice of such a meeting within ten days after the receipt of such petition or call of the Chair or Leader, the notice shall be made and delivered by any two officers of the Committee or, if no such notice is made and delivered after another five days, then such notice will be made immediately by the secretary of the County Committee.

5.5 EMERGENCY MEETINGS

An emergency meeting of the Committee may be called by the Leader or the Chair upon not less than 24-hour notice delivered by telephone or personally delivered to the Committee members. Any actions taken at an emergency meeting shall be reviewed and subject to ratification at a regular or special meeting of the Committee held within 30 days of the date of the emergency meeting.

5.6 NOTICE

Except as provided above for emergency meeting, notice of the time and place of every meeting shall be given by mailing a notice of meeting to each member not less than ten days nor more than 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.

5.7 QUORUM

At all meetings of the Committee there shall be at least 51% of the Committee membership in attendance in order to constitute a quorum. If a quorum is not present, a lesser number may adjourn the meeting to some future time, not more than 14 days later. At such time of the adjourned date, only that business may be transacted which appeared on the original agenda. A meeting at which a quorum is initially present may transact business thereafter until its adjournment irrespective of the number present thereafter.

5.8 VOTING

At all meetings of the Committee each member shall be entitled to one vote. All motions including the election of officers and the designation of candidates shall be approved by the majority vote of those present and entitled to vote. The election of officers including the Town Leader, the designation of candidates for office or Committee membership, shall be done by secret ballot. All other voting shall be done in an open manner unless one-third of those present wish the vote to be closed, upon motion duly made and seconded. The Chair shall designate a member of the Committee to officiate the counting and certification of votes in a secret ballot. The counts of any secret ballot shall not be disclosed.

Proxies and absentee ballots, whether written or otherwise, shall not be allowed at meetings of the Town Committee, or any other committee of the Town Committee.

5.9 ATTENDANCE

All meetings of the Committee and its committees will be open to attendance by all Committee members. Non-members may be dismissed from any meeting at the discretion of the Chair.

5.10 CONDUCT OF MEETINGS

The Chair shall have the power to limit debate or discussion on any question by time and number of speakers, to limit the number or duration of seconding speeches for any candidate and otherwise to determine questions of procedure of the meeting not inconsistent with these by-laws, New York State laws or the By-laws of the Monroe County Republican Party, having due regard for fairness and limitations on the time available for the completion of other business of the meeting.

5.11 ORDER OF BUSINESS

The order of business at meetings of the Committee shall be as follows:

- 1) Roll call or sign-in
- 2) Introduction guests (Chair's discretion)
- 3) Pledge of Allegiance
- 4) Open Forum, guests
- 5) Approval of Minutes
- 6) Election of officers – as needed
- 7) Endorsement of candidates – as needed
- 8) Amendment of By-laws – as needed
- 9) Town Leader's report
- 10) Treasurer's Report
- 11) Old business
- 12) Reports from elected officials
- 13) New business
- 14) Filling of vacancies
- 15) Adjournment

ARTICLE 6 - STANDING AND OTHER COMMITTEES

6.1 ELECTION DAY COORDINATORS COMMITTEE

The Chair, with the concurrence of the Town Leader, shall appoint an Election Day Coordinators Committee to coordinate the "Get out the vote" efforts and other Election Day activities.

6.2 POLLWATCHERS COMMITTEE

The Chair, with the concurrence of the Town Leader, shall appoint a Poll Watchers Committee to serve at the direction of the Commissioner of Elections to monitor poll watching on Election Day.

6.3 FUNDRAISING COMMITTEE

The Chair, after consultation with the Town Leader, shall appoint a Fundraising Committee, which shall consist of the treasurer, ex-officio, and such other members as the Town Leader shall appoint. Such committee shall be in charge of fundraising for the Committee and shall perform such other functions as may be necessary as directed by the Committee.

6.4 CAMPAIGN COMMITTEE

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

6.5 NOMINATING COMMITTEE

At least four weeks before a meeting called for the regular annual election of officers or any special election to fill a vacancy, the Chair, with the concurrence of the Town Leader shall appoint a Nominating Committee of not less than five committee members, one of whom shall be designated as chair of such committee and notify the Committee in writing of such appointment and the candidacy for vacancies to be filled. The nomination committee shall review (to include a 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. The entire Committee may serve as the Nominating Committee by motion of the Committee.

6.6 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 Committee to further the purposes of the Committee, with such powers and authority as the Chair (if the Committee has designated him/her), and the Committee (if the Committee is designated by it) may deem appropriate.

6.7 COMMITTEE MEMBERSHIP

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

ARTICLE 7 - CANDIDATE SELECTION

7.1 MEETINGS

There shall be one or more candidate information meetings held for all offices for which the Committee will designate candidates for which Committee members shall be eligible to vote at a Committee meeting, a County Committee Convention or a mini convention. Any announced Republican candidates, for each office, shall be responsible for notifying the Secretary of his or her interest in attending and making a presentation before such a candidates' information meeting, and shall be given fair and equal opportunity to make an appearance before the Committee.

7.2 SELECTION

- A) Candidates shall be selected by unweighted vote of the Committee at a meeting called for that purpose.
- B) A majority vote shall be required in order to designate a candidate. If more than two candidates are nominated and no candidate receives a majority vote the lowest ranked candidate will be dropped from the ballot and the remaining candidates will be voted upon in another round. This process will continue until there is a majority vote.

7.3 BALLOTS

Ballots in any contested election shall be secret and the tally shall not be made known.

ARTICLE 8 – COMMITTEE FINANCES

8.1 FISCAL YEAR

The fiscal year shall begin January 15

8.2 ANNUAL REVIEW

The books and financial resources of the Committee shall be reviewed at least annually by the Committee's auditor who shall not be an officer nor personally related or professionally affiliated with an officer of the Committee.

8.3 DUES

There shall be no dues.

8.4 CONTRIBUTIONS

The Committee may accept voluntary contributions, provided that all requirements of state and federal election laws have been met.

8.5 CAMPAIGN EXPENDITURES

Campaign budgets for candidates must be approved, in advance, by the Committee.

8.6 BORROWING

The Committee shall not undertake any borrowing or pledging of the assets of the Committee.

ARTICLE 9 – AMENDMENT OF BY-LAWS

9.1 ADOPTION

These by-laws may be adopted by two-thirds vote of the Committee members present and voting at any meeting of the Committee, providing that a copy of the proposed by-laws have been given or mailed to each voting member at least four weeks prior to the date of the meeting.

9.2 AMENDMENT

These by-laws may be **amended** by a two-thirds vote of the Committee 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 two weeks prior to the date of the meeting.

ARTICLE 10 – MISCELLANEOUS PROVISIONS

10.1 ADDITIONAL RULES

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

10.2 AVAILABILITY OF RECORDS

The names, addresses and telephone numbers of Committee members shall be available to Committee members and members in good standing of the Republican Party upon request solely for the use in party activities. No information regarding committee members may be disclosed for any other purpose, whether commercial or otherwise, without the member's specific, prior consent.

10.3 GOVERNING LAW

The by-laws shall be subject to the provisions 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.

10.4 EFFECTIVE DATE AND CONTINUING EFFECT

These rules shall be effective immediately upon their adoption and shall continue to be the rules of each successive Town Committee hereafter elected until repealed or superseded.