

**BY-LAWS OF THE
HAMLIN REPUBLICAN COMMITTEE**

PREAMBLE

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

ARTICLE 1 PURPOSE OF THE COMMITTEE

1.1 PURPOSE

The purpose of the Committee shall be:

- (A) To promote diligent, consistent and sustained political action in order to ensure the continuation of 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 Republican ideals and principles.

ARTICLE 2 MEMBERSHIP

2.1 GENERAL

Membership in the Committee and all offices provided hereunder, shall be open to all citizens who are duly enrolled to participate in the primary elections of the Republican Party and who reside within the Town of Hamlin.

2.2 COMMITTEE MEMBERS

(A) The Committee shall consist of up to four (4) County Committee Members for each election district, and up to two (2) Deputy Members for each election district. Residence in the actual election district represented is not required but residence in the Assembly District represented is required for County Committee Members. Together they shall be known as the Committee and individually as Committee Members.

(B) Residency in the Town of Hamlin is required for all Committee Members.

2.3 DUTIES

(A) Each Committee Member serves as a representative of the Republican Party in his or her election district and is responsible for supporting the purpose and activities of the Committee. A Member should be familiar with his or her neighbors and their political and governmental interests. The Member should work to communicate the message of the Republican Party effectively to the individual voter, and furnish information 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, work, organize and conduct political campaigns, promote fund-raising; and encourage turnout of voters during elections.

(B) Each Committee Member is expected to attend scheduled meetings of the Committee. In addition, each Committee Member should, to the extent possible, attend training sessions, area meetings, and political and social functions of the Committee and the Republican Party within the County. County Committee Members are expected to attend all meetings of the County Committee. Deputy Members may attend but not vote at meetings of the County Committee.

2.4 RESIGNATION

(A) Any Committee Member may resign by giving written notice to any member of the Town Executive Committee. Such resignation shall become effective upon the acceptance by the Chair. A copy of the resignation shall be filed with the Monroe County Republican Committee by the Town Leader.

(B) A Committee Member shall be deemed to have resigned upon the enrollment in another party or moving his or her residence outside of the Town of Hamlin.

2.5 VACANCIES

(A) Vacancies in a County Committee position shall be filled by the County Committee in accordance with the By-Laws of the Monroe County Republican Committee, following the recommendation of the Town Leader.

(B) Any person wishing to receive the Town Leader's recommendation to fill a vacancy must be sponsored by a County Committee Member. The sponsoring County Committee Member, who must be present, shall introduce said person to the Town Committee at a meeting of the Town Committee. The sponsoring Committee Member shall give the Town Leader notice prior to such meeting of his or her intention to make such introduction.

(C) At the subsequent meeting of the Town Committee following the first introduction, the person wishing to receive the Town Leader's recommendation, who must be present, shall be introduced a second time to the Town Committee by a Committee Member. Immediately following the second introduction, the Committee Members entitled to vote thereon, shall by majority vote, determine if said person should receive the Town Leader's recommendation. A majority affirmative vote shall mean that the Town Leader will at the next Executive Meeting of the County Committee recommend the said person to be appointed to the County Committee until the next biennial primary election at which members of the County Committee are elected.

2.6 REMOVAL

(A) County Committee Members may be removed by the Monroe County Republican Committee after recommendation by the Town Executive Committee as submitted by the Town Leader in accordance with the By-Laws of Monroe County Republican Committee and the Election Law. Grounds for removal are:

- (i) disloyalty to the Party; or
- (ii) corruption in office; or

(B) Deputy Members may be removed at any time, with or without cause, by a majority vote of those present at a meeting of the Committee.

ARTICLE 3 MEETINGS

3.1 QUORUM

At all meetings of the Committee there shall be present in person at least twenty-five percent (25%) of the listed Committee Members 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 fourteen days later. At such adjourned date only that business may be transacted which might have been transacted at the meeting originally called. A meeting at which a quorum was initially present may transact business thereafter until its adjournment irrespective of the number present thereafter.

3.2 REGULAR MEETING

There shall be a least six regular meetings during each year, the dates of which will be set by the Town Leader on or before January 31st of each year for the coming year. A schedule of all regular meetings will be delivered to all Committee Members on or before January 31st of each year. Regular meetings shall be scheduled not less than 20 days nor more than 120 days from each other. Regular meetings can include organizational and endorsement meetings.

3.3 ORGANIZATIONAL MEETING

The Committee shall hold an Organizational meeting biennially within 15 days after the election of County Committee Members during the September primary, the purpose being the elections of officers.

3.4 ENDORSEMENT MEETINGS

The purpose of the meeting shall be to endorse the Committee's candidate for public office for the next general election and shall be held in accordance as follows:

(A) The meeting shall be held not less than four weeks prior to the initial date for the signing of the official designating petitions.

(B) Not later than 15 days prior to the Endorsement Meeting, any person who intends to seek the Committee's endorsement as its candidate for an office shall deliver to one of the members of the Town Executive Committee written notice of such intention together with a written resume of such person's qualifications for public office. This notice of intention and resume shall be made available to all Committee Members at the Endorsement Meeting. In addition, prior to the Endorsement meeting, such person must receive communication from the Town Executive Committee, either written or verbal, to review among other things, the Endorsement Meeting procedures, his or her responsibility as the Committee's candidate and the Committee campaign procedures.

(C) A candidate shall be endorsed by the Committee if he or she receives a majority of the vote of the Committee Members present.

(D) If more than two candidates are qualified for a single vacancy and one is not selected by a majority vote on the first ballot, the nominee receiving the least number of votes shall be eliminated and a second ballot shall be cast. Thereafter, if no nominee shall receive a majority of the votes cast, the same elimination procedures shall be followed until one qualified candidate receives a majority of the votes cast for such selection.

(E) In the event that there is more than a single vacancy for an office, the Committee's endorsed candidates shall be selected as provided above, except that the candidate for each vacancy shall be selected one at a time.

(F) When endorsed candidates are to be selected for more than one elective office, endorsements shall be made in the order in which the office appears on the ballot.

3.5 SPECIAL MEETINGS

Special meetings may be called at any time by the Town Leader or the Chair or by twenty-five (25%) percent of the Committee's members upon not less than 10 days nor more than 30 days written notice delivered to all members.

3.6 EMERGENCY MEETINGS

Emergency Meetings may be called by the Town Leader or the Chair, upon 24 hours notice delivered to all members. Any action taken at an Emergency Meeting shall be reviewed and subject to ratification at a Regular or Special Meeting of the Committee held within thirty days (30) of the date of the Emergency Meeting.

3.7 VOTING

- (A) At a meeting of the Committee each Committee Member shall be entitled to one vote.
- (B) All motions shall be approved by a majority vote of those present and entitled to vote.
- (C) The election of officers including the Town Leader and the designation of candidates for offices shall be done by paper ballot if two or more candidates have been nominated. 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 three members of the Committee to officiate at the counting and certification of votes in a paper ballot. The specific count of any paper ballot shall not be disclosed.
- (D) Proxies and absentee ballots, whether written or otherwise, shall not be allowed at a meeting of the Town Committee, the Town Executive Committee or of any committee of the Committee.
- (E) To be eligible to vote, the Committee Member's name must be filled by the County Committee in accordance with the By-Laws of the Monroe County Republican Committee, following the recommendation of the Town Leader.

3.8 CONDUCT OF MEETINGS

All meetings shall be held according to Roberts Rules of Order.

ARTICLE 4 OFFICERS

4.1 NUMBER

The officers of the Committee shall be one Town Leader, one Chair, one Vice Chair, one Secretary, and one Treasurer. Additional officers, such as a Deputy Town Leader may be elected as the Committee deems necessary.

4.2 ELECTION

The Officers of the Committee shall be elected at the Organizational Meeting. Each officer holds his or her office for a term of two years. Each officer must be an enrolled Republican, a resident of the Town of Hamlin and a member of the Committee. Any individual who is currently holding an elective office whether by appointment or election, is not eligible to be an Chair, Vice Chair, Treasure, or Secretary. Elected Officials may serve as either Town Leader or Deputy Town Leader. The same person may hold more than one office, except that no one person may serve simultaneously as Chair or Town Leader, and Treasurer.

4.3 DUTIES OF OFFICERS

The officers shall have the following authority and shall perform the duties specified in this section, in addition to any other duties specified in these By-Laws.

(A) Town Leader

- (i) Act as Chief Executive Officer and as the chief political spokesperson of the committee.
- (ii) Recommend the coordinating political policy for the Committee.
- (iii) Report regularly to the Committee about the activities and concerns of the Monroe County Republican Committee.
- (iv) Attend or designate someone to attend on behalf of the Town Leader, Monroe County Republican Committee Executive meetings.
- (v) Assist in the transition and change of local elected officials.

(B) Deputy Town Leader

- (i) Act as Town Leader in his or her absence or disability.
- (ii) Represent the Town Leader in his or her absence at meeting of the Monroe County Republican Party Executive Committee.
- (iii) Such other duties as the Town Leader and the Town Executive Committee shall assign.

(C) Chair

- (i) Responsible for the management of the affairs, business and operations of the Town Committee.
- (ii) Presides at all meeting of the Town Committee and Town Executive Committee.
- (iii) Is a member, ex-officio, of all sub-committees.
- (iv) Such other duties as the Town Executive Committee shall assign.

(D) Vice Chair

- (i) Act as Chair during the absence or disability of the Chair.
- (ii) Such other duties as the Chair and the Town Executive Committee shall assign.

(E) Secretary

- (i) Give notice of and attend all meetings of the Committee and the Town Executive Committee.
- (ii) Record votes and minutes of all meetings in appropriate record books.
- (iii) Prepare and keep current a list, by election district, of all members of the Committee.
- (iv) Such other duties as Chair and the Town Executive Committee shall assign.

(F) Treasurer

- (i) Keep an account of all monies received and expended for the use of the Committee.
- (ii) Deposit all sums received in a bank or banks approved by the Town Executive Committee.
- (iii) Disburse all funds from time to time in accordance with these By-Laws.
- (iv) Report to the Committee at each Committee Meeting the current financial condition of the Committee.
- (v) Comply with the reporting requirements of the New York State Board of Elections and New York State Election Law and file the appropriate financial disclosure statements in a complete and timely fashion.

- (vi) Such other duties as the Town Executive Committee shall assign.

4.4 REMOVAL

Any officer, including Town Leader, may be removed by majority vote of the full Committee and his or her successor elected by a vote of the full committee. If the full Committee does not elect a successor, the Town Executive Committee may fill the position with an interim appointee.

ARTICLE 5 TOWN EXECUTIVE COMMITTEE

5.1 MEMBERSHIP

The Town Executive Committee shall consist of the officers of the Committee, Town Leader, Chair, Vice Chair, Secretary, and Treasurer.

5.2 FUNCTIONS OF THE TOWN EXECUTIVE COMMITTEE

The Town Executive Committee shall:

- (A) Support, advise and assist in the activities, affairs and business of the Committee.
- (B) Exercise, so far as consistent with law and these By-Laws, all of the powers of the Committee.
- (C) Develop, review and submit the Committee budget for the year.

5.3 QUORUM

A majority of the voting members of the Town Executive Committee constitutes a quorum for 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 days thereafter.

5.4 VOTING

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

5.5 MEETINGS

The Town Executive Committee shall schedule not less than four regular meetings each year. The Town Executive Committee shall also meet at the call of the Town Leader, Chair or upon the call of one-third of the members. Notices specifying the time and place of all meetings shall be sent by the Chair or the Chair's designee not less than seven days prior to the date of the meeting.

5.6 REPORTS

The Chair shall make a report of the minutes and actions taken at any meeting of the Town Executive Committee at the following meeting of the Committee.

ARTICLE 6 DISTRICT LEADERS

6.1 APPOINTMENT

District Leaders shall be appointed by the Town Executive Committee from among the County Committee Members serving in each separate Election District. Members of the Town Executive Committee shall not serve as District Leaders, except where a member of the Town Executive Committee is the only committee member serving in an Election District.

6.2 NUMBER

There shall be a District Leader appointed for each Election District.

6.3 TERM

District Leaders shall serve at the pleasure of the Town Executive Committee.

6.4 DUTIES

A District Leader, in addition to District Leader's duties as a Committee Member, shall be responsible for the coordination of Republican Party and Committee activities within said District Leader's Election District, including:

- (A) Prompt distribution of voter registration books to the other Committee Members in the Election District.
- (B) Prompt and proper circulation and collection of the designating petitions for the Election District.
- (C) Coordination and distribution of election campaign materials to the other Committee Members assigned to the Election District.
- (D) Dissemination of any communications from the Executive Committee to other Committee Members in the Election District.
- (E) If requested by the Executive Committee, the Town Leader, the Chair or the Deputy Leader, shall take the tally at the various polling places in the Election District at the close of the polls for the primary and general elections.
- (F) Such other duties as the Executive Committee shall assign.

ARTICLE 7 OTHER COMMITTEES

7.1 APPOINTMENT

The Chair and the Executive Committee shall have the power to form committees and appoint Committee Members to those committees on an as needed basis.

ARTICLE 8 COMMITTEE FINANCES

8.1 BUDGET

The Treasurer shall prepare and the Executive Committee shall review, submit and approve the Committee's budget for the fiscal year.

8.2 ANNUAL REVIEW

The books and financial records of the Committee shall be reviewed once a year by an independent person with an accounting background who is not an officer of the Committee.

8.3 DUES

All Committee Members are required to pay a due of \$20 payable no later than February 1st of the current calendar year. Members voted in after February 1st of the current calendar year are required to pay a due of \$20 upon admittance into the committee.

8.4 CONTRIBUTIONS

The Committee may accept voluntary contributions, provided that all requirements of state and federal election laws have been met. All contributions are used for candidates and committee materials.

8.5 CAMPAIGN EXPENDITURES

Committee funds which are expended on behalf of one or more 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 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 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 amendments 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 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.

10.2 EFFECTIVE DATE AND CONTINUING EFFECT

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

Revised By-Laws approved by the Hamlin Republican Committee on September 27, 2011

