

BY-LAWS
OF
THE PITTSFORD REPUBLICAN COMMITTEE

As Amended through May 4, 2011

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PREAMBLE

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

ARTICLE 1 - PURPOSES OF COMMITTEE

1.1 The purpose of the Committee shall be:

- (A) To promote diligent, consistent and sustained political action in order to insure 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 Republicanism and its principles.

ARTICLE 2 - MEMBERSHIP

2.1 GENERAL

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

2.2 COMMITTEE MEMBERS

(A) The Committee shall consist of (i) County Committee Members, (ii) Deputy Committee Members and (iii) Honorary Committee Members. Together, they shall be known as the Committee, and individually, as Committee Members. Only County Committee Members shall have one (1) vote at meetings of the Committee. County Committee Members shall also be entitled to a weighted vote at meetings and conventions of the Monroe County Republican Committee.

(B) Each election district in the Town of Pittsford shall be represented on the

Committee by not more than four (4) County Committee Members. County Committee Members shall be elected or appointed as provided in the Election Law, the By-Laws of the Monroe County Republican Party and these By-Laws.

(C) Each election district may also be represented by up to four (4) Deputy Committee Members, who shall be appointed by the Town Leader, after consultation with the Chair.

(D) The Town Leader, after consultation with the Chair, may also appoint, as Honorary Committee Members, those enrolled Republicans who have made outstanding contributions to the community, the Committee or the Republican Party in the Town of Pittsford or elsewhere.

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 should work to communicate the message of the Republican Party 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, organization and conduct of 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.

(C) Specific Duties and Responsibilities include:

- Active participation in at least one standing or *ad hoc* committee, as may be requested by leadership;
- Active support of candidates nominated on the Republican line by passing literature, displaying lawn signs at home, preparing materials for distribution, manning phone banks and going door-to-door with candidates;
- Providing financial support to the committee, and to individual candidates where appropriate;

- During local election years, monitoring the polling place, making the necessary phone calls and other efforts in order to effectuate a maximum Republican voter turnout;
- Voting in every primary and general election;
- Introducing yourself to new residents in your Election District, explaining and extolling our Town government and urging registration as a voter and enrollment in the Republican party;
- Hosting social events in your home to introduce Republican elected officials and Republican candidates to your neighborhood and Election District;
- Attending and voting (when eligible) in all committee meetings and county conventions;
- Attending political rallies where called upon by leadership;
- Being knowledgeable of Town government, its budget, services, elected officials and key management personnel.

2.4 RESIDENCE

County and Deputy Committee Members shall reside within the Town of Pittsford and within the Assembly District of the Election District he or she represents. It is preferred but not required that a County Committee Member also reside in the election district which such Member represents.

2.5 RESIGNATION

(A) Any Committee Member may resign by giving written notice to the Secretary of the Committee. A copy of the resignation of a County Committee Member shall be filed with the Monroe County Republican Committee.

(B) A Committee Member shall be deemed to have resigned upon changing from Republican enrollment or moving his or her voting residence outside of the Town.

2.6 VACANCIES

(A) A vacancy occurring within an election district shall be filled by the Town Leader after consultation with the Chair and the Executive Committee. Where the appointment is

to County Committee position, it will then be referred by the Town Leader to the Monroe County Republican Executive Committee, for ratification of appointment. Until ratification of such appointment by the Executive Committee, the appointee will be considered an “Acting Member” but with all the rights and privileges of membership except as provided in paragraph (B) of this section. If the Monroe County Republican Committee refuses to ratify such appointment, the appointment shall be deemed rescinded.

(B) The filling of any vacancy in a County Committee position shall be subject to the “90 day rule” described in Section 2.03 of the By-Laws of the Monroe County Republican Committee with regard to voting at meetings of the County Committee. For purposes of this rule, existing Committee Members who are appointed to fill vacant positions in election districts other than the district they currently represent will be deemed to represent their old election district for purposes of voting at a meeting of the County Committee held within ninety (90) days of their appointment to fill a vacancy at a new election district.

2.7 REMOVAL OF MEMBERS

(A) Deputy and Honorary Committee Members serve at the pleasure of the Town Leader and may be removed without prior notice.

(B) County Committee Members may be removed from office for the following:

(i) Disloyalty to the Republican Party;

(ii) Corruption in office;

(iii) Failure to reasonably fulfill the duties and responsibilities of a Members of the Committee;

(iv) Failure to attend either three (3) consecutive Committee meetings or six (6) Committee meetings within any twelve (12) month period without prior notification of such absence and reasonable grounds therefore.

(C) Removal of County Committee Members under subdivisions (i) or (ii) of paragraph (B) above shall be made after notice and hearing as provided in the By-Laws of the Monroe County Republican Committee and the Election Law by the Monroe County Republican Committee or authorized subcommittee thereof. Removal of County Committee Members under subdivisions (iii) or (iv) of paragraph (B) above shall be made after notice and hearing as provided in the Election Law by not less than a two-thirds vote of the members present at a meeting of Pittsford Republican Committee.

(D) A County Committee Member may be suspended pending removal proceedings under paragraph (C) above, provided: (1) that the Member shall be given prior notice and an opportunity to be heard before the Executive Committee; (2) the suspension shall be based

upon sufficient evidence to believe that the Member may be subject to removal for any of the grounds set forth in paragraph (B) above; (3) the suspension shall be effective for a maximum period of one hundred and twenty (120) days.

2.8 DISTRICT LEADER

(A) One (1) of the Committee Members from each Election District may be appointed by the Chair, in consultation with the Area Coordinator, 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:

- (i) Organization of the Members of such District;
- (ii) Recommendation to the Town Leader for the recruitment of Members to fill Member vacancies, Election Inspectors, Poll Watchers and Party workers;
- (iii) Prompt and proper circulation of the nominating petitions; and
- (iv) Performing such other duties as may be directed by the Town Leader and/or Chair.

2.9 AREA COORDINATORS

The Town Leader may appoint Members of the Committee to act as Area Coordinators. Each Area Coordinator shall supervise the activities of 4-6 Election Districts.

(A) Term. Area Coordinators serve at the pleasure of the Town Leader.

(B) Duties. The duties of the Area Coordinator shall include:

- (i) Act as liaison between the Executive Committee with the District Leaders and Members;
- (ii) Coordinate activities in the group of Election Districts assigned to them; and
- (iii) Perform such other duties as may be directed by the Town Leader and/or Committee Chair.

ARTICLE 3 - TOWN LEADER

3.1 SELECTION

At the biennial organization meeting of the Committee held as prescribed by law, Members shall vote to recommend to the Chair of the Monroe County Republican Committee, a candidate for appointment as Pittsford Town Leader to represent the County Chair within the Town of Pittsford. The candidate for appointment shall be an enrolled Republican residing in the Town of Pittsford, and a Member of the Committee. The candidate for appointment may be an officer 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, a candidate for recommendation to the County Chair shall be elected at a regular or special meeting of the Committee.

3.3 DUTIES

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

- (A) Overseeing the operations of the Committee and being the chief political spokesperson for the Pittsford Republican Party;
- (B) 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;
- (E) Expending not more than One Thousand Dollars (\$1,000) between Executive Committee meetings for appropriate political purposes;
- (F) Acting as a Member, ex-officio, of all committees;
- (G) Coordinating all campaign activities for all elections within the Town;
- (H) Performing the functions of the Chair in the absence or disability of that officer;
- (I) Promulgating policies to facilitate the operations of the Committee;

(J) Presiding at meetings of the Executive Committee;

(K) Insuring the proper application and enforcement of these By-Laws and other Rules and policies of the Committee.

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) When designated by the Town Leader, or Executive Committee in case of the incapacity of the Town Leader, act as Town Leader, but may not expend funds without the approval of the Executive Committee.

(B) When so requested by the Town Leader, represent the Town Leader at meetings of the Monroe County Republican Executive Committee.

(C) Such other duties as the Town Leader may prescribe, including acting as an ex-officio member of any committee.

ARTICLE 4 - OFFICERS

4.1 NUMBER

The officers of the Committee shall be a Chair, a Secretary, and a Treasurer, and such other 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 Pittsford, and a Member of the Committee. The same person may not hold more than one office.

4.3 DUTIES OF OFFICERS

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

(A) The Chair:

(i) Shall be the chief administrative officer for the Committee, responsible for the proper functioning of the general business and finances of the Committee, for the recruiting of members and for coordinating election campaigns.

(ii) Provides support to the Town Leader in the management of the political affairs, business and operations of the Committee and advises the Leader with respect to all appointments to Standing and other committees;

(iii) With the Town Leader, presides at all meetings of the Committee and the Executive Committee; and

(iv) With the Town Leader, is a Member, ex-officio, of all committees.

(B) 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 the 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 a Secretary Pro-Tem.

(C) The Treasurer shall keep an account of all money received and expended for the use of the Committee; deposit all sums received in a bank or banks approved by the Executive Committee; disburse funds from time to time as approved by the Town Leader or 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 Chair 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 Chair may appoint a Treasurer Pro-Tem.

4.4 REMOVAL

Any officer, including the Town Leader, may be removed by two-thirds vote of the Committee and his/her successor elected by majority vote of the Committee. If the Committee does not elect a successor, the Executive Committee may fill the position with an interim appointee. In the case of the Town Leader, an interim appointee shall be subject to the approval of the Chair of the County Committee.

4.5 VACANCIES

Any vacancy occurring among the officers, except the Town Leader or Chair, may be filled by appointment by the Chair, 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. A vacancy in the Chair shall be filled in the interim 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.

ARTICLE 5 - EXECUTIVE COMMITTEE

5.1 MEMBERSHIP

The Executive Committee shall consist of the Town Leader, Deputy Town Leader (if any), the officers of the Committee, and the Area Coordinators and up to four (4) other members of the committee, who may be appointed by and serve at the pleasure of the Town Leader, who shall consult with the Chair before making any such appointments.

5.2 FUNCTIONS OF EXECUTIVE COMMITTEE

The Executive Committee shall:

(A) Support, advise and assist in the activities, affairs and business of the Committee:

(B) Exercise, so far as is consistent with law, all of the powers of the Committee in the intervals between meetings of the Committee, including the expenditure of Committee funds.

5.3 TERM

The Town Leader, Deputy Town Leader, officer, and Area Coordinator Members of the Executive Committee, shall serve so long as they shall hold such position in the Committee.

5.4 QUORUM

Twenty-Five Percent (25%) of the voting Members of the 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 (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 no fewer than four (4) regular meetings each year. The Executive Committee shall also meet on the call of 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 the Chair or the Chair's designee not less than five (5) days prior to the date of the meeting.

5.7 REPORTS

The Chair shall make a report of the minutes and actions taken at any meeting of the

Executive Committee at the following meeting of the Committee.

ARTICLE 6 - COMMITTEE MEETINGS

6.1 THE ORGANIZATION MEETING

The Committee shall hold an Organization Meeting biennially within fifteen (15) days after its 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 or appropriate.

6.2 THE DESIGNATION MEETING

The Committee shall hold a meeting to designate candidates for public office prior to the initial date for the signing of the official designating petitions.

6.3 REGULAR MEETINGS

(A) Regular Meetings shall be called by the Leader, after consultation with the Chair. A schedule of all Regular Meetings for the coming calendar year shall be sent to all Committee Members by January 31st each year. Any notice of change in the schedule must be sent at least ten (10) days in advance to all Committee Members.

(B) There shall not be less than four (4) Regular Meetings per year, which may include the Organization Meeting and the Designation Meeting.

6.4 SPECIAL MEETINGS

A special meeting may be held on the call of the Chair or the Leader, or upon the petition of fifteen percent (15%) of the Committee Members, delivered to the Secretary, or in his or her absence, to any officer of the Committee or the Secretary of the County Committee. A Special Meeting must be held not less than ten (10) days nor more than twenty (20) days from the date the petition is delivered or the request is made by the Chair or the Leader. In the event that the Secretary fails to send notice of such a meeting within ten (10) days after the receipt of such petition or call the Chair or the Leader, the notice shall be made and delivered by any two officers of the Committee or, if no such notice is made or delivered after another five (5) days, then such notice shall be made immediately by the Secretary of the County Committee.

6.5 EMERGENCY MEETINGS

An Emergency Meeting of the Committee may be called by the Leader or the Chair upon not less than twenty-four (24) hours notice, sent by telephone, e-mail or personally delivered to 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 thirty (30) days of the date of the Emergency Meeting.

6.6 NOTICE

Except as provided above for Emergency Meetings, notice of the time and place of every meeting shall be given by telephone message, mailing or e-mailing a Notice of Meeting to each member not less than five (5) days nor more than thirty (30) days prior to such meeting. Such notice shall be directed to each Member at his/her mail or e-mail address as it appears on the record of the Committee.

6.7 QUORUM

At all meetings of the Committee, there shall be present in person at least twenty-five percent (25%) of the Members in order to constitute a quorum. If a quorum is not present, a lesser number may adjourn the meeting to some future date 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. A meeting at which a quorum is initially present may transact business thereafter until its adjournment irrespective of the number present thereafter.

6.8 VOTING

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

(B) All motions shall be approved by majority vote of those present and entitled to vote.

(C) The election of officers, including the Town Leader, and the designation of candidates for office shall be done by secret ballot if two or more candidates have been nominated. All other voting shall be done in an open manner unless one-third (1/3) 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 at the counting and certification of votes in a secret ballot. The results shall be certified to the Town Leader, or in the case of the election or the Town Leader, to the Chair. The number of ballots cast for each candidate in any secret ballot shall be disclosed only if approved by majority vote of those present.

6.9 ATTENDANCE

All meetings of the Committee will be open to attendance by all Committee Members.

6.10 CONDUCT OF MEETINGS

The Leader 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 Bylaws, 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 the business of the meeting.

6.11 ORDER OF BUSINESS

Unless otherwise directed by the Leader, the order of business at meetings of the Committee shall be as follows:

- 1) Call of Roll or Sign-In
- 2) Pledge of Allegiance
- 3) Election of Officers
- 4) Endorsement of Candidates
- 5) Amendment of By-Laws
- 6) Old Business
- 7) New Business
- 8) Filling of Vacancies
- 9) Adjournment

ARTICLE 7 - STANDING AND OTHER COMMITTEES

7.1 FUNDRAISING COMMITTEE

The Chair, with the approval of the Town Leader, shall appoint a Fundraising Committee, which shall consist of the Treasurer, ex-officio, and such other Members of the Committee as the Chair shall appoint. Such Committee shall be in charge of fundraising for the Committee and shall perform such other functions as may be from time to time directed by the Executive Committee.

7.2 CAMPAIGN COMMITTEE

The Chair, with the approval of the Town Leader, shall appoint a Campaign Committee for each election. 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 Pittsford and the local portion of the campaigns for candidates from larger jurisdictions.

7.3 CANDIDATE SCREENING COMMITTEE

Whenever an elected office in the Town of Pittsford, or within a larger jurisdiction encompassing the Town of Pittsford or a portion thereof, is to be filled, the Chair, with the approval of the Town Leader, shall appoint a Candidate Screening Committee to consist of not less than five (5) Members of the Committee, one of whom shall be designated as Chair, and one alternate 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 may recommend one or more qualified persons to the Committee for consideration for nomination, selection or recommendation, as appropriate. The Committee shall, where appropriate, provide the full Committee with a choice of candidates to fill an elected office.

7.4 EDUCATION AND MEMBERSHIP COMMITTEE

The Chair, with the approval of the Town Leader, shall appoint an Education and Membership Committee whose duties shall be to conduct a continuing education program for all Members of the Committee and to assist in securing new and replacement members for the Pittsford Republican Committee. The Education and Membership Committee shall have such other duties as directed by the Town Leader.

7.5 SOCIAL COMMITTEE

The Chair will appoint a Social Committee to plan for and conduct social events for the Pittsford Republican Committee.

7.6 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 Chair, with the approval of the Town Leader, shall appoint a Nominating Committee of no fewer than five (5) committee members, one of whom shall be designated as the 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 a personal interview if practicable) all qualified persons who have indicated an interest in the vacancy to the Committee, and shall recommend one or more candidates to the Committee.

7.7 ADDITIONAL COMMITTEES

The Chair, with the approval 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 them), 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

7.8 COMMITTEE MEMBERSHIP

The Town Leader and the Chair shall be ex-officio Members of all Committees.

ARTICLE 8 - CANDIDATE SELECTION

8.1 CANDIDATE SELECTION

(A) Candidates shall be selected by unweighted vote of the Committee at a meeting called for that purpose, except that Members shall have a weighted vote at all County Conventions.

(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 continuing until there is a majority vote.

8.2 BALLOTS

Ballots in any contested election shall be secret, that is, the identity of the voter shall not be revealed.

ARTICLE 9 - COMMITTEE FINANCES

9.1 BUDGET

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

9.2 FISCAL YEAR

The Fiscal Year end shall be December 31st.

9.3 BIENNIAL REVIEW

The books and financial records of the Committee shall be reviewed at least every two (2) years by an independent person with an accounting background, who shall not be an officer nor personally related or professionally affiliated with an officer of the Committee.

9.4 DUES

There shall be no dues, either mandatory or voluntary.

9.5 CONTRIBUTIONS

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

9.6 CAMPAIGN EXPENDITURES

Committee funds which are expended on behalf of one or more candidates must be approved, in advance, by the Executive Committee or Town Leader, as provided herein.

9.7 BORROWING

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

ARTICLE 10 - AMENDMENT OF BY-LAWS

10.1 These By-Laws may be amended by a two-thirds (2/3) vote of the Committee Members present and voting at any meeting of the Committee, provided that a copy of the proposed amendments has been given, mailed or e-mailed to each voting member at least two (2) weeks prior to the date of the meeting. Upon a majority vote of the Executive Committee and a two-thirds vote of the Committee, a By-Law may be temporarily suspended.

ARTICLE 11 - MISCELLANEOUS PROVISIONS

11.1 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 with the Rules of the Monroe County Committee or with the Election Law.

11.2 AVAILABILITY OF RECORDS

The names, addresses (including e-mail) and telephone numbers of Committee Members shall be available to Committee Members and members in good standing of the Republican Party within a reasonable time after request, upon a showing that such list will be used solely for Party purposes or activities. No information regarding Committee members may be disclosed for any other purpose, whether commercial or otherwise, without the Member's specific, prior consent. A Member may request that his/her addresses and telephone numbers not be disclosed, and the Chair, Town Leaders or Executive Committee may act to deny such information if there is reason to believe that it will be inappropriately utilized.

11.3 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 shall govern.

11.4 EFFECTIVE DATE AND CONTINUING EFFECT

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

11.5 VALIDITY

If any provision of these By-Laws shall be declared invalid, the remainder shall continue in full force and effect as if the invalid provision had not been a part hereof.

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