

BY LAWS
OF THE
RIGA REPUBLICAN COMMITTEE

As Amended April 2015 approved by
the committee June 17, 2015

Table of Contents

PREAMBLE.....	3
ARTICLE 1 - PURPOSES OF COMMITTEE.....	3
ARTICLE 2 - MEMBERSHIP	3
ARTICLE 3 - TOWN LEADER.....	6
ARTICLE 4 – OFFICERS	7
ARTICLE 5 - EXECUTIVE COMMITTEE	8
ARTICLE 6 - COMMITTEE MEETINGS.....	9
ARTICLE 7 - STANDING AND OTHER COMMITTEES.....	11
ARTICLE 8 - CANDIDATE SELECTION.....	12
ARTICLE 9 - COMMITTEE FINANCES	13
ARTICLE 10 - AMENDMENT OF BY-LAWS.....	13
ARTICLE 11 - MISCELLANEOUS PROVISIONS	14

PREAMBLE

These by-laws shall constitute the rules and regulations for governance of the Town Republican Committee (the "Committee") of the Town of Riga, County of Monroe, and State of New York. The name of this organization shall be known as the Riga Republican Committee.

ARTICLE 1 - PURPOSES 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 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 citizens who are duly enrolled to participate in the primary elections of the Republican Party and who reside within the Town of Riga except those persons who are currently elected public officials of the Town of Riga or the Village of Churchville

2.2 COMMITTEE MEMBERS

- (A) The Committee shall consist of (24) County Committee Members. Committee Members shall have one vote at meetings of the Committee. Voting is limited to Committee members only.
- (B) Each election district in the Town of Riga 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 Bylaws of the Monroe County Republican Party.
- (C) At the Committee Organization Meeting, described below, and from time to time thereafter at the discretion of the Committee as then constituted, the Committee may, by majority vote of those present, elect any enrolled Republican voter who resides in the Town as an Honorary Member. Honorary Members shall serve terms ending upon the following biennial primary day at which County Committee Members are elected.
- (D) Honorary members (up to twelve) are non-voting persons who currently reside in the Town of Riga, and, who for their outstanding contributions to the Committee, the

Republican Party in the Town of Riga and elsewhere, are designated honorary members by a majority vote of those present. Honorary members receive all the notices of the Committee activities, may serve on subcommittees of the Committee (except the Executive, Nominating and Screening Committees), and may participate in any of the Committee meetings. They are not eligible to serve as an officer of the Committee.

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 effectively to the individual voter, and furnish information from the individual voter to the Republican Party. Under the guidance of the District Leader, and the Town 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 a minimum of 50% of the 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 the County Annual Convention.
- (C) Through a majority vote, the Committee can determine if a Committee Member has not met the duties of a Committee member as prescribed in sections 2.3A and 2.3B. This vote authorizes the Committee Chair to send a formal correspondence to that member entitled "intention to Continue as Committee Member". The Chair shall share the response from the member with the Committee. Based on the response of the Member, the Committee, through a majority vote, may authorize that the Committee Chair provide a formal correspondence to that member entitled "Request for Resignation".

2.4 RESIDENCE

- (A) A County Committee Member shall reside within the Town of Riga and within the Assembly 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.
- (B) An Honorary Member shall reside in the Town of Riga.

2.5 RESIGNATION

- (A) Any Committee Member may resign by giving written notice to the Secretary of the Committee. 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.

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

2.6 VACANCIES

- (A) A vacancy occurring in a County Committee position shall be filled by the County Committee under the rules provided in the Bylaws of the Monroe County Republican Committee, following the recommendation of the Leader and approval of the recommendation by a majority vote by the Town Committee. Potential committee persons shall be required to attend at least one regular Town Republican Committee meeting within 90 days prior to the committee recommendation vote.
- (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 Bylaws 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 90 days of their appointment to fill a vacancy in a new election district.

2.7 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 Leader to the County Secretary, after notice and hearing in accordance with the Bylaws of the Monroe County Republican Committee and the Election Law. Grounds for removal are:
 - (i) Disloyalty to the Party; or
 - (ii) 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 Riga.
- (C) Honorary Members may be removed at any time, with or without cause, by majority vote of those present at a meeting of the Committee.

2.8 DISTRICT LEADER

- (A) One (1) of the Committee Members from each Election District may be appointed by the Town Leader to serve as the District 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) Recruitment of members to fill District vacancies, Election Inspectors, Poll Watchers and party workers;
 - (iii) Prompt and proper circulation of the nominating petitions;
 - (iv) Performing such other duties as may be directed by the Town Leader.

2.9 COMMITTEE MEMBERS FROM THE VILLAGE OF CHURCHVILLE

- (A) The Committee may, if deemed appropriate, form a Village of Churchville Republican Committee, whose members are all residents in the Village of Churchville. The Town Leader may appoint a Chair for the Village Committee subject to approval by the Chair of the Monroe County Republican Committee. The Committee may establish rules and procedures for the conduct of business by the Village Committee, subject to the approval by the Chair of the County Committee.

ARTICLE 3 - TOWN LEADER

3.1 SELECTION

At the biennial (every two years) 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 Riga Republican Town Leader to represent the County Chair within the Town of Riga. The candidate for appointment shall be an enrolled Republican residing in the Town of Riga and a member of the Committee. The candidate for appointment may be an officer of the Committee except for Treasurer.

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. To facilitate such election, the Committee Chair may request the Nominating Committee to make recommendations for selection as to 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 Riga 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.
- (E) The Town Leader shall be permitted to act as Chairperson of the Committee subject to a majority vote of the committee at the biennial organization meeting of the Committee.

3.4 DEPUTY TOWN LEADER

The Town Leader shall 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 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 a Town Leader, 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 years and until a successor is elected. Each officer must be an enrolled Republican, a resident of the Town of Riga 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. Officers shall not be related by marriage, including members of the same family.

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 the affairs, business and operations of the Committee;
 - (ii) Presides at all meetings of the Committee and the Executive Committee; and
 - (iii) Is a member, ex-officio, of all committees.
- (B) The Vice Chair shall act as Chair during the absence or disability of the Chair, 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, minutes and attendance 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 with 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. The Secretary shall provide a copy of the previous meeting minutes to all Committee members for review and approval. The elected officials report shall not be required to be recorded as part of the Committee meeting minutes.

- (D) 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 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 except the Leader, may be removed by majority vote of the full Committee as currently seated, and his/her successor elected by vote of the full Committee as currently seated. If the full Committee does not elect a successor officer, the Executive Committee may fill the position with an interim appointee.

4.5 VACANCIES

Any vacancy occurring among the officers, except the Town Leader or the 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 the Vice Chair, if any, and if not, then 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, Chairman, Vice-Chair, and the officers of the Committee elected at the biennial organizational meeting of the Committee, with vacancies to be filled by the Chair with concurrence of the Town Leader. In addition, former Town Leaders and Committee Chairs residing in the Town of Riga shall be ex-officio members without vote, for a period of two (2) years after leaving office.

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.

5.3 TERM

The Town Leader, Deputy Town Leader, Committee Officers, and District Leaders will serve as members of the Executive Committee and shall serve so long as they shall hold such position in the Committee.

5.4 QUORUM

A majority 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 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 meet on the call of the Town leader, Chair, or upon the call of any five members. Notices specifying the time and place of all meetings shall be sent by the Chair or Chair's designee not less than twenty-four hours 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 biannually within 30 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 and appropriate.

6.2 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 the signing of the official designating petitions.

6.3 REGULAR MEETINGS

- (A) Regular Meetings shall be called by the Chair. A schedule of all regular meetings for the coming calendar year shall be delivered to all Committee members by January 31 each year. Any notice of change in the schedule must be delivered at least 10 days in advance to all Committee Members.

- (B) There shall be not less than six Regular Meetings per year, which may include the nomination Meeting and the Designation Meeting. The meetings shall be held not less than 20 days or more than 120 days apart.

6.4 SPECIAL MEETINGS

A Special Meeting may be held on the call of the Chair or upon the petition of 15 percent of the Committee Members delivered to the Secretary, or in his or her absence, to the Secretary of the County Committee. A Special Meeting must be held not less than 10 days nor more than 20 days from the date the petition is delivered or the request is made by the Chair. 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, 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 shall be made immediately by the Secretary of the County Committee.

6.5 EMERGENCY MEETINGS

Emergency Meeting of the Committee may be called by the Leader or the Chair upon not less than 24 hours' notice delivered by telephone 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 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 mail/email a notice of meeting to each member not less than ten days or more than twenty days prior to such meeting. Such notice shall be directed to each member at his/her address/email 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 forty percent (40%) of the 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 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 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 of any secret ballot shall not be disclosed.

- (D) Proxies and absentee ballots, whether written or otherwise, shall not be allowed at meetings of the Town Committee, the Executive Committee or of any committees of the Committee.

6.9 ATTENDANCE

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

6.10 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 Bylaws, New York State laws or the Bylaws 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

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) Secretaries Report (Reading minutes of the previous meeting)
- 4) Treasurer's Report
- 5) Report of Elected Officials
- 6) Reports of Committees
- 7) Old Business
- 8) New Business
- 9) Filling of Vacancies
- 10) Adjournment

ARTICLE 7 - STANDING AND OTHER COMMITTEES

7.1 COMMITTEE APPOINTMENTS

The Chair, shall appoint all Standing and other Committees.

7.2 FUND RAISING COMMITTEE

The Chair may appoint a Fund Raising Committee which shall consist of the Treasurer, ex-officio, and other members the Chair shall appoint. 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.

7.3 CAMPAIGN COMMITTEE

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 Riga and the local portion of the campaigns for candidates from larger jurisdictions.

7.4 CANDIDATE SCREENING COMMITTEE

Whenever an elected office in the Town of Riga, or within a larger jurisdiction encompassing the Town of Riga or a portion thereof, is to be filled, the Town Leader may 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 recommend one or more persons to the Committee for consideration for nomination selection or recommendation as appropriate.

7.5 ADDITIONAL COMMITTEES

The Chair, may appoint such other committees as deemed necessary and shall appoint such other committees as may be directed by the Executive Committee or the Committee as a whole, from time to time, to 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.

ARTICLE 8 - CANDIDATE SELECTION

8.1 MEETINGS

There shall be one or more candidate information meetings held for all offices for which the Committee will designate a candidate or for which Committee Members shall be eligible to vote at a Committee meeting, a County Committee convention or at a mini-convention. Any announced Republican candidate for each office shall be responsible for notifying the Secretary of his or her interest in attending and making a presentation before such a candidate information meeting and shall be given fair and equal opportunity to make an appearance before the Committee. The announced Republican candidate shall provide the committee secretary a minimum of 30-day notice prior to the next scheduled candidate information meeting.

8.2 CANDIDATE SELECTION

- (A) Candidates shall be selected by un-weighted vote of the Committee at a meeting called for that purpose.

- (B) With quorum established, a majority vote of those present 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.

8.3 VILLAGE OFFICES

Only Committee members who reside in the Village of Churchville shall be entitle to vote on the designation of candidates for the Village offices. The selection of candidates shall be pursuant to the procedures as set forth in Section 8.2 above. Pursuant to the By-Laws of the Monroe County Republican Committee, the nomination of party candidates for Village offices shall be made by primary elections.

8.4 BALLOTS

Ballots in any contested election shall be secret and the results shall not be made known to the Committee.

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 start 1/1 and end 12/31

9.3 ANNUAL REVIEW

The books and financial records of the Committee shall be reviewed at least every two 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 Committee.

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 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 two (2) weeks prior to the date of the meeting.
- 10.2 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 mailed to each voting Member at least two weeks prior to the date of the meeting.
- 10.3 A draft of the proposed amended By-laws shall be provided to the Monroe County Republican Committee legal counsel for review and approval.

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 Laws.

11.2 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 use in 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.

11.3 GOVERNING LAW

The by-laws shall be subject to the provisions of the New York State Election Laws and the Rules and Regulations of the Monroe County Republican Committee, and in the event of a conflict, the Election Law and the County Committee Rules and Regulations shall govern.

11.4 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.