

BY LAWS

of the

CHILI REPUBLICAN

COMMITTEE

Adopted: March 15, 2001

Table of Contents

<i>Preamble</i>	<i>1</i>
<i>Article 1 – Purpose of the Committee</i>	<i>1</i>
<i>Article 2 – Membership</i>	<i>1</i>
<i>General</i>	<i>1</i>
<i>Committee Members</i>	<i>1</i>
<i>Duties</i>	<i>1</i>
<i>Residence</i>	<i>2</i>
<i>Resignation</i>	<i>2</i>
<i>Vacancies</i>	<i>3</i>
<i>Removal</i>	<i>3</i>
<i>District Leader</i>	<i>3</i>
<i>Area Leaders</i>	<i>4</i>
<i>Article 3 – Officers</i>	<i>5</i>
<i>Number</i>	<i>5</i>
<i>Election</i>	<i>5</i>
<i>Duties</i>	<i>5</i>
<i>Removal</i>	<i>6</i>
<i>Vacancies</i>	<i>7</i>
<i>Article 4 – Executive Committee</i>	<i>8</i>
<i>Membership</i>	<i>8</i>
<i>Functions</i>	<i>8</i>
<i>Term</i>	<i>8</i>
<i>Quorum</i>	<i>8</i>
<i>Voting</i>	<i>8</i>
<i>Meetings</i>	<i>8</i>
<i>Reports</i>	<i>8</i>
<i>Article 5 – Committee Meetings</i>	<i>9</i>
<i>Organizational Meeting</i>	<i>9</i>
<i>Designation Meeting</i>	<i>9</i>
<i>Regular Meetings</i>	<i>9</i>
<i>Special Meetings</i>	<i>9</i>
<i>Emergency Meeting</i>	<i>9</i>
<i>Notice</i>	<i>10</i>
<i>Quorum</i>	<i>10</i>
<i>Voting</i>	<i>10</i>
<i>Attendance</i>	<i>10</i>
<i>Conduct of Meetings</i>	<i>10</i>
<i>Order of Business</i>	<i>11</i>

<i>Article 6 – Standing and Other Committees</i>	12
<i>Fund Raising</i>	12
<i>Candidate Screening</i>	12
<i>Additional Committees</i>	12
<i>Appointment of Inspector Coordinator</i>	13
<i>Article 7 – Candidate Selection</i>	14
<i>Candidate Selection</i>	14
<i>Ballots</i>	14
<i>Article 8 – Committee Finances</i>	15
<i>Budget</i>	15
<i>Fiscal Year</i>	15
<i>Annual Review</i>	15
<i>Dues</i>	15
<i>Contributions</i>	15
<i>Campaign Expenditures</i>	15
<i>Article 9 – Adoption/Amendment of By-laws</i>	16
<i>Article 10 – Miscellaneous Provisions</i>	17
<i>Additional Rules</i>	17
<i>Availability of Records</i>	17
<i>Governing Law</i>	17
<i>Effective Date and Continuing Effect</i>	17

PREAMBLE

These Bylaws shall constitute the rules and regulations for governance of the Republican Committee of the Town of Chili, County of Monroe, State of New York, (herein after known as the 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 the 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 Chili.

2.2 COMMITTEE MEMBERS

- (A) The Committee shall consist of County Committee Members. They shall be known as the Committee and individually as Committee Members. All Committee Members shall have one vote at meetings of the Committee.
- (B) Each election district in the Town of Chili shall be represented on the Committee by not more than four (4) Committee Members. Committee Members shall be elected or appointed as provided in the Bylaws of the Monroe County Republican Party.

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 Committee Member should be familiar with his/her neighbors and their political and governmental interests. The Committee 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 Committee Members shall: circulate nominating petitions; encourage and assist in voter registration work; assist in the 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. Committee Members are expected to attend all meetings of the Monroe County Republican Committee.

2.4 RESIDENCE

- (A) A Committee Member shall reside within the Town of Chili 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.

2.5 RESIGNATION

- (A) Any Committee Member may resign by giving written notice to the Recording Secretary of the Committee. Such resignation shall become effective upon acceptance by the Chair/Town Leader. A copy of the resignation shall be filed with the Monroe County Republican Committee by the Recording Secretary.
- (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 Committee position shall be filled by the Committee under the rules provided in the Bylaws of the Monroe County Republican Committee, following nomination and election by paper ballot, by 50% + 1 of the voting Committee Members.
- (B) The filling of any vacancy in a Committee position shall be subject to the "90 day rule" described in §2.03 of the Bylaws of the Monroe County Republican Committee with regard to voting at meetings of the Monroe County Republican 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 Monroe County Republican Committee held within 90 days of their appointment to fill a vacancy in a new election district.

2.7 REMOVAL

- (A) Committee Members may be removed by the Monroe County Republican Committee after recommendation by the Town Executive Committee as submitted by the Chair/Town Leader to the Monroe County Republican Committee 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 Committee Member shall be deemed to have resigned upon enrollment in another political party or removal of residence from the Town of Chili.

2.8 DISTRICT LEADER

- (A) One (1) of the Committee Members from each Election District shall be elected by the Committee Members of such Election District 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,
 - (iii) Prompt and proper circulation of the nominating petitions;
 - (iv) Performing such other duties as may be directed by the Chair/Town Leader.

2.9 AREA LEADERS

The Committee Members of the Election Districts consisting of an Area, as determined by the Chair/Town Leader shall elect an Area Leader. Each Area Leader shall supervise the activities of 4-6 District Leaders. Upon the vacancy of an Area Leader, the Chair/Town Leader shall appoint a replacement from within the corresponding Area.

(A) DUTIES

The duties of Area Leaders shall include:

- (i) Act as liaison between the Executive Committee and the District Leaders,
- (ii) Coordinate activities in the group of Election Districts consisting of the Area assigned to them,
- (iii) Such other duties as the Chair/Town Leader shall assign.

ARTICLE 3 - OFFICERS

3.1 NUMBER

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

3.2 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 Chili 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/Town Leader and Treasurer.

3.3 DUTIES

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

- (A) The Chair/Town Leader is responsible for:
- (i) Being the chief political spokesperson for the Chili Republican Party.
 - (ii) Recommending and coordinating political policy for the Committee.
 - (iii) Reporting regularly to the Committee about the activities and concerns of the Monroe County Republican Committee.
 - (iv) Attending or designating someone to attend on behalf of the Chair/Town Leader at Monroe County Republican Executive Committee meetings.
 - (v) Has the responsibility for the management of the affairs, business and operations of the Committee.
 - (vi) Presides at all meetings of the Committee and the Executive Committee.
 - (vii) Is a member, ex-officio, of all committees.

(B) The Vice Chair shall:

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

(C) The Recording Secretary shall give notice of, and attend, all meetings of the Committee and the Executive Committee; record all votes and minutes of all meetings in appropriate record books; prepare and keep current a list, by election district, of all of the members of the Committee; and perform such other duties as provided herein and as may be required by the Chair. In the case of absence or disability of the Recording Secretary the Chair may appoint a Secretary pro tem.

(D) The Corresponding Secretary will provide notice of all meetings of the Committee; will notify the Monroe County Republican Committee Chairman of the result of the Organizational Meeting; maintain a correct and current name, address and telephone file of all Committee members by Election District; will compose all business and social correspondence of the Committee, with approval of the Chair/Town Leader; generate news releases for the media as directed by the Chair/Town Leader; will maintain related records for a period of six (6) years; will pass on all current and historical correspondence to his/her successor; in the absence or disability of the Recording Secretary, will perform those functions.

(E) 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.

3.4 REMOVAL

Any officer, including the Chair/Town Leader, may be removed by a majority vote of at least 50 percent of the full Committee and his/her successor elected by a majority vote of at least 50 percent of the full Committee. If the Committee does not elect a successor, the Executive Committee may fill the position with an interim appointee.

3.5 VACANCIES

Any vacancy occurring among the officers, except the Chairman/Town Leader, may be filled by appointment by the Chair/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.

A vacancy in the Chair/Town Leader shall be filled in the interim by the Vice Chair, if any, and if not, then by appointment by the Executive Committee. Such appointment shall continue until the next Organizational Meeting of the Committee, or of a meeting especially called for the purpose of electing a Chair/Town Leader, at which time the Committee shall fill the vacancy by election.

ARTICLE 4 - EXECUTIVE COMMITTEE

4.1 MEMBERSHIP

The Executive Committee shall consist of the Chairman/Town Leader, the other officers of the Committee, the Area Coordinators, with vacancies to be filled by the Chairman/Town Leader.

4.2 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.

4.3 TERM

The Officer and Area Leader members of the Executive Committee shall serve so long as they shall hold such position in the Committee.

4.4 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 thereafter.

4.5 VOTING

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

4.6 MEETINGS

The Executive Committee shall schedule not less than two regular meetings each year. The Executive Committee shall also meet on the call of the Chair/Town leader, or upon the call of any five members. Notices specifying the time and place of all meetings shall be sent by the Chair/Town Leader or designee not less than five days prior to the date of the meeting.

4.7 REPORTS

The Chair/Town Leader 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 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 and appropriate.

5.2 NOMINATING MEETING

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

5.3 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 Organization Meeting and the Designation Meeting. The meetings shall be held not less than 20 days nor more than 120 days apart.

5.4 SPECIAL MEETINGS

A Special Meeting may be held on the call of the Chair/Town Leader or upon the petition of 15 percent of the Committee Members delivered to the Corresponding Secretary, or in his or her absence, to the Secretary of the Monroe County Republican 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/Town Leader. In the event that the Corresponding Secretary fails to send notice of such a meeting within ten days after the receipt of such petition or call of the Chair/Town 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 shall be made immediately by the Secretary of the Monroe County Republican Committee.

5.5 EMERGENCY MEETINGS

An Emergency Meeting of the Committee may be called by the Chair/Town Leader with 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.

5.6 NOTICE

Except as provided above for Emergency Meetings, notice of the time and place of every meeting shall be given by mailing a notice of meeting to each member not less than ten days nor more than twenty 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 present in person at least twenty-five percent (25%) of the Committee Members in order to constitute a quorum. If a quorum is not present, a lesser number may adjourn the meeting to the next scheduled Regular Meeting. 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

- (A) At all meetings of the Committee each Committee 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 Chair/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/Town Leader 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 Committee, the Executive Committee or of any committees of the Committee.

5.9 ATTENDANCE

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

5.10 CONDUCT OF MEETINGS

The Chair/Town 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 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.

5.11 ORDER OF BUSINESS

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

1. Call to Order
2. Pledge of Allegiance/Invocation
3. Determination of Quorum
4. Introduction of Guests
5. Secretary Report
6. Treasurer's Report
7. Election of Officers
8. Endorsement of Candidates
9. Amendment of Bylaws
10. Old Business
11. New Business
12. Filling of Vacancies
13. Announcements
14. Adjournment

ARTICLE 6 - STANDING AND OTHER COMMITTEES

6.1 FUND RAISING COMMITTEE

The Chair/Town Leader shall appoint a Fund Raising Committee which shall consist of the Treasurer (Ex-officio), and other members of the Committee. The Fund Raising Committee shall be in charge of fund raising for the Committee and shall perform such other functions as may be from time to time directed by the Executive Committee.

6.2 CANDIDATE SCREENING COMMITTEE

Whenever an elected office in the Town of Chili, or within a larger jurisdiction encompassing the Town of Chili or a portion thereof, is to be filled, the Candidate Screening Committee shall interview and recommend candidates for the respective elected offices.

The Chair/Town Leader shall serve as the Candidate Screening Committee Chair unless he/she is a candidate for elected office. In the event that the Chair/Town Leader is a candidate, the Vice Chair assumes this responsibility. The Chair/Town leader will not have a vote on the recommendation of a candidate unless there is a tie vote among the members of the Candidate Screening Committee. The Chair/Town Leader shall then cast the tie breaking vote.

The Candidate Screening Committee shall be composed of not less than ten (10) Committee Members, none of whom are candidates.

There shall be two (2) Representatives and one (1) Alternate from each Area. The Representative and Alternates will be determined at the Organizational Meeting by Committee Members of each Area.

Vacancies occurring on the Candidate Screening Committee will be replaced within ten (10) days by the same process. Should an Area not so act within ten 10 days of the vacancy, the Chair/Town Leader may appoint a Representative or Alternate from that Area to fill the vacancy.

The Candidate Screening Committee Chair will present a list of all potential candidates at the Nominating Meeting indicating those recommended for a given office.

6.3 ADDITIONAL COMMITTEES

The Chairman/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/Town Leader (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.

6.4 APPOINTMENT OF ELECTION INSPECTOR COORDINATOR

An Election Inspector Coordinator will be appointed by the Chair/Town Leader and approved by the Monroe County Board of Elections. The Election Inspector Coordinator will recruit Election Inspectors, maintain their training status, and assign them to the appropriate Election District polling place. The Election Inspector Coordinator will monitor Election Inspectors and polling places during Primary and General Elections.

ARTICLE 7 - CANDIDATE SELECTION

7.1 CANDIDATE SELECTION

- (A) Candidates shall be selected by un-weighted vote of the Committee at a Nominating 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 continuing until one candidate receives a majority vote.

7.2 BALLOTS

Ballots in any contested election shall be secret and the count shall not be announced to the Committee.

ARTICLE 8 - COMMITTEE FINANCES

8.1 BUDGET

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

8.2 FISCAL YEAR

The Fiscal Year end shall be January 10th.

8.3 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.

8.4 DUES

There shall be no mandatory dues.

8.5 CONTRIBUTIONS

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

8.6 CAMPAIGN EXPENDITURES

Committee funds which are expended on behalf of one or more candidates must be approved, in advance, by the Committee, or in a case when the Chair/Town Leader deems an emergency exists, by the Executive Committee.

8.7 BORROWING

The Committee shall not undertake any borrowing, or pledging of the assets of the Committee, unless authorized by the Executive Committee.

ARTICLE 9 – ADOPTION/AMENDMENT OF BY-LAWS

9.1 ADOPTION

These Bylaws 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 Bylaws have been given or mailed to each voting member at least four (4) weeks prior to the date of the meeting.

9.2 AMENDMENT

These Bylaws 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.

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 with the Rules of the Monroe County Republican Committee or with the New York State Election Laws.

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 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.

10.3 GOVERNING LAW

The Bylaws 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 New York State Election Law and the Monroe County Republican 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 Committee hereafter elected until repealed or superseded.