

**BYLAWS  
OF THE  
SWEDEN REPUBLICAN COMMITTEE**

Adopted April 24, 2002  
(Modified 1/20/09)

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## **PREAMBLE**

These Bylaws shall constitute the rules and regulations for governance of the Sweden Republican Committee (the “Committee”) of the Town of Sweden, County of Monroe, State of New York.

## **ARTICLE 1 – PURPOSES OF COMMITTEE**

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 Republican ideals and 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 Sweden.

### **2.2 COMMITTEE MEMBERS**

- A. The Committee shall consist of Committee Members. They shall be known as the Committee and individually as Committee Members. Only County Committee Members shall have a vote at meetings of the Committee.
- B. Each election district in the Town of Sweden 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 Member.

### 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, 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.

### 2.4 *RESIDENCE*

- A. A County Committee Member shall reside within the town of Sweden 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 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 after consultation with the Chair and approval of the recommendation by the Town Committee.
- 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

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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 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 Sweden.

### 2.8 *DISTRICT LEADERS*

A. One (1) of the Committee Members from each Election District shall be appointed by the Chair to serve as the District Leader at the pleasure of the Chair.

B. District Leaders are responsible for the management and coordination of political activities within the District. Specific duties include:

- i. Organization of 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 Chair

### 2.9 *SENIOR COMMITTEE MEMBERS*

Any Committee Member who has served a total of eight years as a member of the Committee may elect to become a Senior Committee Member by giving written notice to the Secretary of the Committee. Upon receipt of the notice, such person is considered a Senior Committee Member and his or her former office as Committee Member is deemed vacant. Senior Committee Member status continues as long as the Senior Committee Member continues to reside in the Town of Sweden.

## **ARTICLE 3 – TOWN LEADER**

### **3.0 COMMITTEE MEMBERS FROM VILLAGE OF BROCKPORT**

The Committee may, if it deems appropriate, form a Village of Brockport Republican Committee which shall consist of Committee members who reside in the Village of Brockport. The Town Leader may appoint a Chairman for the Village Committee, subject to approval by the Chairman of the County Committee. The Committee may also establish any rules and procedures, if necessary, for the conduct of business by the Village Committee, subject to approval by the Chairman of the County Committee.

### **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 Sweden Republican Town Leader to represent the County Chair within the Town of Sweden. The candidate for appointment shall be an enrolled Republican residing in the Town of Sweden, and a member of the Committee. To facilitate such election, the Committee Chair may request the Nominating Committee to make recommendations for selection as Town Leader.

### **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**

- A. Being the chief political spokesperson for the 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.

## ARTICLE 4 – OFFICERS

### 4.1 NUMBER

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

### 4.2 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 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 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 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 the case of absence or disability of the Treasurer, the Chair may appoint a Treasurer pro tem.

### 4.3 REMOVAL

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



4.4 *VACANCIES*

Any vacancy occurring among 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, 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 officers of the Committee, and four members from the Committee at-large who shall be 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 Sweden shall be members ex officio without vote for a period of 5 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 and office members of the Executive Committee shall serve so long as they shall hold such position in the Committee. The at-large members shall be elected for a two year term and may be re-elected for two additional consecutive two year terms.

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 majority of the members of the Executive Committee present and entitled to vote.

5.6 *MEETINGS*

The Executive Committee shall schedule not less than four 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 members. Notices specifying the time and place of all meetings shall be sent by the Chair or Chair's designee not less than five 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 15 calendar 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 MEETING**

- 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.

### **6.4 SPECIAL MEETINGS**

A Special Meeting may be held on the call of the Chair or the Leader 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 or the Leader. In the event that the Secretary fails to send notice of such a meeting within ten days after the receipt of such petition or call of the Chair or Leader, the notice shall be made and delivered by any two officers of the Committee or, if no such notice is made and delivered after another five days, then such notice 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 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 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.

6.7 *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 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.

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- 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 numbers 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 *suggested* 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 (as necessary)
- 4) Leaders' Reports
- 5) Endorsement of Candidates
- 6) Old Business
- 7) New Business
- 8) Filling of Vacancies
- 9) Adjournment

## **ARTICLE 7 – CANDIDATE SELECTION**

### **7.1 MEETINGS**

There shall be one or more candidate information meetings held for all offices for which the Committee will designate 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.

### **7.2 CANDIDATE SELECTION**

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

### **7.3 VILLAGE OFFICES**

Only Committee members who reside in the Village of Brockport shall be entitled to vote on the designation of candidates for Village offices. The selection of candidates shall be pursuant to the same procedures as set forth in Section 7.2 above. Pursuant to the Bylaws of the Monroe County Republican Committee, party nominations of candidates for Village offices shall be made at a primary election.

### **7.4 BALLOTS**

Ballots in any contested election shall be secret and the results shall not be made known 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 December 1 to November 30.

### **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 dues, either mandatory or voluntary.

### **8.5 CONTRIBUTIONS**

The Committee may accept voluntary contributions, provided that all requirements of state or 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 Executive Committee.

### **8.7 BORROWING**

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

## **ARTICLE 9 – AMENDMENT OF BYLAWS**

### **9.1 ADOPTION OF BYLAWS**

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 OF BYLAWS**

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**

Robert 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.

### **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



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of any conflict, the Election Law and the County Committee Rules and Regulations shall govern.

*10.4 EFFECTIVE DATE AND CONTINUING EFFECT*

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

## **Tracking of Election of Officers**

(Term of Office is two years)

(Executive Committee: Officers plus 4 Members at Large)

### **January 25, 2006 – Election of Officers was held**

Leader: Ken Moore  
Chair: Wayne Zyra  
Secretary: Mary Ann Thorpe  
Treasurer: Pat Connors  
Village Chair: Jim Bell  
Members at Large: Officers; Darlene Moore, Buddy Lester, Leisa Strabel, Rob Carges

### **November 19, 2008 – Election of Officers was held**

Leader: Ken Moore  
Chair: Pat Connors  
Vice Chair: Jim Bell  
Secretary: Mary Ann Thorpe  
Treasurer: Rob Carges  
Village Chair: Connie Castenada  
Members at Large: Officers; Darlene Moore, Buddy Lester, Karen Sweeting, Danielle Windus-Cook

### **October 20, 2010 – Election of Officers was held**

Leader: Ken Moore (resigned 12/2011) Jim Bell took over  
Chair: Pat Connors  
Vice Chair: Jim Bell  
Secretary: Mary Ann Thorpe  
Treasurer: Rob Carges  
Village Chair: Connie Castenada  
Members at Large: Officers; Darlene Moore (resigned 12/2010), Buddy Lester, Karen Sweeting, Danielle Windus-Cook

### **November 28, 2012 – Election of Officers was held**

Leader: Jim Bell  
Chair: Karen Sweeting  
Secretary: Mary Ann Thorpe  
Treasurer: Rob Carges  
Village Chair: Connie Castenada  
Members at Large: Officers; Pat Connors, Danielle Windus-Cook, Leisa Strable, Brian Ingraham (Alternate: Kathy Roberts)