

Rules of the Republican Committee of Beaver County

As amended January 2016

Organization

Rule 1.1 The Republican Party of Beaver County shall consist of the following bodies:

1. Republican County Committee
2. Executive Committee of the Beaver County Republican Committee
3. Finance Committee of the Beaver County Republican Committee
4. Such committees as may from time to time be formed by the County Chairman shall be consistent with these rules.

Republican County Committee

Rule 2.1 Purpose

The Beaver County Republican Committee shall be responsible for the general supervision, regulation, and, direction of the Republican Party of Beaver County. The members of the County Committee in their respective districts shall have general control and management, under the direction of the County Chairman, of the campaigns in their districts. The members of the County Committee shall keep the Chairman fully advised of political conditions and of the requirements in their respective districts and look after the Party's interests in all elections. In do respect it is strongly recommended that all candidates for Public or Political Office, prior to the First Day of filing petitions or at the earliest possible date inform the State Committee members or the County Chairman of his or her intentions in writing.

Rule 2.2 Qualifications for County Committee [amended January 2016]

1. Any registered Republican voter in Beaver County may be elected or appointed to the County Committee.
2. Any Republican County-wide, State, or Federal elected official serving Beaver County will automatically be part of the County Committee.

Rule 2.3 Election

1. Each election district (or precinct) in Beaver County will be allocated a minimum of one female and one male committee member. The number of elected members allocated to a district may be augmented or increased proportionally to the number of registered Republican Voters in the Municipality to which the district belongs. These members will be referred to as "excess members".
2. The number of members allocated to a municipality is determined by dividing the number of registered Republican voters at the last general election preceding the primary election in a presidential election year, as obtained from the Bureau of Elections, by 150. The result of the division is round to the nearest integer and this is the maximum number of members allocated to the municipality.
 - a. Where this calculated number of members (excess members) is less than the sum of members allocated to the municipality based on each precinct having one male and one female (the minimum number of members), the minimum number of members will be the allocation to each municipality based on the one female, one male allocation to each precinct or district.
 - b. Where this calculated number of members is greater than the sum of members allocated to each precinct on the basis of one male and one female, it this calculated number of members becomes the allocated number of members for that

- municipality.
- c. The excess members are members at large within the municipality without specific precinct assignment.
 - d. The gender requirement of alternating male and female members is not applicable to the excess member assignment.
3. Members shall be elected at the primary election held in each presidential election year.
 4. A non-elected qualified Republican voter may be appointed to a vacant member slot or allocation. The appointee must have the same qualifications for the membership as an elected member and will have the same rights and privileges as any elected member. Appointment is by agreement of a simple majority of the executive committee.
 5. Where the precinct member allocation is full and an additional Republican voter of that precinct wishes to become a member, that voter may be appointed a non-voting member of the committee. In such circumstance, this non-voting member is the replacement member with full voting rights for a voting member vacancy in his district subject to the rules of member allocation. Vacancy includes, but is not limited to, resignation and meeting absents. Where a voting member is absent and has executed a valid proxy that voting member's slot is not considered vacant for the purpose of assigning a non-voting member voting rights, and, the proxy will vote with the full rights of the voting member.
 6. In the event that one voter runs for and wins both Precinct and Municipal At-Large seats on the committee for which that voter is eligible, that voter shall submit a letter to the Chairman within 30 days of the election being certified resigning from the Municipal At-Large seat enabling the Chairman to appoint another qualified voter to that seat. If the voter refuses to resign the Municipal At-Large seat, the Chairman may notify the Bureau of Elections that the voter shall be removed from the Municipal At-Large seat and replaced with an appointed voter. [Amended April 2014]

Rule 2.4 **Term of Office**

Members of the Committee shall serve for 4-year terms, which shall run until the spring primary of the next subsequent US Presidential Election year.

Rule 2.5 **Organizational Meeting**

The members of the County Committee shall hold an Organizational Meeting in the month of January of every odd year and such meetings shall be referred to in the Rules as the Organization Meeting. The outgoing County Chairman shall give Notice of the time, hour and place for the Organizational Meeting as is required for meetings under these Rules. If the outgoing County Chairman does not give Notice of an Organizational Meeting for the month of January as required under these Rules, any of the Beaver County Members of the Pa State Committee may give Notice of an Organizational meeting to be held no later than the month of February. The first order of business for an Organizational Meeting shall be the election of the Committee Chairman which election shall be conducted by any of the Beaver County Members of the Pa State Committee who are not candidates for the office of Chairman. The remainder of the Organizational Meeting shall be conducted by the newly elected Chairman. [Amended Jan. 2014]

Rule 2.6 **Other Meetings**

1. The Committee shall meet at least once per calendar quarterly period at a date, hour, and, place designated by the Chairman. These meetings shall be designated as business meetings and shall be conducted in accordance with these rules.
2. The County Chairman may call a special meeting when in the judgment of the Chairman such a meeting is required.
3. The County Chairman shall call a special meeting of the County Committee at the written request of ten (10) members of the County Committee. The written request for, and, the call to meeting shall state the purpose and business of this special meeting. No business other than that specified in such request and call shall be transacted or considered at such meeting.

4. In case of the neglect or refusal of the County Chairman to call a special meeting of the County Committee within seven (7) days after being requested to do so in the manner provided in paragraph (3) of this Rule, any member of the County Committee requesting the meeting may issue the call for a special meeting and shall give notice thereof in the manner specified in Rule 2.7.

Rule 2.7 **Notice of Meeting** [amended January 2016]

1. Written notice of all business meetings or special meetings of the County Committee must be given by one of the 3 following methods:
 - a. Email sent at least seven (7) days prior to the meeting. The agenda to be attached or link provided.
 - b. Postcard sent through the US Mail postage paid, allowing for receipt by the addressee at least seven (7) days prior to the date of the meeting as long as the agenda for said meeting is posted on the committee website before the first day of mailing and the web site address is on the postcard. An individual may request that they receive the agenda by mail.
 - c. Written notice in the US Mail, properly addressed and postage paid, allowing for receipt by the addressee at least seven (7) days prior to the date of the meetings. A copy of the Agenda is also to be enclosed.

Rule 2.8 **Business at the Organizational Meeting**

At the organizational meeting the County Committee shall:

1. Elect a County Chairman, Vice Chairman, Secretary, and, Treasurer.
2. Transact such other business as shall properly be brought before the meeting in accordance with these Rules.

Rule 2.9 **Procedure at County Committee Meetings**

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

1. Roll call of members
2. Reading, correcting, approving minutes of prior meeting.
3. Treasurer's report.
4. Committee report(s).
5. Inquiries on all matters of interest to the County Committee and the Republican Party.
6. General and unfinished business.
7. New and special business.
8. General discussion.
9. Adjournment.

Rule 2.10 **Quorum for County Committee Meetings**

The lesser of twenty (20) members or twenty percent (20%) of the members of the County committee or their proxies shall constitute a quorum for the transaction of business. If no quorum is in attendance within thirty (30) minutes after the hour fixed for the meeting, the members present shall fix the time to which the meeting shall stand adjourned.

Rule 2.11 **Method of voting at County Committee Meetings**

Votes of the county Committee shall be by voice unless a roll call is demanded by not less than two (2) members present. A secret ballot may also be demanded by not less than ten (10) members. When a roll call is demanded, the names of the members of the County Committee shall be called by district in alphabetical order. When a secret ballot is demanded, the Secretary shall prepare ballots and distribute them in alphabetical order by voting district. The members of the State Committee shall serve as tellers provided they are not involved in the contested office or motion. In the absence of the State Committee members, the County Chairman shall appoint tellers. The tellers shall collect and tabulate the results of the vote and shall report the results to the Chairman who will then advise the Committee.

A secret ballot shall be held in the case of contested election for the offices.

The State Committee members present at the meeting shall be able to appoint assistant tellers as needed.

Rule 2.12 **Presiding Officer at County Committee Meetings**

The County Chairman shall preside at all meeting of the County Committee. In the absence of the Chairman, the Vice Chairman shall preside and in the absence of the Vice Chairman, the members of the County Committee in attendance shall elect one of their members to preside.

Rule 2.13 **Proxies**

1. Any member of the County Committee shall have the right to substitute by Proxy any registered Republican voter from his or her voting municipality within the County, to act for him or her at any County Committee meeting. Such proxies shall be in writing, signed by the member of the County Committee appointing the proxy and shall be dated. The proxy shall also include the name and address of the designated proxy. No person may act as proxy for more than two (2) members of the County Committee at any meeting.
2. The county chairman and vice-chairman may each carry no more than two proxies. These proxies may be for any county committee member regardless of the committee member's voting municipality.

Rule 2.14 **Vacancies on the County Committee**

In the event a member or members of the County Committee, entitled to be elected under these Rules, shall fail to be elected, or a vacancy shall occur with respect to the seat of any member of the County Committee for any reason, the County Chairman shall fill the vacant seat upon approval of the appointee by the Executive Committee.

Rule 2.15 **The County Committee Headquarters**

The County Committee may maintain a permanent headquarters for the conduct of its affairs and convenience of its members. The maintenance of the same shall be paid for out of the treasury of the County Committee.

Rule 2.16 **Platforms or Statement of Principles**

The County committee shall promulgate and adopt a platform or statement of principle of the Republican Party of Beaver County in each US Presidential Election Year.

Rule 2.17 **Endorsements**

1. The Republican Committee of Beaver County will vote on endorsing candidates in either the primary or general election under the following conditions:
 - a. The candidate has to be a Registered Republican for the previous 12 months
 - b. For primary races, the race must be uncontested.
 - c. The endorsement vote must be detailed on the agenda for the specified meeting and notification of said agenda and meeting will be per Section 2.7.
 - d. Endorsement votes added to the agenda less than 7 days prior to the meeting date cannot be voted on at that meeting and will have to be moved to the next scheduled meeting.
 - e. Approval for the endorsement must be by 2/3rds of the voting members present.

OFFICERS

Rule 3.1 Officers

The Officers of the County committee shall be the County Chairman, Vice Chairman, Secretary and Treasurer.

Rule 3.2 Eligibility for Office

Any registered Republican voter in the County of Beaver shall be eligible to be elected and serve as an office of the Beaver County Republican Committee, and said officer need not be an elected member of the County Committee.

Rule 3.3 Election

The officers of the County Committee shall be elected by the County Committee at the Organizational Meeting by the majority of those voting personally or by proxy. In each round of voting, the candidate receiving the least number of votes shall be ineligible for the next round of balloting unless another candidate withdraws. The legal counselor and parliamentarian shall be appointed by the County Chairman immediately upon his election to the Office of Chairman as his first official duty.

Appointed members of the committee [Rule 2.3 (4)] shall be prohibited from voting in the election of officers for a period of six (6) months from the effective date of their appointment.

Rule 3.4 Term of Office

The officers of the County Committee, other than Legal Counselor and Parliamentarian who serve at the sufferance of the Chairman, shall serve for two (2) year terms commencing on the day of their election and continuing until their successors have been duly elected and qualified.

Rule 3.5 Vacancies

1. In the event of a vacancy occurring in the office of the County Chairman, the Vice Chairman shall become acting Chairman and shall within fourteen (14) days schedule a meeting for the election of a Chairman. If the vacancy shall occur within thirty (30) days of the Organizational Meeting, no special meeting shall be called and the Vice Chairman shall continue as acting Chairman until the election of the new Chairman.
2. In the event of a vacancy in any office of the County Committee other than County Chairman, the County Chairman shall appoint, and the executive committee shall approve a successor to fill the remaining portion of the term of election within thirty (30) days of the vacancy.
3. In the event vacancies should occur in the offices of both the County Chairman and Vice Chairman, and no meeting shall have been called to elect a new County Chairman, any five (5) members of the County committee may issue a call for a special meeting of the County Committee at any time or place for the purpose of electing a new County Chairman provided that written notification is received by the addressee at least seven (7) days prior to the date of any such special meeting and shall be given to all members of the County committee in the manner provided for in Rule 2.7. A County Chairman elected under this Rule shall serve only for the remaining term of the County Chairman whose vacancy is being filled.

Rule 3.6 Duties of the County Chairman

1. The County Chairman shall be the Executive Officer of the Republican Party in Beaver County and as such shall put into operation these Rules, and all resolutions and mandates of the various committees of the Republican Party.
2. The County Chairman shall immediately upon his election appoint a Parliamentarian and

Legal Counselor.

3. The County Chairman shall within thirty (30) days of his or her election:
 - a. Appoint an Executive Committee
 - b. Appoint a Finance Chairman
 - c. Appoint such other committees as may be deemed necessary and appropriate for the conduct of the affairs of the Republican Party of Beaver County.
 - d. The Chairman shall cause fidelity bond to be issued bonding the Treasurer.
4. The County Chairman shall be entitled to vote on all matters coming before the County committee.

Rule 3.7 **Duties of the Vice Chairman**

The Vice Chairman shall assist the County Chairman as the County Chairman shall designate, and carry out the duties of the Office of county Chairman in the event of a vacancy in that office in accordance with Rule 3.5 until the office of the County Chairman has been filled. The Vice Chairman shall be entitled to vote on all matters coming before the County Committee.

Rule 3.8 **Qualification and Duties of the Legal Counselor**

The Legal counselor, who shall be an attorney at Law and a registered Republican voter of Beaver County, may render advice to the Committee on matters of law and shall represent the Committee or any officer thereof in any legal proceeding in Beaver County involving the Republican Party.

Rule 3.9 **Duties of the Treasurer**

The Treasurer of the County Committee shall be the custodian of all funds belonging to the County Committee and shall pay out any monies under the direction of the County Chairman and with the approval of the Executive Committee. He/she shall keep an account of all funds received and paid out with the date of such receipts and payments, to whom paid, and for what purpose. Said accounting of payment and receipts on behalf of the County Committee shall be at all times accessible to the County Chairman. The Treasurer shall establish a system for controlling the expenditures of the funds of the County Committee so as to insure that all expenditures of the Committee are provided for in the Budget. The Treasurer shall file with the appropriate authorities all statements and reports required by law. At the end of the Treasurer's term of office, all funds, books, and other papers of the County Committee shall be turned over to the Treasurer's successor. The Executive Committee shall determine the depository for the Committee's funds. A written Treasurer's Report is to be given at all meetings.

Rule 3.10 **Duties of the Secretary**

The secretary of the County Committee shall attend the meeting of the County Committee and insure that the minutes of the proceedings are recorded, and, shall be the custodian of all books and records of the County Committee other than the Treasurer's books. (As in Rule 2.7), written notice of all business meetings of the County Committee shall be given by the Secretary by depositing written notice of the meeting in the mail properly addressed and postage paid allowing for receipt by the addressee at least seven (7) days prior to the date of the meeting. The responsibility for the written notification of any and all special meetings is vested with the Secretary.

Executive Board

Rule 4.1 **Executive Board**

The Executive Board shall consist of the County Chairman, Vice Chairman, Secretary, Treasurer, members of the State Committee, Legal Counselor, Parliamentarian, Finance Chairman, Former County Chairman, any Republican countywide elected official other than the Judicial, and, the Chairman of any recognized Auxiliary Group. In addition to the above, the Chairman may appoint twenty (20) other members with the advice of the Officers.

Rule 4.2 Meetings

The Executive Board shall meet at the call of the Chairman provided a written notice is given by the Secretary allowing for receipt by the addressee at least seven (7) days prior to the schedule date of the meeting. A Quorum shall consist of eight (8) members. The procedure for members to call a Special Meeting of the Executive Board shall be the same as those set forth for calling a Special Meeting of the County Committee in Rule 2.6.

Rule 4.3 Term of Office

The Executive Board shall serve until the election of a new Chairman.

If any member misses three (3) consecutive meetings he will be sent a registered letter asking his intent. If he fails to reply at the next meeting, the Chairman shall remove him/her with the approval of a majority of the Executive Board.

Rule 4.4 Duties of the Executive Board

The Executive Board shall have full power to act on all matters concerning the Republican Committee between County Committee Meetings.

The Executive Board shall approve or reject the Chairman's recommendations to suspend members in accordance with Rule 8.1. It shall fill vacancies as provided in Rule 7.1.

Finance Committee

Rule 5.1 Composition and Duties

The Finance Committee shall be composed of as many members as the Finance Chairman shall deem appropriate. The Finance Chairman with the consent of the County Chairman shall appoint members of this Committee. It shall be the duty of the Finance Committee to prepare a budget for the County Committee and the Finance Committee and to raise the necessary funds to meet these budget requirements and otherwise provide financial support for the Republican Party of Beaver County. The Finance Committee shall audit the accounts of the Treasurer annually.

State Committee Members

Rule 6.1 Election

Members of the Republican State Committee shall be elected as set forth in Rule 2.3 of the Rules of the Republican Party of the State of Pennsylvania.

Rule 6.2 Duties of State Committee Members

State Committee Members shall be ex-officio voting members of all County Committees and consistent with Rule 2.1 of the Rules of the State Republican Committee shall "be responsible for the general supervision, regulation, and direction of the Republican Party" of Beaver County.

Vacancies

Rule 7.1

Vacancies

1. State Rules:

Where provision is made in the Rules of the Republican Party of the State of Pennsylvania for the filling of a vacancy in any Party nomination or public office, such provision shall be followed.

2. County Officers:

In the event a vacancy occurs in any County office or the Republican nomination for that office, the County Committee shall fill such a vacancy by plurality vote at a special meeting called for this purpose. If a special meeting cannot be held within the time allowed by law, or if a quorum fails to attend the meeting, the officers of the County Committee and the State Committee members may fill the vacancy.

3. Local Officer:

In the event a vacancy occurs in any municipal, school district, magisterial district or legislative district office or the Republican nomination for such office, the members of the County Committee from such municipality or district shall fill the vacancy by plurality vote at a meeting convened by the County Chairman for this purpose. A majority of the Committee members entitled to vote shall constitute a quorum for this purpose. If such a meeting cannot be held within the time allowed by law, or if a quorum fails to attend the meeting, the officers of the County Committee and the State Committee members may fill the vacancy.

4. Vacancies for Statewide Office to be elected by more than one

County: Procedure in naming conferees:

In the event any County Committee, after having been notified of a conference for filling such a vacancy, with consultation with the County Chairman, the State Committee Chairman will select an appropriate number of conferees to represent such counties at the designated meeting. Each County is entitled to at least one Conferee, and those counties where more than 1000 votes for the Republican Presidential candidate in the immediately preceding Presidential election were cast; one conferee for each 1000 additional votes cast shall be entitled.

Removal

Rule 8.1

Grounds and Procedures for Removal

Whenever it shall appear that any member of the County Committee, the Executive Committee, or the Finance Committee is charged with not being a qualified Republican elector, or, opposes or is about to oppose the Republican Party or any of its Registered Republican Candidates, or, who neglects or refuses to attend to the duties of his/her office, the County Chairman shall appoint a committee of three (3) members of the Executive Committee who are also members of the County Committee to investigate such charges. The Committee shall notify the person so charged of the time and place of the hearing, and if, upon investigation it finds such charges to be true and correct, it shall so report in writing to the County Chairman. With the approval of the Executive Committee, the County Chairman shall declare the office vacant and a successor shall be then chosen to fill said vacancy in accordance with these rules.

Rule 8.2

Removal of Officers

The elected officers of the County Committee may only be removed from office by a two-thirds majority vote of the County Committee or their proxies present and voting, provided that the notice of proposed action has been given in the written notice of meeting.

Revisions

Rule 9.1

Procedures

The foregoing rules may be amended or changed from time to time by submitting the proposed change in writing to the Secretary and having that proposed change read at a regularly scheduled meeting of the committee without debate, and again read at the next regularly scheduled meeting of the committee, open to debate and subject to vote. Approval of the change is accepted on a two-thirds (2/3) approving vote of the members of the County Committee or their proxies present and voting.