

**The Operational Procedures  
of the  
Centre County  
Republican Committee**

17 July, 2011

**ORGANIZATIONAL POWERS**

The powers of the organization shall be, but not be limited to:

- Establishing and maintaining bylaws and any other necessary procedures, programs, and initiatives necessary to honorably serve its objectives;
- Directing, managing, supervising, and controlling its business, property, funds, structure, membership, and programming as necessary to honorably serve its objectives; and,
- Working in conjunction with other national, state, and local organizations with similar core values to honorably serve its objectives.

**MEMBERSHIP**

**Types of Membership**

**A. Voting Members**

All Voting Members currently serving as one of the following:

- CCRC officers, duly elected or appointed in accordance with the bylaws;
- All State Committee members elected to represent Centre County;
- All Area Chairmen and Area Vice Chairmen duly appointed in accordance with the bylaws; and,
- All Precinct Chairmen and Precinct Vice Chairmen duly appointed in accordance with the bylaws

shall be eligible for Voting Membership within the Centre County Republican Committee and all rights, responsibilities and privileges contained herein.

**B. Non-Voting Guests**

At the invitation of the Chairman, the following individuals may be invited to attend meetings of the Centre County Republican Committee, but shall have no vote on matters of business:

- All local and county elected officials who, of their own initiative, choose to participate in CCRC meetings, functions, and programs;
- All state or federal elected officials whose constituency includes the county or any portion thereof, who, of their own initiative, choose to participate in CCRC meetings, functions, and programs;
- Delegates from other organizations with similar objectives and supporting the same Core Values as the CCRC; and,
- Other individuals as invited by the Chairman for purpose of specific information or presentation.

**Appointment to Membership**

All Voting Member appointments shall be for as long as the individual maintains eligibility, until such time as they resign, or until they are replaced by the Chairman.

**Rights and Privileges of Membership**

Voting Members shall have full speaking, voting and parliamentary rights on all matters addressed within the organization at any meeting or function of the same.

Voting Members shall be able to sponsor position statements and policies within the organization. Voting Members shall be able to present individual concerns, ideas and proposals to the CCRC for proper consideration.

Voting Members shall be able to serve on and chair any sub-committees appointed by the Chairman.

Voting Members shall be able to represent the views and opinions of the CCRC to any other committee or organization to which they are appointed or assigned by the Chairman to serve as organizational liaisons.

#### **Duties of Members**

- Voting Members shall be expected to uphold all of the CCRC governing documents.
- Voting Members shall be encouraged to exercise their right to vote in all civic elections.
- Voting Members shall be expected to attend all meetings of the CCRC and support the programs, candidates, and efforts of the organization to the extent of their abilities and as their personal time allows.
- Voting members shall carry out any duties or assignments that may be appointed by the Chairman or the CCRC.
- Voting Members shall comply with any regulations or restrictions duly approved by the Officers or the CCRC.

#### **OFFICERS**

##### **Eligibility of Party Officers**

Only qualified Republican electors shall be eligible to hold any party office under these rules. Any party officer, while serving as an official thereof, who does not support all of the duly nominated Republican Primary candidates who represent the core values of the Republican Party shall be disqualified from holding his or her office.

##### **Election and Term of Office**

The members of the State Committee shall be elected at large at the Primary held in the years in which the electors of the Commonwealth of Pennsylvania elect a Governor (the "Gubernatorial Primary") by the registered Republican electors in the county. Their terms of office shall be two (2) years in length, beginning on the first Monday of the month following the Gubernatorial Primary election.

The Chairman and Vice-Chairman shall also be elected at the Gubernatorial Primary. Their terms of office shall be two (2) years in length, beginning on the first Monday of the month following the Gubernatorial Primary.

A person may not be a candidate for both Chairman and Vice-Chairman at the same Gubernatorial Primary election.

##### **Duties of Office:**

###### **A. The Chairman shall:**

- Serve as the chief party officer of the Republican Party of Centre County during the term of office.
- Represent the views, opinions and wishes of the Republican CCRC as the official voice of the organization in any matters not delegated elsewhere in the bylaws or operational procedures.
- Ensure that all orders and resolutions of the CCRC and Advisory Committee are carried out.
- Execute all contracts of the CCRC.
- Convene the CCRC at least twice during the calendar year – once at least thirty (30) days prior to the primary election, and once at least thirty (30) days prior to the general election.
- Preside over all meetings of the CCRC and Advisory Committee.
- Appoint all non-elected officers of the CCRC including Secretary, Treasurer, Area Chairmen, Precinct Chairmen, and other positions that may be required for the CCRC to honorably serve its objectives.
- Appoint and oversee all committees.
- Fill vacancies in the CCRC as may occur by reason of death, resignation, removal from district, or any other reason.

- Ensure that the duties and responsibilities of the CCRC, its officers, subcommittees and members are properly performed.
- Serve as an ex-officio member of all committees of the CCRC.
- Vote to make or break a tie on all business matters of the CCRC.

The Vice-Chairman shall:

- Assume all the powers and perform all the duties of the Chairman during his/her absence.
- Fulfill other duties as may from time to time be determined by the Chairman or the CCRC.
- Cooperate with and assist the Chairman in all matters pertaining to the advancement of the Party and its regularly nominated candidates.
- Preside over meetings in the absence of the Chairman.
- Chair the CCRC Finance Sub-committee.
- Serve on the CCRC Bylaws Sub-committee.
- Serve on the CCRC Advisory Sub-committee.

The Secretary shall:

- Attend all sessions of the CCRC.
- Maintain a record of all proceedings of the CCRC, the Advisory Committee, and all county sub-committees including a record of all votes taken therein.
- Give or cause to be given, notice of all meetings of the CCRC.
- Maintain a list of addresses of all Officers, Area Chairmen and Area Vice-Chairmen, Precinct Chairmen and Precinct Vice-Chairmen, and all CCRC members.
- Preside over meetings in the simultaneous absence of the Chairman and Vice-Chairman.
- Serve on the CCRC Member Development Sub-committee.
- Perform such other duties as may be prescribed by the County Chairman.

The Treasurer shall:

- Serve as the chief financial officer of the Republican Party of Centre County during the term of office.
- Coordinate all disbursements of the CCRC.
- Serve as the custodian of the funds of the CCRC.
- Pay out funds only under the direction of the Chairman or Vice-Chairman.
- Maintain accurate records in which shall be kept strict account of all monies received and paid out with the date of such receipts and payments, and from whom received, and to whom paid, and for what purpose. These records shall be accessible to the Chairman at all times and shall be turned over to the successor at the end of the term of office.
- Maintain and file all records, reports, or other information as may be required by any applicable federal, state or local law.
- Turn over to the successor all monies, records, and other property of the CCRC at the end of his/her term of office as determined by the Chairman.
- Perform any duties as may be prescribed by the Chairman.

The Financial Secretary shall:

- Coordinate all receipts of the CCRC.
- Deposit all funds received by the CCRC.
- Inform the Treasurer of all deposits made to CCRC accounts within seven (7) days of such a deposit.
- Submit regular reports to the Treasurer containing accurate records in which shall be kept strict account of all monies received and from whom received, and for what purpose. These records shall be accessible to the Chairman and the Treasurer at all times and shall be turned over to the successor at the end of the term of office.
- Turn over to the successor all monies, records, and other property of the CCRC at the end of his/her term of office as determined by the Chairman.
- Serve on the Finance Sub-committee.

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- Perform any duties as may be prescribed by the Chairman.

#### **Succession and Vacancies of Officers**

The order of succession in the event of death or resignation of the Chairman shall be the Vice-Chairman.

In the event the position of Vice-Chairman should become vacant for any reason, the County Committee shall choose a person to fill the unexpired term of that position.

The Chairman shall fill all other vacancies, including the positions of Secretary, Treasurer and Financial Secretary.

#### **OTHER ELECTED & APPOINTED POSITIONS**

##### **Delegates and Alternates**

Only qualified Republican electors as provided for in these rules shall have the right to serve as a delegate or alternate to the Republican National Convention and the Chairman shall notify the National Committee of the eligibility of such delegate or alternate.

##### **Area Chairmen and Area Vice-Chairmen**

The county shall be divided into the following six (6) areas: Bellefonte, State College Borough, Centre Region, Philipsburg, Bald Eagle and Penns Valley. The number of such areas may be increased as deemed necessary by a majority vote of the Advisory Committee. Upon taking office, the Chairman shall appoint an Area Chairman and an Area Vice-Chairman for each established area.

The duties of each Area Chairman and Area Vice-Chairman shall be:

- To assist the Chairman in such manner as may be required.
- To aid in the securing and appointment of Precinct Chairmen and Precinct Vice-Chairmen in each voting precinct within their area.
- To keep the Chairman fully advised of political conditions and requirements in their respective areas.
- To serve for a period from the beginning of the term of the Chairman who shall have appointed them, unless otherwise removed as herein provided or until their successor is appointed.
- To approve all applications from their areas that require political sponsorship for employment, after they have been signed by the Precinct Chairman and Precinct Vice-Chairman of the voting district wherein the applicant has his voting residence.
- To fulfill any additional duties as assigned by the Chairman.

##### **Precinct Chairman and Precinct Vice-Chairman**

Upon taking office, the Chairman shall appoint from each voting precinct a Precinct Chairman and a Precinct Vice-Chairman. Each Precinct Chairman and Precinct Vice-Chairman shall serve for a period from the beginning of the term of the Chairman who appointed him or her, unless otherwise removed as herein provided or until his or her successor is appointed.

The duties of each Precinct Chairman and Precinct Vice-Chairman shall be:

- To assist the Chairman in such manner as may be required.
- To aid in the securing precinct volunteers, yard sign locations, and other resources vital to winning elections within their precinct.
- To keep the Chairman and the Area Chairman fully advised of political conditions and requirements in their respective precincts.
- To serve for a period from the beginning of the term of the Chairman who shall have appointed them, unless otherwise removed as herein provided or until their successor is appointed.
- To approve all applications from their areas that require political sponsorship for employment wherein the applicant has his voting residence.
- To fulfill any additional duties as assigned by the Chairman.

## **SUB-COMMITTEES**

The following shall be the standing sub-committees of the Republican Party of Centre County:

- Advisory Sub-Committee
- Finance Sub-Committee
- Member Development Sub-Committee
- Bylaws Sub-Committee
- Auditing Sub-Committee

The Chairman may establish other sub-committees as deemed necessary or desirable.

All appointed members to all Sub-Committees shall be registered Republicans. Additional restrictions to specific Sub-Committee membership are listed below.

### **Advisory Sub-Committee**

The Advisory Sub-Committee shall be comprised of:

- The Vice-Chairman;
- All Area Chairmen and Area Vice-Chairmen;
- All county-elected members to the state committee as deemed necessary or appropriate by the Chairman;
- All duly elected officials serving areas within Centre County who have been appointed by the Chairman; and,
- Any other members appointed by the Chairman for the purpose of providing advice and input to the Chairman.

The duties of the Advisory Sub-Committee shall be to meet with and advise the Chairman in the general supervision, regulation, and direction of the CCRC. Members shall keep the Chairman fully advised of the political requirements of their respective areas and look to the interests of the Republican Party at all times. The Advisory Sub-Committee may submit non-binding recommendations to the CCRC for its approval as it deems necessary.

### **Finance Sub-Committee**

The Finance Sub-Committee shall be comprised of no fewer than three (3) members, at least one of whom shall be a Voting Member and one of whom shall be the Financial Secretary. The Chairman shall appoint all members of the sub-committee.

The duty of the Finance Sub-Committee shall be to devise ways and means to properly finance the CCRC in its endeavors to honorably serve its objectives. It shall have the authority to communicate with such persons as it may deem necessary.

All funds received by the Finance Sub-Committee shall be turned over to the Financial Secretary, who shall disburse the same as provided for by law and these bylaws.

The Finance Sub-Committee shall be responsible and accountable for acquiring and maintaining all properties and assets under the control of the CCRC.

The Finance Sub-Committee shall be chaired by the CCRC Vice-Chairman.

### **Member Development Sub-Committee**

The Member Development Sub-Committee shall be comprised of no fewer than the following:

- The Secretary; and,
- The Area Chairmen and Area Vice Chairmen; and,
- Other Members as appointed by the Chairman as deemed necessary or desirable.

The duties of the Member Development Sub-Committee shall be as follows:

- To devise ways and means to recruit and register new members into the Republican Party of Centre County;
- To assess the needs of the CCRC in supporting Republican Candidates at a precinct level in all of the Centre County voting precincts;
- To develop and manage programs and means to help train and advise Republican candidates from Centre County seeking public office at every level;
- To continuously assess the needs of the CCRC and its members to determine means to help the organization and its members better serve the organization's objectives;
- To develop and manage programs and plans to address the aforementioned needs; and,
- To make suggestions to the CCRC as deemed necessary to serve the aforementioned duties.

#### **Auditing Sub-Committee**

An Auditing Sub-Committee shall be appointed by the Chairman no less than bi-annually in odd-numbered calendar years at the pre-primary (spring) CCRC meeting.

The Auditing Sub-Committee shall be comprised of no fewer than three (3) members appointed by the Chairman, at least one of which shall be a Voting Member. Additionally, the Chairman, the Treasurer, and the Financial Secretary shall not serve as members of the Sub-Committee.

The duty of the Auditing Sub-Committee shall be to conduct a comprehensive review all transactions and finances of the CCRC in the time since the last report. The findings of the sub-committee, along with any recommendations, shall be compiled and presented in a written report to the CCRC at its pre-general election (fall) meeting.

#### **Bylaws Sub-Committee**

A Bylaws Sub-Committee shall be appointed by the Chairman no less than bi-annually in odd-numbered calendar years at the pre-primary (spring) CCRC meeting.

The Bylaws Sub-Committee shall be comprised of no fewer than three (3) Voting Members, one of whom shall be the Vice Chairman.

The duties of the Bylaws Sub-Committee shall be as follows:

- To conduct a comprehensive review of the bylaws of the CCRC;
- To assess whether current practices of the organization are consistent with the bylaws; and,
- To solicit input from CCRC members regarding suggested changes and/or compliance issues.

The findings of the sub-committee, along with any recommendations, shall be compiled and presented in a written report to the CCRC at its pre-general election (fall) meeting in accordance with these bylaws.

#### **Order of Meetings**

The order of business of meetings of the CCRC shall be as follows:

1. Roll Call / Report of qualified Voting Members
2. Reading, correction and approval of minutes
3. Reports of Committees
4. Officers' Reports
5. Inquiries on all matters of interest to the CCRC and the Republican Party
6. General and unfinished business
7. New and special business
8. General Discussion
9. Adjournment

## **VOTING**

### **Quorum**

Any number of Voting Members present at any General or Special Meeting of the CCRC that is called in conformity to the bylaws shall constitute a quorum for the transaction of business.

A quorum for the purpose of holding any meeting of any standing sub-committee within the CCRC shall be a simple majority of the members of that body.

### **Parliamentary Authority**

The most recent edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for all matters within CCRC not addressed in the bylaws.

### **Voting**

At any meeting of the CCRC, each Voting Member of the CCRC present shall be entitled to one (1) vote. Voting by proxy shall not be permitted.

## **VACANT BALLOT & ELECTED POSITIONS**

### **Definitions and Applicability**

A Vacant Ballot Position shall be defined as any vacancy in the Nominated Republican ticket after the date of the primary but prior to the general election in any given election cycle for which the CCRC is required to fill said position. Such vacancy may be result of a candidate's voluntary withdrawal, relocation, expiration, or any other reason as defined by the applicable election law(s) of the Commonwealth of Pennsylvania.

A Vacant Elected Position shall be defined as any vacancy by duly elected Republican candidate after the date of the general election in any given election cycle or during the individual's term of office for which the CCRC is required to recommend a candidate for said position. Such vacancy may be result of an elected official's voluntary resignation, ineligibility, removal from office, expiration, or any other reason as defined by the applicable law(s) of the Commonwealth of Pennsylvania.

The procedures and policies outlined with the Bylaws and Operational Procedures herein shall apply only to Vacant Ballot Positions or Vacant Elected Positions for offices at a local or county-wide level. For vacant state or federal positions, these bylaws shall be superseded by the applicable policies and procedures of the Pennsylvania Republican State Committee.

### **County-Wide Vacant Elected or Ballot Positions**

For the purpose of these Bylaws, a County-Wide Ballot or Elected Position shall be any elected or appointed position or the ballot position for such a position that serves all of Centre County, Pennsylvania, in its entirety.

All County-Wide Vacant Elected or Ballot Positions for which the CCRC is required to nominate, name or recommend a candidate shall be announced by the Chairman to seek qualified and interested candidates for the position. The Chairman shall attempt to contact any person who has expressed prior interest in the position and shall announce the position by whatever means deemed appropriate and necessary.

All candidates expressing interest in the Vacant Elected or Ballot Position shall be interviewed by the Advisory Committee who shall submit a report detailing the qualifications of all candidates to the CCRC.

The vote to recommend a candidate to fill a Vacant Elected or Ballot Position shall be taken by a secret ballot of the CCRC Voting Members present and voting at a meeting of the CCRC called by the Chairman in accordance with these bylaws.

The Chairman shall vote only to make or break a tie.

Should a single candidate fail to receive the required majority vote, the candidate receiving the lowest number of total votes shall be dropped from the ballot and a new vote shall be taken. This process may be repeated as necessary until a single candidate receives a majority of the votes of the Voting Members present and voting.

The candidate to fill the Vacant Elected or Ballot Position receiving a majority of the votes cast shall be named the CCRC Nominee.

The Chairman shall forward the name of the CCRC Nominee to fill a Vacant Elected or Ballot Position to the appropriate authority having appointive authority and power to fill such a vacancy.

#### **Local Vacant Elected Positions**

A Local Vacant Elected or Ballot Position shall refer to any elected or appointed position within Centre County, Pennsylvania, which serves only a portion of the named county. Examples may include, but are not limited to: school boards, municipal, township, or borough elected offices, magisterial district judges, etc.

When the CCRC is required or requested to nominate, name, or recommend a candidate for a Local Vacant Elected or Ballot Position:

- The Chairman shall still Chair the meeting and shall vote only to make or break a tie.
- Only the Precinct Chairmen, Precinct Vice-Chairmen, Area Chairmen, and Area Vice-Chairmen representing precincts within the area represented by the Vacant Position shall be eligible to vote.<sup>1</sup>

#### **Urgent Vacancies**

An Urgent Vacancy shall be defined as any Vacant Ballot or Elected Position for which the CCRC is required or requested to suggest or name a candidate in twenty-one (21) calendar days or less.

The County Chairman shall fill all Urgent Vacancies as in whatever manner the Chairman deems necessary and appropriate. In filling Urgent Vacancies, the Chairman shall make every attempt to contact candidates who have expressed prior interest in the position and to announce the position using whatever means are necessary and appropriate.

When filling a County-Wide Urgent Vacancy, the Chairman shall make every effort to consult with the other CCRC officers, the Area Chairmen and appropriate members of the Advisory Committee.

When filling a Local Urgent Vacancy, the Chairman shall make every effort to consult with the other CCRC officers and the applicable Area Chairman(s).

#### **WAIVER OF NOTICE**

Any Voting Member may waive their right of Written Notice of Meetings by submitting, in writing to the Secretary, their preferred means of notification.

The Secretary shall maintain such documentation as part of the official Voting Membership rosters for as long as the individual is a Voting Member of the CCRC or until such time as the waiver shall be rescinded by the member.

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