

BYLAWS OF
THE LEHIGH COUNTY REPUBLICAN COMMITTEE
LEHIGH COUNTY, PENNSYLVANIA

ADOPTED: MAY 13, 2014

FORWARD

Here are the Bylaws of the Lehigh County Republican Committee of the Commonwealth of Pennsylvania. These Bylaws are to provide the rules and regulations for the Lehigh County Republican Committee to serve and act. Any item not addressed in this document can be done so through Bylaw Amendment or through Resolution. This is a living document designed by its committee members and is believed to be consistent with Pennsylvania State Republican Committee Bylaws.

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Attachment A. Proxy Form

Attachment B. Resolution Form

Terminology

Committee Member is a registered Republican who is a resident of a district within Lehigh County who is elected or appointed for that district to the Lehigh County Republican Committee.

Eligible voting member is an individual who has been elected or duly appointed as a committee member, unless otherwise specified.

Written notice is the placing of a member on notice of the intention to hold a meeting or activity. The notice shall be in the form of a written communication and sent as required in these Bylaws to the members by first class mail or electronic mail to the most recent post office address or electronic mail address provided by each member. Delivery of the notice shall be determined by the postmark in the case of first class mail or the electronic date in the case of electronic mail.

A postmark is a postal marking made on a letter, package, postcard or the like indicating the date and time that the item was delivered into the care of recipient.

Organizational Meeting is the initial meeting of the Lehigh County Republican Committee at the start of a new election cycle.

Election Meeting is the meeting where committee members vote to elect the officers (E.g. Chair, Vice Chair, Secretary and Assistant Secretary).

General Meeting is a meeting to conduct business of the committee.

A special meeting of the County Committee shall always **state** the object or business to be transacted and no other business than that specified in the call shall be transacted or considered at that meeting.

Quorum is the number of voting eligible persons who must be physically present in order to conduct business. Proxies never count when calculating a quorum.

Quorum Formula is a mathematical means to determine a quorum, such as a percentage or fraction. If the formula results in a fraction or decimal, the number is rounded to the nearest whole number. Any result .50 and below rounds down, while any result above .50 rounds up.

Majority vote is 50% plus one vote of all eligible voting members and proxies.

Article I: Name

The name of this organization shall be The Lehigh County Republican Committee. The organization may be referred to as 'Lehigh County Republican Committee' or "LCRC" in these Bylaws.

Article II: Organization

The organization of the Lehigh County Republican Committee shall consist of the elected and appointed members and officers of the County, Executive and State Committees.

Ia. Authority

The County Committee shall represent the Republican Party of and in the County of Lehigh and its various election districts.

Ib. Meetings

Written notice for a meeting must be sent not less than ten (10) days prior to the date set by the County Chair for the meeting. Committee members of the County Committee shall meet at the County Headquarters, unless specifically stated otherwise in the written notice, for the purpose of organizing and/or transacting business.

The written notice must identify the date, time, and location if other than the County Headquarters and an agenda of the meeting.

An Organizational Meeting will be held for the purpose of dissemination of organizational information and nominating officers for the positions of County Chair, Vice Chair, Secretary and Assistant Secretary. The Organizational Meeting shall occur not more than forty-five (45) days after the primary in each even-numbered year. The Organizational meeting will be conducted by a Parliamentarian selected by the County Committee members, by a majority vote.

An Election Meeting will be held for the purpose of selection of officers. The Election Meeting shall occur not more than thirty (30) days after the Organizational Meeting. The Election meeting will be conducted by a Parliamentarian, selected by the County Committee members, by a majority vote.

A General Meeting will be held from time to time for the purpose of conducting committee business. The General Meeting scheduling (i.e. Monthly, Quarterly) is at the discretion of the County Chair.

A Special Meeting shall convene for any purpose upon the written call of any five (5) members of the County Committee. Each member of the County Committee to be called to meet shall be sent written notice of the call of each special meeting, which notice shall be sent not less than ten (10) days prior to the date set for the meeting.

Ic. Quorum

Thirty (30) eligible voting members will be a quorum for any County Committee meeting including Organizational, Election, General Meeting and Special Meeting.

IId. Voting

To hold a vote there must be a quorum of County Committee members.

Unless otherwise specified in these bylaws action shall be approved by majority vote.

Only elected Committee members and elected State Committee members shall be entitled to vote at the Organizational and Election Meetings.

Elected or appointed Committee members, elected officers, elected or duly appointed State Committee members, Area Captains shall be entitled to vote at a General meeting, and/or Special meeting and for bylaw amendment(s) and/or on resolution(s).

No member may possess more than one vote, even if serving in two (2) or more positions which each entitle him or her to vote.

Any vote may occur by secret ballot, if so determined by a majority of those persons present and entitled to vote.

Iie. Proxy Voting

All voting eligible Committee members shall have the right to appoint a Committee member as his or her *proxy* at any meeting of this organization.

A Committee member may not be designated as a proxy by more than two (2) Committee people. If a Committee person grants more than one proxy the proxy bearing the most recent date and time will be recognized.

Proxies shall be in the format set forth in Attachment A.

IIf. Order of Business

For the purpose of agenda items and meeting minutes the order of business of meetings of the LCRC shall be as follows:

1. Establishment of Quorum
2. Opening Prayer and Pledge of Allegiance
3. Adoption of Agenda
4. Adoption of Minutes of Previous Meeting
5. Reports of Executive Committee Members (includes Executive Director)
6. Reports of Standing Committees
7. Reports of Ad Hoc or Advisory Committees
8. Unfinished Business
9. New Business
10. Resolutions
11. Adjournment

Article III. Purpose/Objective

The Lehigh County Republican Committee shall officially represent, be responsible for the general supervision, and conduct business for and be the governing body of the Republican Party in Lehigh County; and shall possess all of the rights, powers and duties as provided for in the Pennsylvania Election Code.

Article IV. County Committee Members

IVa. Composition

The County Committee shall be composed of two (2) Committee people from each election district in the County. In addition, duly elected and appointed State Committee members and no more than fifteen (15) duly appointed Area Captains are accorded full voting membership in the County Committee.

IVb. Term

County Committee candidates shall be elected at the General primary in every even-numbered year for terms of two (2) years.

IVc. Qualifications

No person except a qualified Republican registrant shall be eligible to hold a position of Committee person, Party Officer or State Committee person.

IVd. Vacancies

The County Chair shall appoint a member to fulfill any unexpired term.

Committee members may provide recommendations to the County Chair.

IVe. Duties

The members of the County Committee are charged with protecting and promoting the interests of the Party in their respective districts under the general supervision of the County Chair.

IVf. Countywide Endorsement Procedure

Endorsements are optional, not mandatory.

Any candidate who receives two-thirds (2/3) of the vote of the quorum present in person or proxy and entitled to vote on such nomination, shall be declared an endorsed candidate.

IVg. Suspension from Committee

A member charged during his or her term with perjury, any felony or crime of moral turpitude shall be suspended from holding his or her position until the charge is resolved.

IVh. Removal from Committee

There are three identified reasons for disqualification and removal as a member. Appointment of a vacated position cannot be made until appeals process has been resolved.

- 1) A member is convicted or enters a plea of Nolo Contendere to perjury or any felony or crime of moral turpitude shall be disqualified from holding his or her position.
- 2) A member, who supports through financial contribution and/or personal endorsement of any registered member of a party other than the Republican Party, shall be disqualified from holding his or her position.

- 3) A member fails to attend two (2) consecutive General Meetings without providing notice to the County Chair or Executive Director of the absence shall be disqualified from holding his or her position.

A written notice of disqualification shall be tendered by the County Chair, who shall notify the member of the reason for his or her disqualification.

By written request, remitted to the County Chair within seven (7) days of his or her receipt of the notice of disqualification, the member receiving the notice may appeal the County Chair's preliminary determination to the County Executive Committee, which shall hold a private discussion and render a non-binding recommendation to the County Chair regarding disqualification.

A hearing shall be held at the next scheduled General meeting upon written notice to be sent not less than ten (10) days prior thereto, where the County Chair will bring and present the correspondence, the non-binding County Executive Committee recommendation as an agenda item, under new business. The member is invited to be present to offer a statement to the County Committee.

The information being presented to the County Committee, the County Committee will take a vote; a majority of eligible members voting will be binding.

Any disqualification decision shall be effective only for the member's unexpired term in office. Nothing set forth in this Article shall preclude a member from running for any Party office or position subsequent to his or her disqualification.

Article V. County Committee Officers

Va. Chair

The Chair shall be elected for a term of two years by a majority vote of eligible County Committee members.

The County Chair, with the advice of the Executive Committee, shall have general supervision of Lehigh County Republican Committee and political campaigns in the County and in all representative districts.

The County Chair shall be responsible for the general conduct of all activities carried out by the Lehigh County Republican Party.

The County Chair shall fill, by appointment, all vacancies which may occur in the Executive Committee or in the County Committee. Such appointment shall be for the unexpired term of the member whose position is filled.

The County Chair shall call meetings of the Executive Committee whenever he or she may deem it necessary.

In the case of the inability of the County Chair to act, his or her responsibilities and duties shall be assumed by the Vice-Chair.

In the case of removal, resignation or death of the County Chair, his or her responsibilities and duties shall be assumed by the Vice Chair. Unless within ninety (90) days of the Primary Election, the Vice Chair shall call for the election of a new Chair within forty-five (45) days of the resignation or death.

Vb. Vice Chair

The Vice Chair shall be elected for a term of two years by a majority vote of eligible County Committee members.

The Vice Chair, in the absence of the County Chair, shall preside at all meetings of the County Committee, including the Executive Committee.

The Vice Chair shall be responsible for Ad Hoc assignments (e.g. Fundraising, Event scheduling, etc.) so directed by the County Chair.

In the case of resignation, death or inability of the Vice Chair to act, more than ninety (90) days from the expiration of the term, the County Committee will elect a new person to fill the position. If the term ends within ninety (90) days, the position will be appointed by the County Chair. In both cases such election or appointment shall be for the unexpired term.

Vc. Treasurer

A Treasurer appointed by the County Chair and confirmed by the Executive Committee shall serve at the discretion of the Chair. A Treasurer must be appointed or re-appointed, and confirmed, within sixty (60) days of the election of the County Chair. The Treasurer is the chair of the Finance Committee.

Vd. Secretary

The Secretary shall be elected for a term of two years by a majority vote of eligible County Committee members.

The Secretary will be responsible for the Organizational, Election, General meeting minutes, where there is a Committee vote, the tallying or counting of such votes and shall attend to other duties as the County Chair directs from time to time.

The Secretary is responsible for the review, revision and submission of the Bylaws as required in Article XIII.

In the case of resignation, death or inability of the Secretary to act, his or her responsibilities and duties shall transfer upon the Assistant Secretary. Such transfer shall be for the unexpired term.

Ve. Assistant Secretary

The Assistant Secretary shall be elected for a term of two years by a majority vote of eligible County Committee members.

The Assistant Secretary, in the absence or request of the Secretary, will be responsible for General meeting minutes and shall attend to other duties as the County Chair directs from time to time.

In the case of resignation, death or inability of the Assistant Secretary to act, more than ninety (90) days from the expiration of the term, the County Committee will elect a new person to fill the position. If the term ends within ninety (90) days, the position will be appointed by the County Chair. In both cases such election or appointment shall be for the unexpired term.

Vf. Assistant Officers

The Chair shall appoint such Assistant Officers as the County Chair shall deem helpful to perform his/her duties. Such appointment shall be subject to confirmation by the County Executive Committee.

Appointed Assistant Officers are members of the Executive Committee.

Appointed Assistant Officers are not voting eligible members, unless the member is already an elected Committee member and maintains voting eligibility through that status.

Vg. Suspension of an Officer

An officer charged during his or her term with perjury, any felony or crime of moral turpitude shall be suspended from holding his or her position until the charge is resolved.

Vh. Removal of an Officer

An elected Committee member shall be able to make a motion for a vote of no confidence against an Officer once a quorum is established.

If the vote of no confidence is regarding the Chair the motion shall be presided over by the Vice Chair.

A majority vote by the eligible voting members will cause the position to be temporarily vacated pending the outcome of the status hearing.

A status hearing, written notice sent not less than ten (10) days prior, will be called and convened within thirty (30) days of the vote of no confidence. A quorum is required for the hearing to transpire. The hearing will consist of one twenty (20) minute presentation on the case against and one twenty (20) minute presentation for the defense, after which a majority vote by the eligible voting members affirming the motion of no confidence will disqualify and remove the Officer.

If the vote of no confidence is not affirmed, the Officer will resume his or her duties and responsibilities.

Article VI. Executive Director

The Executive Director is a paid at-will employee or independent contractor of the Lehigh County Republican Party.

An Executive Director appointed by the County Chair and confirmed by the Executive Committee shall serve at the discretion of the Chair.

The Executive Director shall be a registered Republican and a resident of Lehigh County.

The Executive Director reports to the County Chair and County Executive Committee.

The role of the Executive Director is to serve as the primary contact for members, to organize and manage challenging tasks, push critical initiatives forward in a timely manner, provide continuity on long lead-time projects, and identify sources of revenue such as donations, grants, and sponsorships.

Article VII. State Committee Members

VIIa. Applicability of the State Committee Rules

This Article shall be subject to the "Rules of the Republican State Committee of the Commonwealth of Pennsylvania," which shall be controlling in the event of any discrepancy or insufficiency of these Rules with the State Committee Rules.

VIIb. Election of Candidates

State Committee members, as provided for by the Rules of the Republican Party of the Commonwealth of Pennsylvania, shall be elected by districts. The number and composition of each district shall be established by the County Chair with the approval of a majority of the members of the Executive Committee.

VIIc. Vacancies

Vacancies in membership on the State Committee shall be filled by majority vote of the County Committee residing within the district. Selection shall be from current members of the Lehigh County Republican Committee. If there are no candidates for appointment from the Republican Committee, the Committee shall appoint a registered Republican. The appointee must reside in the district with the vacancy. Such appointment shall be for the unexpired term of the member whose position is filled.

VIIId. Endorsement of Candidates

Endorsements are optional, not mandatory.

Endorsements of candidates for members of the State Committee shall be governed exclusively by this Section. Candidates for the office of member of the State Committee shall be declared endorsed upon receiving a majority of the votes of the members of the County Committee, certified to be present in person or by proxy and entitled to vote on such endorsement.

Article VIII. County Executive Committee Members

VIIIa. Composition

The Executive Committee shall consist of not fewer than fifteen (15) or more than thirty-five (35) registered Lehigh County Republican members. The membership of this Committee shall include each member of the Republican Party residing in the County who is serving as an Officer or as a member of the State Committee or who is a member of the Executive Committee of the Republican State Committee. It shall also include the County Chair, Vice-Chair, Treasurer, Secretary and Assistant Secretary, Assistant Officers and Executive Director of the County Committee. The remaining members shall be appointed by the County Chair, including but not limited to, the Area Captains.

VIIIb. Term

Term of two years

VIIIc. Meeting

The Executive Committee shall assemble at the call of the County Chair whenever he or she may desire. The Executive Committee may also assemble on its own motion, upon call of five (5) members thereof whenever the Chair fails or refuses to call them together.

VIIIId. Duties

The Executive Committee shall at all times act in an advisory capacity to the County Chair unless otherwise provide for in these by laws.

Article IX. Area Captain

IXa. Naming

Area Captain shall be appointed from their respective area by the County Chair.

Area Committee Members must confirm the appointment at the next Area Committee meeting, quorum present, and majority vote is necessary for affirmation.

If the Area Committee does not confirm the appointment, the Area Committee members, by majority, can present a member for the Area Captain position to the County Chair.

IXb. Duties

The Area Captain is charged with liaison responsibilities for Committee persons in his or her district, with assuring that persons are available to fill vacant Committee posts, and with assuring that all Committee person responsibilities are accomplished in the district assigned to the Area Captain.

IXc. Vacancies

Area Captains shall be appointed from their respective area by the County Chair.

The County Chair shall appoint a committee member to fulfill the unexpired term.

Area Committee members of the respective vacant area seat may provide recommendations to the County Chair.

Area Committee members must confirm the appointment at the next Area Committee meeting, quorum present, and majority vote is necessary for affirmation.

If the Area Captain is not confirmed by the Area Committee, the process identified in section IXa. Naming must be implemented.

IXd. Removal of Captain

A captain may be removed by a vote of no confidence by the respective Area Committee members.

Article X. Area Committee

Xa. Composition

The County Chair shall organize Committee members into geographic areas (comprised of city, borough, township, ward and/or school district) which will consist of all such members within such area.

Xb. Meetings

The organization meeting of each such area shall be held within thirty (30) days after the organization meeting of the County Committee.

All other meetings of the Area Committee shall be called by the Area Captain.

Written notice for a meeting must be sent not less than ten (10) days prior to the date set by the Area Captain for the meeting.

Xc. Quorum

Three (3) Area Committee members or twenty-five (25%) percent of the voting eligible members, whichever number is greater, shall constitute a quorum. A quorum requirement may not exceed that set for the County Committee.

Xd. Duties

Disseminate Republican principles and policy to the citizens of the area.

Identify and recruit persons for County Committee member status.

Promote the Republican candidates for local office.

Identify and call to attention concerns and issues that affect the Area Committee and its citizens.

Fund raise, hold informational events and identify community service opportunities to call attention to Republican causes.

Xe. Endorsement Procedures

Endorsements are optional, not mandatory.

Any candidate who receives two-thirds (2/3) of the vote of the quorum present in person or proxy and entitled to vote on such nomination, shall be declared an endorsed candidate.

Article XI. Standing Sub or Ad Hoc Committee

The standing committees of the Lehigh County Republican Committee shall consist of:

XIa. Finance

The Treasurer is the chair of the committee. The County Chair shall appoint members to a Finance Committee to collect funds for the party and pay over the same to the Treasurer. The Finance Committee members will also assist with the duties of the Treasurer from time to time.

XIb. Credentials

Prior to any meeting of the County Committee at which a known and nominated Officer is to be elected, the County Chair shall appoint a credentials committee of not fewer than one (1) person nor more than three (3) persons per candidate in each contested race, who shall evaluate the credentials of all County Committee members, or proxies, who desire to vote.

In the event of a contested election for an Officer position, each candidate shall be entitled to choose at least one (1) person to serve on the credentials committee. Each member of the credentials committee is authorized to review and evaluate the credentials of any person seeking to vote in the election for that specific office, and the credentials committee shall issue a preliminary decision to each candidate for that specific office as to the disposition of disputed credentials.

Proxies must be submitted in writing to the credentials committee for consideration and evaluation not fewer than seventy-two (72) hours prior to a scheduled election for that specific office, and a preliminary decision as to each shall be issued in writing not fewer than twenty-four (24) hours prior to the scheduled election.

XIc. Youth

The Youth Director is the chair of the committee. The County Chair shall appoint members to a Youth Committee to work in tandem with the Lehigh Valley Young Republicans, College Republican groups and High School Political Organizations.

XId. Advisory/Citizen Council

The chair of the committee will be identified by the Advisory/Citizen Council members. The County Chair shall appoint an Advisory/Citizens Council of registered Republicans residing in Lehigh County who have no position or elected committee member status. The purpose of this group shall be to counsel the County Chair on matters of benefit to the Republican Party.

XIe. AD Hoc

The chair of the committee will be identified by the AD Hoc Committee members.

Ad Hoc Committee will be established, from time to time, where there is a determined need to identify, address, resolve or expedite matters in the furtherance of the business of the County Committee.

An Ad Hoc Committee maybe established and have members appointed by the County Chair or by majority vote of the County committee.

Article XII. Rules

These Bylaws shall be presumed to be consistent with the Bylaws of the Republican State Committee if they do not conflict with the provisions of the State By laws. Nothing stated in this paragraph shall limit the creation of powers and authority in these Bylaws which are not expressly precluded by the provisions of the State Bylaws.

XIIa. Suspension of Rules

These rules may be temporarily suspended at or during any meeting of the County Committee by the affirmative vote of three-fourths (3/4) of a quorum present and voting at the meeting.

XIIb. Robert's Rules of Order, Revised

Roberts Rules of Order, Revised, shall apply in all situations not covered by these Rules. In the most recently revised and updated version available at the time the meeting in question is commenced.

Article XIII By-Law Amendments

Bylaws are to be reviewed and approved, by majority vote, every two (2) years by each new slate of elected Committee members. If not approved, then a formal Ad Hoc Bylaws Committee, chaired by the Secretary, needs to be formed to review and recommend changes.

The AD Hoc Committee work will be presented to the County Committee members with a review and comment period of thirty (30) days. A quorum is required and a majority vote is necessary to begin the thirty (30) day review period.

After the thirty (30) day period, the amended Bylaws, with any revisions, will be presented for vote. Quorum is required and majority vote is necessary.

Individual Committee members may bring forward Bylaws revisions to the County Committee. The proposing Committee member must submit the documentation (e.g. the current document, document with revised markings, and reasoning) to the County Chair. The County Committee members will have a review and comment period of thirty (30) days. A quorum is required and a majority vote is necessary to begin the thirty (30) day review period.

After the thirty (30) day period, the amended Bylaws, with any revisions, will be presented for vote. Quorum is required and majority vote is necessary for affirmation.

Article XIV. Resolutions

Any Committee member may propose a resolution from the floor for adoption by the County Committee, pursuant to Roberts Rules, Revised. The Resolution form (See Attachment B) will be completed and accompany the presentation from the floor.

Discussion on any proposed resolution shall not exceed twenty (20) minutes, unless by majority consent of the members present. Within any given meeting, discussion on all proposed resolutions shall not collectively exceed one-half hour, unless by majority consent of the members present.

Quorum is required and majority vote is necessary for affirmation.

Article XV. Motions

Motions from the floor are allowed, pursuant to Robert Rules, Revised.

Quorum is required and majority vote is necessary for affirmation.

Article XVI. Conflict of Interest

Eligible voting members should abstain from voting when a conflict of interest is present.

Committee members that are immediate family members or employed by elected Officials or those Committee members with immediate family employed by elected officials may not vote on endorsements, resolutions, or financial support pertaining to said candidate, campaign or elected Official.

Article XVII Candidate Vacancies

In the event of a vacancy occurring on the Republican ticket in any district of which Lehigh County forms all or part, the vacancy shall be filled by majority vote of County Committee members residing in that district.

If the district covers multiple counties, the conferees from Lehigh County shall be selected by majority vote of County Committee members residing in that district. Conferees shall also be County Committee members. If there are an insufficient number of County Committee members able to serve, the requirement may be waived and the remaining conferees selected by the Committee from registered Republicans residing in the district.

If a vacancy for any cause shall occur in an elective public office in any district of which Lehigh County forms all or part, and the Election Code provides that nominations by political parties are to be made, a nomination to fill said vacancy shall be made in the same manner as provided above to fill vacancies on the Republican ticket. This includes vacancies that are to be filled by Special Election.